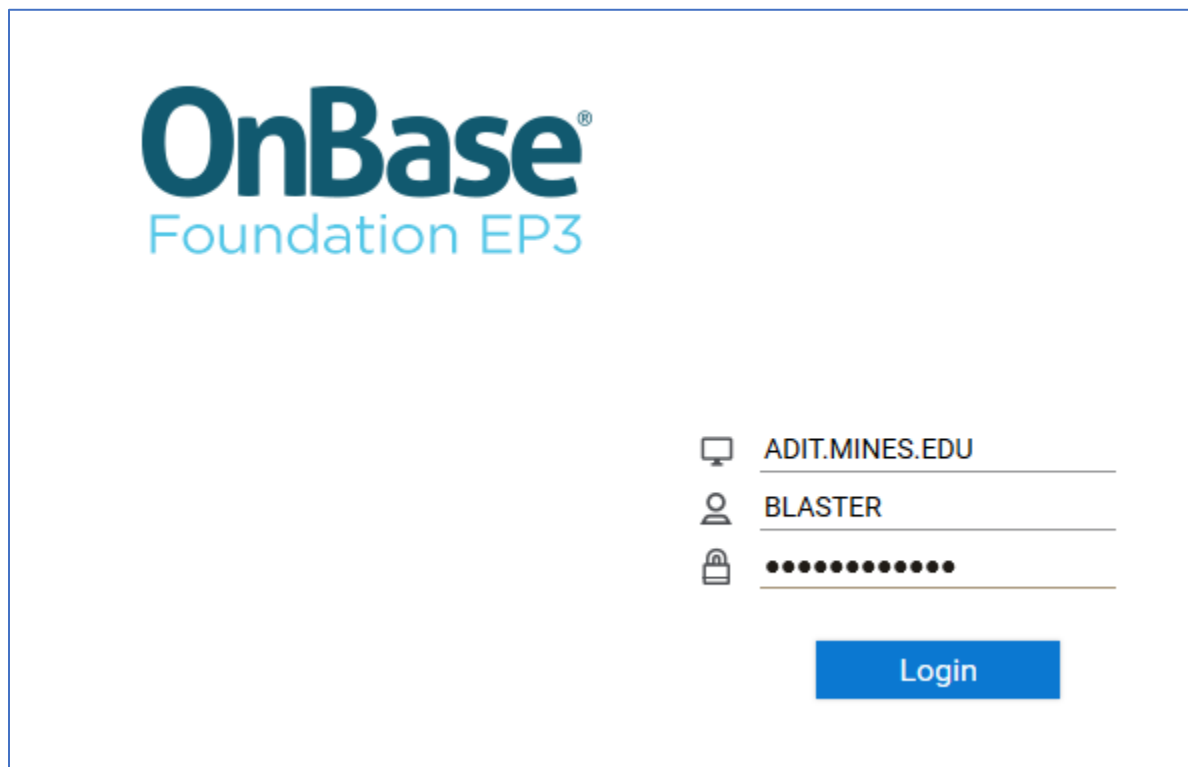


Uploading Secure Documents

How to Use this Service

1. Go to the OnBase Portal

Select "Upload Your Documents" in the upper right corner of this page.
Alternatively, you can navigate directly to <https://onbase.mines.edu/>



OnBase[®]
Foundation EP3

ADIT.MINES.EDU
BLASTER
.....

Login

2. Select the "Hamburger" / Three Line Icon on the Top Left



New Form

OnBase[®]

Nicholas Durr

Forms

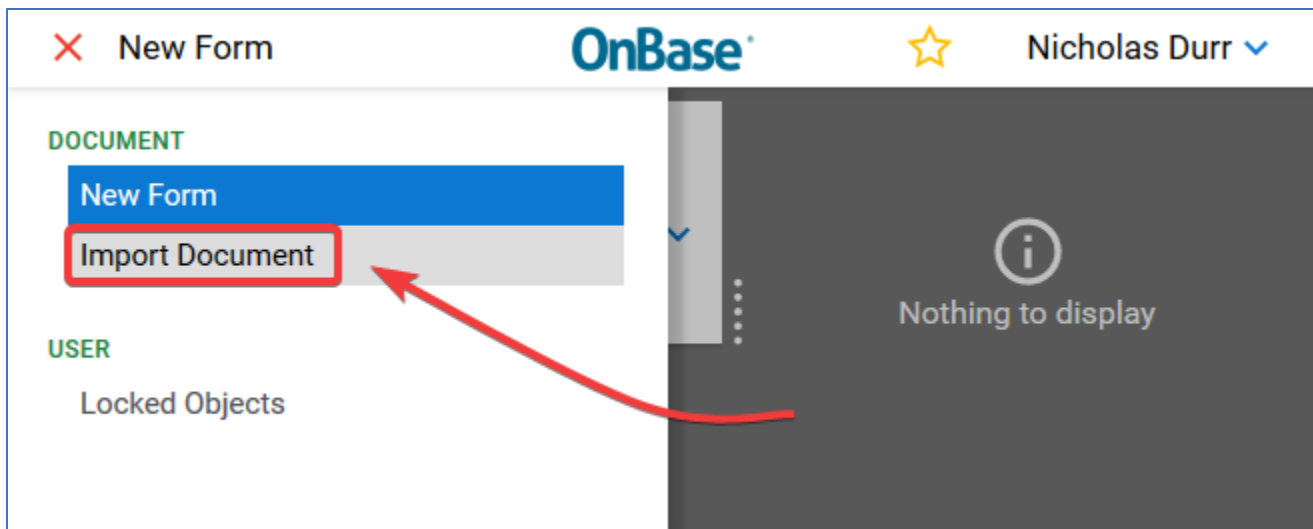
HUMAN SUBJECTS COMMITTEE

HSR-Application Form

Nothing to display

Uploading Secure Documents

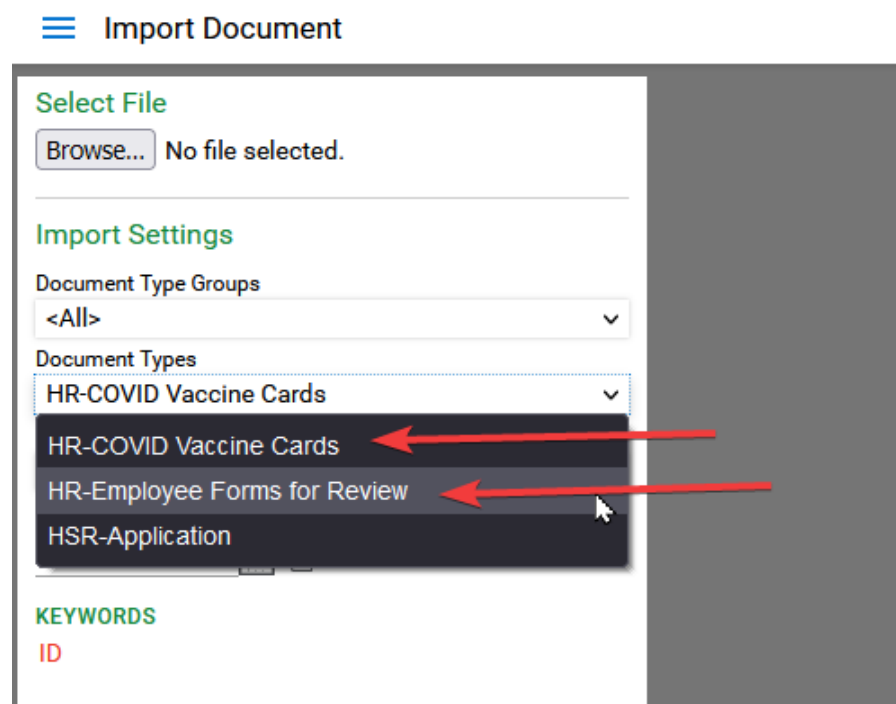
3. Select "Import Document."



4. Select the "Document Type"

Select "HR-COVID Vaccine Cards" to transmit your COVID Vaccination Card or Immunization Exemption Form to MAPS.

Select "HR-Employee Forms for Review" to transmit HR related forms to MAPS.



Uploading Secure Documents

5. Enter Your Campus Wide ID (CWID)

Once you've entered your CWID, the rest of your record will automatically populate.

If you are unsure of your CWID, you can find it in your welcome email from the MAPS Office.

Import Document OnBase ★ [User] ▼

Select File
Browse... No file selected.

Import Settings
Document Type Groups: <All> ▼
Document Types: HR-Employee Forms for Review ▼
File Type: Image File Format (.???) ▼
Document Date: 02/26/2021 📅 🗑️

KEYWORDS
ID 1
Last Name
First Name
Middle Name
Hire Date 📅
Termination Date 📅
Activity Date 📅

Select File or Drag & Drop Files

Once you've entered your Campus Wide ID (CWID) into the ID Field, the rest of your information will auto-populate.

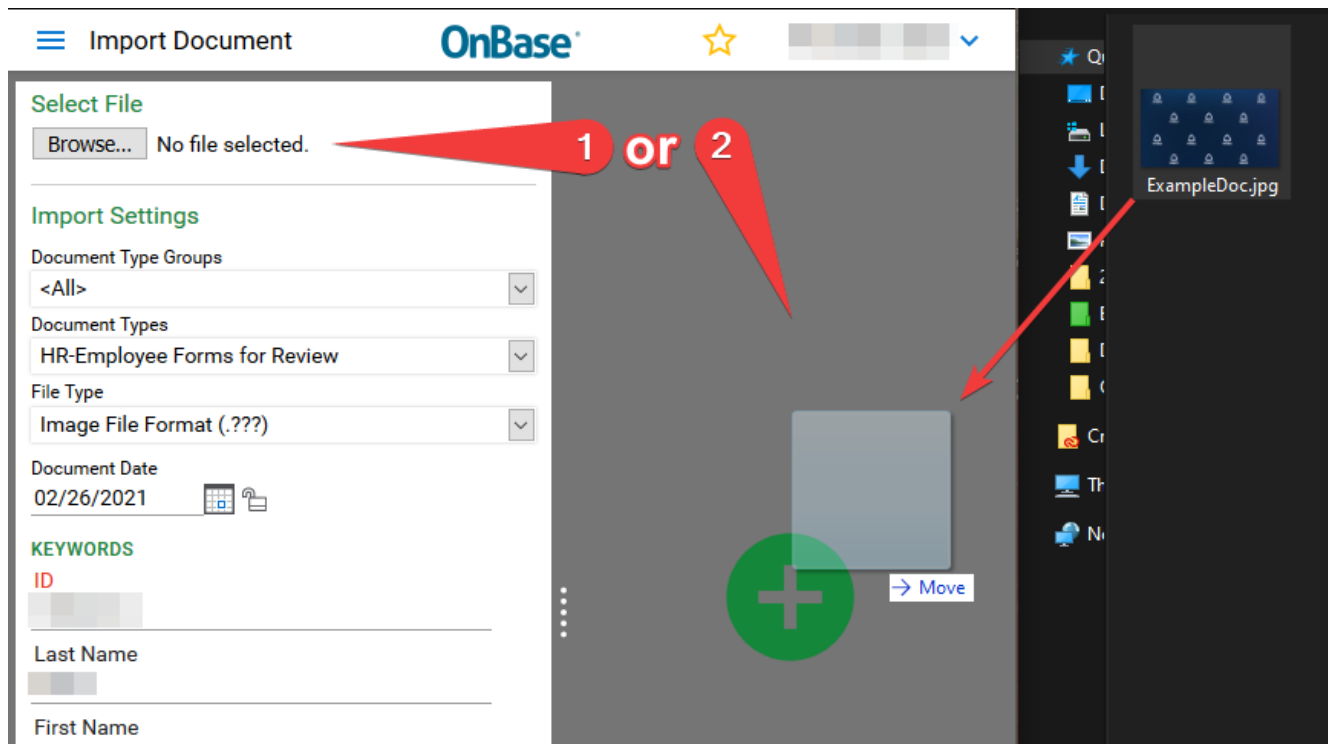
🗑️ 📄 🔑 Import

Uploading Secure Documents

6. Upload Documents Individually or by selecting "Browse..."

When uploading multiple documents, you will be prompted to "Save as Replacement" or "Save as New Document."

Select "Save as New Document" and select "Save"



Uploading Secure Documents

7. When the document(s) have been added, select "Import"

Import Document

OnBase

Select File

Browse... No file selected.

You can add 4 more documents.

Import Settings

ExampleDoc.jpg

Show Preview

Document Type Groups

<All>

Document Types

HR-Employee Forms for Review

File Type

Image File Format (.???)

Document Date

02/26/2021

KEYWORDS

ID

Last Name

First Name

Middle Name

Hire Date

MM/dd/yyyy

Termination Date

Document Queue (1)

ExampleDoc.jpg Pending Import

Import

Uploading Secure Documents

8. Your Document(s) are Successfully Imported

Check for the green "Imported Successfully" message.

You will also receive an email confirmation at your Mines email address.

The screenshot displays the OnBase 'Import Document' interface. At the top, the navigation bar includes a hamburger menu, the text 'Import Document', the OnBase logo, a star icon, and a user profile dropdown. The main content area is split into two panels. The left panel, titled 'Select File', shows a 'Browse...' button and the text 'No file selected.' Below this, it states 'You can add 4 more documents.' The 'Import Settings' section for 'ExampleDoc.jpg' includes a checked 'Show Preview' option. Under 'Document Type Groups', the selection is '<All>'. Under 'Document Types', it is 'HR-Employee Forms for Review'. Under 'File Type', it is 'Image File Format (.???)'. The 'Document Date' is set to '02/26/2021'. A 'KEYWORDS' section is visible with a red 'ID' label and several input fields for 'Last Name', 'First Name', and 'Middle Name'. There are also input fields for 'Hire Date' and 'Termination Date'. At the bottom of the left panel is an 'Import' button. The right panel, titled 'Document Queue (1)', features a green notification box with the text 'ExampleDoc.jpg Imported Successfully' and a close button (X). Below the notification is a grid of 16 'MINES' logos arranged in four rows and four columns.