OnBase Retrieval Guide
Change of Major Form

Web Client

OnBase Version: 15.0.2.174
Date: 08/17/2016
Getting Started

To login to PolyDoc:

1. Navigate to the web address provided: https://polydoc.csupomona.edu/AppNet/

2. Log in with your regular WIN credentials (It’s OK that the domain shows “AD” instead).

3. Once you have successfully logged into the system, you will be taken directly to the Document Retrieval screen.
Finding All records for a particular student

1. To find all the records for ONE student. Change the mode from Document Retrieval to **Custom Queries**.

2. Select the ENR – All Lookup query and enter the student’s Bronco Number. Then click the binoculars (find) to return all records available for the student.
Finding All Change of Major forms for your Department

1. To find all the Change of Major forms that have been submitted for your department, switch back to Document Retrieval and then navigate to the following:
   a. Document Type Group: Registrar
   b. Document Type: REG – eForm – Change of Major
   c. Major Effected: Your Major

Then click the binoculars (find) to return all forms. In the future you can also add a From Date and To Date to limit the date range of the results.