Madison College
Web Client Access

**Procedure:**  Web Client Access

**Navigation:**  N/A

**BPG Owner:**  Enrollment Center

**File Path:**  \Systems and Processes\Process Info\Imaging\Process Guide\TCE_Transfer Credit Eval

**Date Last Revised:**  01/30/2013

**Version:**  1

**BPG Reference:**  N/A

**OVERVIEW**

Document retrieval using Hyland OnBase Web Client offers document retrieval functionality to imaged documents within the OnBase system. However, Internet Explorer security settings may have to be configured properly for accessing the web client.

**DEPENDENCIES - RELATED EXTERNAL PROCESSES IMPACTED**

OnBase Enterprise Content Management System access
- Transfer Credit Evaluation
- Student Records
- Admissions
- Financial Aid
- Veterans Affairs

Access to any image within OnBase requires membership in the appropriate active directory group.

Document retrieval will only work using Microsoft Internet Explorer.

*If you encounter issues while trying to install Hyland Application Enabler, please contact the Help Desk at (608) 246-6666 or helpdesk@madisoncollege.edu.*
**PROCEDURE**

**Accessing the OnBase Web Login** at [https://onbase.madisoncollege.edu/appnet](https://onbase.madisoncollege.edu/appnet). Users should be able to log in with their Madison College Network ID and password.

Mark this link as a Favorite, or you can create a Desktop Shortcut by doing the following:

1. Navigate to the URL address for the OnBase Web Login
2. Left-click and HOLD the Internet Explorer icon next to the URL in the address bar.
3. Drag the icon to your Desktop

4. You should now see a shortcut on your desktop for the OnBase Web Client.
If you are having issues with pop-up blockers, your Internet Explorer security settings may have to be configured properly for access to OnBase. To verify and set your configurations, do the following:

1. Open the Microsoft Internet Explorer browser
2. Go to Tools > Internet Options
3. In the Internet Options window, click the **Security** tab
   a. Click the **Trusted sites** zone
   b. Click the **Custom level…** button

4. In the **Security Settings – Trusted Sites Zone**
   a. Scroll down to **Automatic prompting for ActiveX controls**
   b. Click to **Enable**
c. Scroll down to User Authentication > Logon

d. Click Automatic logon with current user name and password

e. Click **OK**

5. Back on the **Internet Options** window, click the **Privacy** tab

6. Click the **Settings** button

7. Type “onbase.madisoncollege.edu” into the **Address of website to allow** field
   a. Click **Add**
   b. Click **Close**

8. Disable any third-party pop-up blockers (Google Toolbar, Yahoo Toolbar, etc.)

9. Navigate to **https://onbase.madisoncollege.edu/appnet** and mark it as a Favorite for future use