

Must know before continuing

Use the most recent version any of the following browsers:

PC: Internet Explorer, Firefox, or Chrome

Mac: Firefox or Chrome.

- Internet Explorer (11)
- Chrome (61+)
- Firefox (53+)
- Firefox ESR (45)
- Safari (6.2.x, 7.1.x, 8.0.x, 9.0.x, 9.1.x)

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Please disallow popup blockers on your computer when using the OnBase system for this process. If you do not know how to disable popup blockers on your browser, please contact the helpdesk at x3350.

You must have your employee ID and your WCU username/password to proceed.

Steps to Access

Click Access OnBase under Applicant Links. Enter your WCU username and password. Your view will look similar to this:

The screenshot shows the OnBase interface for a 'TeP Candidate View'. At the top, there is a navigation bar with 'StatusView' on the left, the 'OnBase' logo in the center, and a user profile 'George Washington' on the right. Below the navigation bar, the main content area is divided into three columns. The left column, titled 'Available Layouts', contains a search bar and a 'GROUP LAYOUTS' dropdown menu with a blue checkmark next to 'TeP Candidate View'. The middle column, titled 'TeP Candidate View', contains three sections: 'New App & Doc Upload- Double click an item ...' with sub-items 'FORMS', 'Create a new Tenure and/or Promotion application', and 'Upload a Document'; 'Resources and Guides - click an item to open' with sub-items 'How to create a new application', 'How to upload a document', 'How to access current documents', 'How to access archived documents & renew them', 'Guide to letters of recommendation, after deadline', and 'Report a technical issue'; and 'Document Access - click an item to open' with sub-items 'Current Documents' and 'Document Archive'. The right column is empty.

If not already selected, select the TeP Candidate View from the left column.

This close-up shows the 'Available Layouts' sidebar. It features a search bar and a 'GROUP LAYOUTS' dropdown menu. The 'TeP Candidate View' option is highlighted with a red oval, indicating it is the focus of the instruction.

When selected, it will display in blue with a checkbox next to it.

This close-up shows the 'GROUP LAYOUTS' dropdown menu with the 'TeP Candidate View' option selected. The option is highlighted in blue and has a blue checkmark next to it.