The OnBase Web Client v12 is only compatible with Internet Explorer v7-9.

Pop-up Blockers and Custom Toolbars are not supported – you must ‘allow’ the OnBase Website in your pop-up blocker settings and/or uninstall your Yahoo or Google Toolbar.

Any new OnBase access requires a SAFE Team Representative approval for access.

Admissions—Leah Meicher
Financial Aid—Maria Lindquist
Infrastructure Services—Amy Krumenauer
Learner Development—Marty Crabbs
Learner Success—Nicole Soulier
Records—Lori McRoberts
Student Financials—Tonya Vertein

Open Internet Explorer and go to the URL (below) to access the OnBase Web Client:
https://onbase.madisoncollege.edu/appnet1/Login.aspx

Login in using your Madison College Network ID and Password:

Type of Search: Displays search types available.
Add to Favorites: Click to add current search to favorites.
Help: Click to open Help menu.
Exit: Click to exit application.

Click on the Document Retrieval drop-down box and select Custom Queries:

Select the type of Custom Queries, each query will have Instructions for entering keywords in order to perform a search:

Available queries will vary based on department access level

Click the Search button.
**DOCUMENT NAVIGATION TOOLS**

- **View Notes:** Displays any notes attached to the document.
- **Next Page:** Displays the next page.
- **Last Page:** Displays the last page.
- **Zoom In/Out:** Zooms in or out of document.
- **Actual Size:** Displays actual size of document.
- **Fit Width:** Fits width of document on document panel.
- **Fit in Window:** Fits document on document panel.
- **Fit Height:** Fits height of document on document panel.
- **Rotate Left/Right:** Rotates document left or right.
- **Options:** Click to open Viewer Options.
- **Scale to Gray:** Displays document in gray.

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**RETRIEVING A DOCUMENT**

1. **Select Document and Document Retrieval:**

2. **Select a Document Type Group:**

3. **Select a Document Type** and enter document **Date** (if applicable):

4. **Enter any Keywords** for document search:

5. **Click the Search button.**

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**Notes:**

- **All:** Displays all documents.
- **ADM Admissions:** Displays documents in Admissions.
- **Enrollment Services:** Displays documents in Enrollment Services.
- **REC Records:** Displays documents in Records.