

OnBase Workflow Guide Change of Major Form

Web Client

OnBase Version: 15.0.1.84

Date: 02/25/2016

Before Beginning – Internet browser compatibility

Make sure you are using one of the following internet browsers:

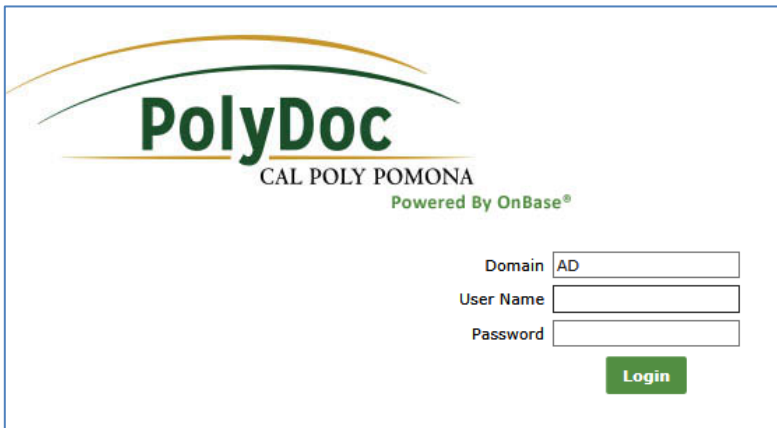
- Internet Explorer 9, 10, 11
- Firefox ESR 31, 38
- Safari 5.1.10+, 6.0.5+, 6.2.0+, 7.1.0+, 8.0.0+

The Chrome browser and tablets/smartphone browsers are not supported at this time.

Getting Started

To login to PolyDoc:

1. Navigate to the web address provided:
<https://polydoc.csupomona.edu/AppNet/Workflow/WFLogin.aspx?LifeCycleID=119&QueueID=186>



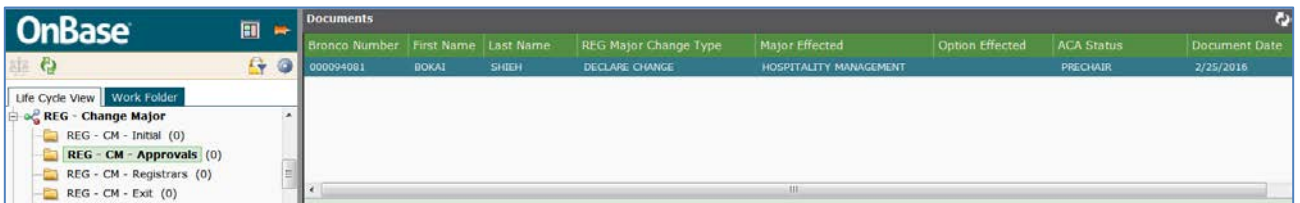
PolyDoc
CAL POLY POMONA
Powered By OnBase®

Domain

User Name

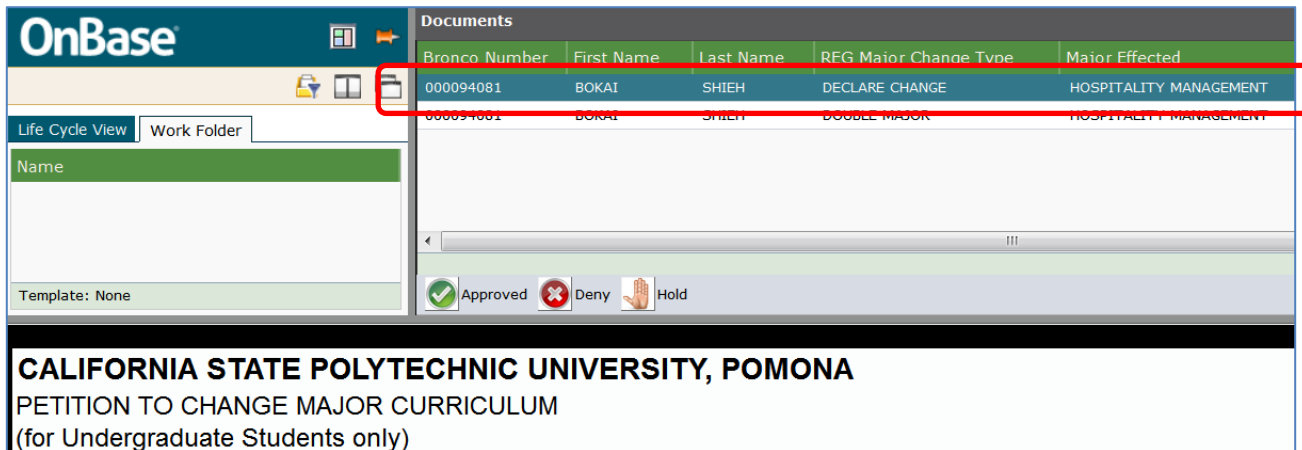
Password

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 Workflow screen for "REG – Change of Major" documents.

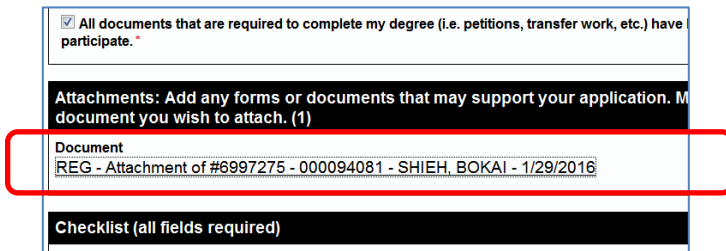


Bronco Number	First Name	Last Name	REG Major Change Type	Major Effected	Option Effected	ACA Status	Document Date
00094081	BOKAI	SHIEH	DECLARE CHANGE	HOSPITALITY MANAGEMENT		PRECHAIR	2/25/2016

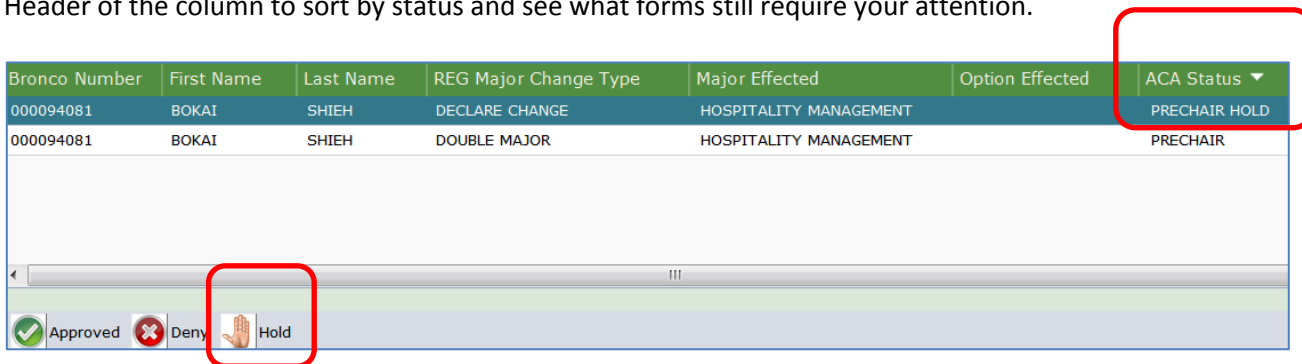
- Use the top left window and select any document to View in the bottom window.



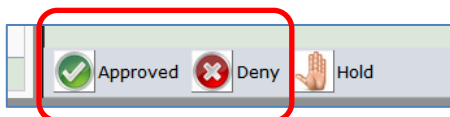
- Scroll down to read all the submitted information. If the student included any attachments, you may click their links to view them.



- If you're not ready to make a decision yet (i.e. student still needs to attend a workshop), you can use the buttons in the top left window and click **HOLD** to change the status. You can then click the Header of the column to sort by status and see what forms still require your attention.



- Once you're ready to make a decision, use the buttons in the top left window to **APPROVE** or **DENY** the application.



- That's it! Denials will automatically send an email to the student and the original form will be archived for record purposes. Approvals will be forwarded to the Chair then Registrars for further approval.