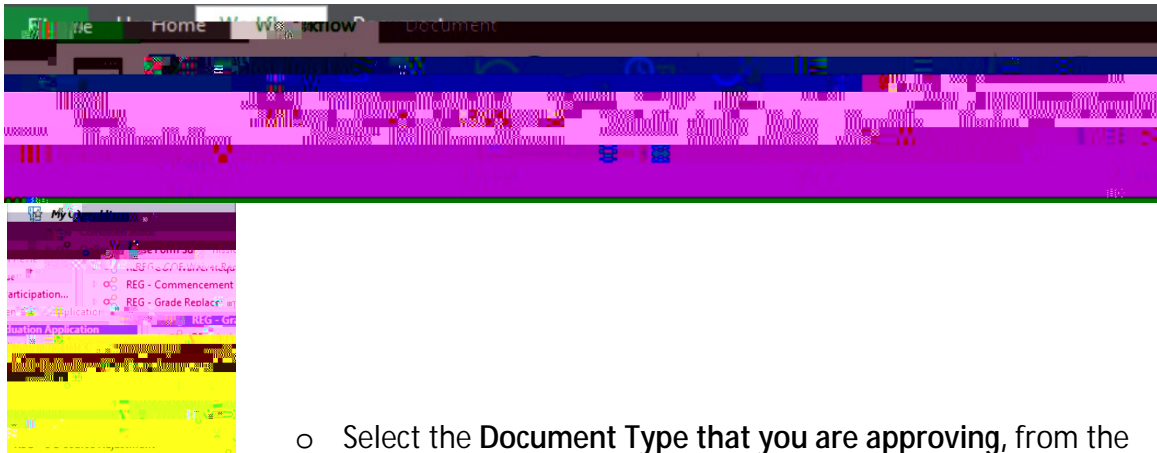


OnBase for Department/Dean Approvers

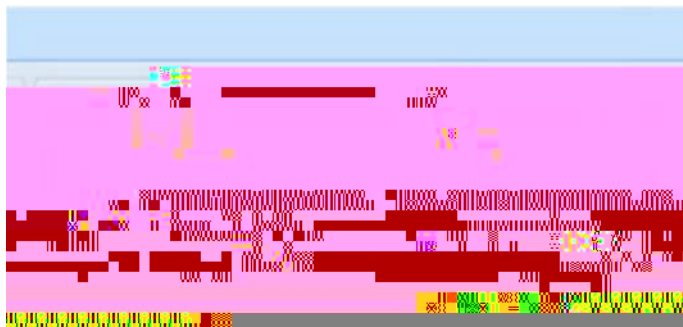
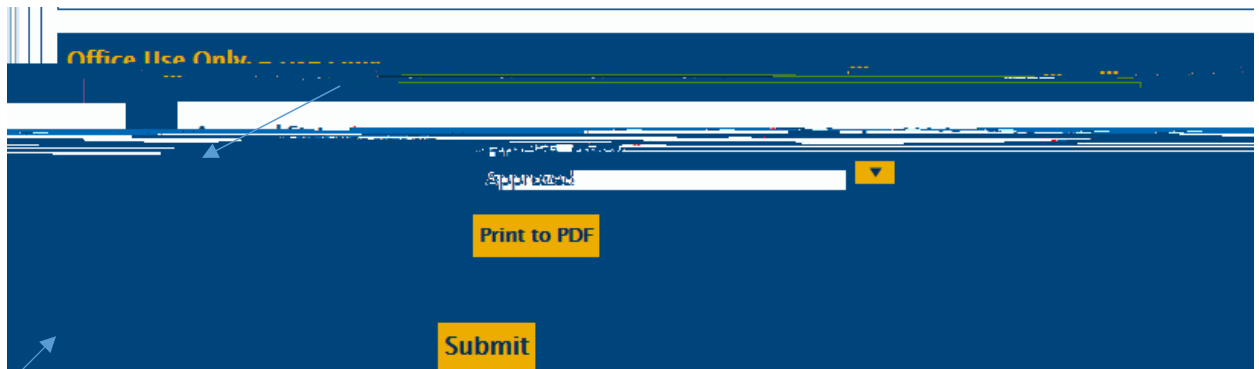
All approvers will need to install the OnBase Client in order to approve all forms. The directions on how to install the client can be found out [How to Install OnBase for PC users](#). If you have questions with the installation or would like to have someone walk you through the process, please contact the TSC to put a ticket in.

Click [here](#) (OnBase for MAC users) if you are a Macintosh user.

- You will receive a notification that a course adjustment form is awaiting your approval via your unco email.
 - Log into [your Clickthe Workflow](#) tab.
 - Select **Primary Viewer**.

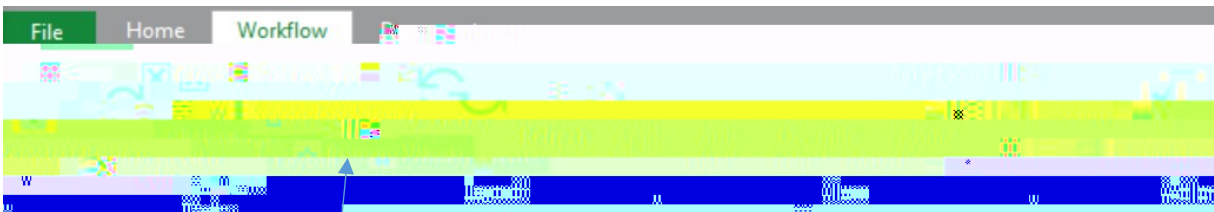


- Select the **Document Type** that you are approving, from the left side choices (as shown above).
- Select the first form/student.
- Review the adjustment for appropriateness.





- You will possibly have to hit the **refresh** button for it to move out of the inbox or click off the workflow queue and back into it for the form to disappear.



- **Optional:** As you have more forms to approve moving forward you will start to have more options to select in the left navigation bar to review. To make it easier you can combine all of your boxes to allow all forms that need to be approved to sit in one "Inbox" to not make you have to go into each specific folder to see what you need to approve or deny.

