LOGGING IN

FROM OFF CAMPUS OR WIRELESS CONNECTION VPN CONNECTION IS REQUIRED

GVSU Grad Workflow process requires Internet Explorer versions 9, 10 or 11.

If you need access to OnBase from off campus or wireless you will need to log into GVSU’s vpn client: https://vpn.gvsu.edu

Use your Outlook ID and password to log in.

You get this screen while vpn is negotiating with the GVSU network.

You will know you are connected when the connected icon populates your system tray.
1. Enter your OnBase user name and password.
2. Click Login.
To review complete applications:

1. **Click the down arrow next to Documents** at the top of the page.
2. Select **Workflow**.

3. Double click **ADM File Review**. A new screen will appear and you will see the queues you have access to. This will include Grad Incompletes, Awaiting Decision, Conditional Admit, and Provisional Admit.

4. To see this screen larger (recommended), click the maximize screen box in the upper right hand corner.
**GRAD INCOMPLETES QUEUE**

To review incomplete applications:
1. From ADM File Review, click Grad Incompletes. You will see the incomplete applications on the right hand side of the screen.

2. Click on a student’s name in order to see his/her application documents.

3. Click on an application document in the Work Folder (located on the left hand side) to view it. Common documents include:
   - ADM-APPL-PKT – Application packet
   - ADM-CLTRAN – College transcript
   - ADM-ESSAY – Essay
   - ADM-INTTRAN – International transcript
   - ADM-MISDOC – Miscellaneous document
   - ADM-SIGPAGE – Signature page
   - ADM-STICKERFRM – Sticker form
   - ADM-TESTSCORE – Test score
   - ADM-WEBAPP – Web application
   - ADM-PROVLTR – Copy of student’s provisional admit letter
   - ADM-CONDLTR – Copy of student’s conditional admit letter
   - ADM-WWLTR – Copy of student’s withhold letter
   - ADM-PRCDLTR – Copy of student’s provisional to conditional admit letter

Note: If your program requires a student’s GPA to be recalculated for any reason, the GPA will appear in a note on the sticker form. You will need to double click the note in order to view it.

**SELECT ADVISOR AND EMPHASIS**

To select (assign) a graduate advisor and/or emphasis:
1. Click on the student you would like to select a graduate advisor or emphasis for.
2. Click the Select Advisor and Emphasis button.

3. Select the appropriate advisor and/or emphasis.
4. Click Save.

Note: You must select the advisor and/or emphasis prior to making an admission decision. Once you make an admissions decision, the student’s application will disappear from the ADM File Review queue.
PROVISIONAL ADMIT

These are applicants who must submit additional application document(s) before achieving full admission status. The deadline for submitting missing documents is the last day of classes of their first semester of enrollment. Examples of missing documents may include:

- Official transcripts or admission test scores
- Certified copies or official verification of professional licenses or certifications
- Letters of recommendation
- Other documents required by their department

To admit a student provisionally:
1. Click the Prov Admit button after you have reviewed everything. This will trigger your graduate program’s provisional admit letter.

Note: You will need to specify the application document(s) needed within the letter, print a copy of it, and mail it to the student. Be sure to use GVSU letterhead. See Letter Generation.

DENY GRAD

To deny a student:
1. Click the Deny Grad button after you have reviewed everything. This will trigger your graduate program’s deny letter. The Admissions Office will send this letter to the student.

CANCEL INCOMPLETE

To cancel a student’s complete application:
1. Click the Cancel Incomplete button.

Note: In some cases, you may want to attach a note (see below) indicating why the student decided to cancel his/her application.

REWORK

To rework a student’s application:
1. Go to the sticker form, and then right click on it.
2. Highlight Notes, and then click on Add Notes.
3. Click on note type of ADM Rework. Click OK.
4. A purple note icon will appear on the left hand side of the page. Double click on it and type in your comments for reworking the application.
5. Click the Rework button.
SELECT ADVISOR AND EMPHASIS

See Select Advisor and Emphasis for instructions.

REGULAR/FULL ADMIT

To fully admit a student:
1. Click the Admit Grad button after you have reviewed everything. This will trigger your graduate program’s admit letter. The Admissions Office will send this letter to the student.

CONDITIONAL ADMIT

These are applicants who must meet specific conditions set by the degree program before attaining full admission status. Individual graduate programs determine the parameters of conditional admission and set the deadline(s) by which the conditions need to be met. Examples of specific conditions include:

Curriculum deficiencies: Applicant who is not admissible or is marginally admissible to a graduate program because he/she has not completed prerequisites or background courses required for success in the graduate program.

Academic deficiencies: Applicant whose credentials may be marginally acceptable. Although the graduate program may agree to admit such a candidate with reservation, the program may identify grade conditions that need to be met.

Nonstandard evidence of the potential for success in graduate work: Applicant does not meet the standard admission criteria, but other significant evidence exists of the candidate’s potential for success in a graduate program. Examples of such evidence include:

- Candidate’s maturation subsequent to his or her previous academic record
- Candidate’s significant professional and other accomplishments related to the program’s discipline(s) and subsequent to a marginal academic record
- Standardized admission test scores that are not representative of a particular candidate’s aptitude for graduate work
- Candidate’s prior academic performance was negatively affected by significant nonacademic factors or influences that are no longer present

To admit a student conditionally:
1. Click the Conditional Admit button after you have reviewed everything. This will trigger your graduate program’s conditional admit letter.

Note: You will need to specify the conditions and timeline for completing them within the letter, print a copy of it, and mail it to the student. Be sure to use GVSU letterhead. See Letter Generation.

DENY GRAD

See Deny Grad for instructions.
**WITHHOLD GRAD**

To withhold a student’s application for additional information:
1. Click the **Withhold Grad** button after you have reviewed everything. This will trigger your graduate program’s withhold letter.

Note: You will need to specify the reason for withholding the student’s application and what he/she needs to do or provide for admission. You will also need to print a copy of the letter and mail it to the student. Be sure to use GVSU letterhead. See [Letter Generation](#).

**CANCEL INCOMPLETE**

See [Cancel Incomplete](#) for instructions.

**REWORK**

See [Rework](#) for instructions.
CONDITIONAL ADMIT QUEUE

This queue houses the students’ applications who have been conditionally admitted. Task options include the following:

CONDITIONAL ADMIT TO REGULAR/FULL ADMIT

To move a student from conditional to regular/full admission:
1. Click the Admit COND/REG button. This will trigger your graduate program’s conditional admit to regular/full admit letter. The Admissions Office will send this letter to the student.

CONDITIONAL ADMIT TO ADD HOLD

To place a hold on a student who has been admitted conditionally:
1. Click the ADD HOLD button.
Note: This will place a hold on the student’s record that will prevent him/her from registering for future classes. The Admissions Office will send this letter to the student.

REWORK

See Rework for instructions.
**PROVISIONAL ADMIT QUEUE**

This queue houses the students’ applications who have been provisionally admitted. Task options include the following:

**PROVISIONAL ADMIT TO REGULAR/FULL ADMIT**

To move a student from provisional to regular/full admission:
1. Click the Admit PROV/REG button. This will trigger your graduate program’s provisional admit to regular/full admit letter. The Admissions Office will send this letter to the student.

**PROVISIONAL ADMIT TO CONDITIONAL ADMIT**

To move a student from provisional to conditional admission:
1. Click the Admit PROV/COND button. This will trigger your graduate program’s provisional admit to conditional admit letter.

Note: You will need to specify the conditions and timeline for completing them within the letter, print a copy of it, and mail it to the student. Be sure to use GVSU letterhead. See Letter Generation.

**PROVISIONAL ADMIT TO ADD HOLD**

To place a hold on a student who has been admitted provisionally:
1. Click the ADD HOLD button.

Note: This will place a hold on the student’s record that will prevent him/her from registering for future classes. The Admissions Office will send this letter to the student.

**ATTACHING A NOTE**

To add a note to a student’s file:
1. Go to the sticker form, and then right click on it.
2. Highlight Notes, and then click on Add Notes.
3. Click on note type of ADM Rework or General Note. Click OK.
4. A purple note icon will appear on the left hand side of the page. Double click on it and type your comments in the box. The x symbol inside the box will delete the note.

**PRINTING DOCUMENTS**

To print an application document:
1. Select the student you would like to print a document for.
2. Click on the appropriate document from the Work Folder. The document will appear in a new window.
3. Click the Print Document button (looks like a printer) in the new window.
LETTER GENERATION

When you admit students conditionally and provisionally, or withhold for additional information, it will be necessary for you to print the decision letter and mail it to the student.

1. Click **Next** when you see the ‘Choose a template’ box.

2. Click **Next** again when you see the student’s address information.

3. Edit letter as needed, then click on the **Print Document** icon.

4. Click on the **Save Document** icon.
SEARCHING FOR A STUDENT

To search for a student’s application documents:
1. After logging in to OnBase, select **Custom Queries**.
2. Double click **ADM Student File** from the Custom Queries box.
3. Enter the student’s name, G number, or date of birth.
4. Click the **Search** button (looks like binoculars) at the bottom of the page.
   Note: The easiest way to find a student’s application documents is to enter his/her G number into the **Banner #** box at the bottom.

LOGGING OUT

To log out of OnBase:
1. Click the **Back** (green) arrow in the upper left hand corner of the screen.
2. Click the **Exit** button (looks like a door) in the upper left hand corner.

WAIVING A REQUIREMENT

Graduate Program Directors always have the option of waiving a non-university admissions document on behalf of a student. This would include documents such as an essay, test score, or letter of recommendation (not the admissions application, application fee or official transcript). If you would like to waive an admissions requirement for a student, please email the student’s name, G number, and document you would like to waive to Tracey James-Heer at **james-h@gvsu.edu**.
**WHO TO CALL FOR HELP**

Should you have questions at any time while using OnBase, please contact any of the following individuals.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Brittain</td>
<td>Admissions-Allendale</td>
<td>331-2012</td>
<td><a href="mailto:brittaim@gvsu.edu">brittaim@gvsu.edu</a></td>
</tr>
<tr>
<td>Tracey James-Heer</td>
<td>Admissions-Pew</td>
<td>331-6674</td>
<td><a href="mailto:james-ht@gvsu.edu">james-ht@gvsu.edu</a></td>
</tr>
<tr>
<td>Bill Widmaier</td>
<td>Records-Allendale</td>
<td>331-3877</td>
<td><a href="mailto:widmaieb@gvsu.edu">widmaieb@gvsu.edu</a></td>
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