



Office of Graduate Studies

**GRADUATE COORDINATOR'S
ACCESS TO ONBASE**

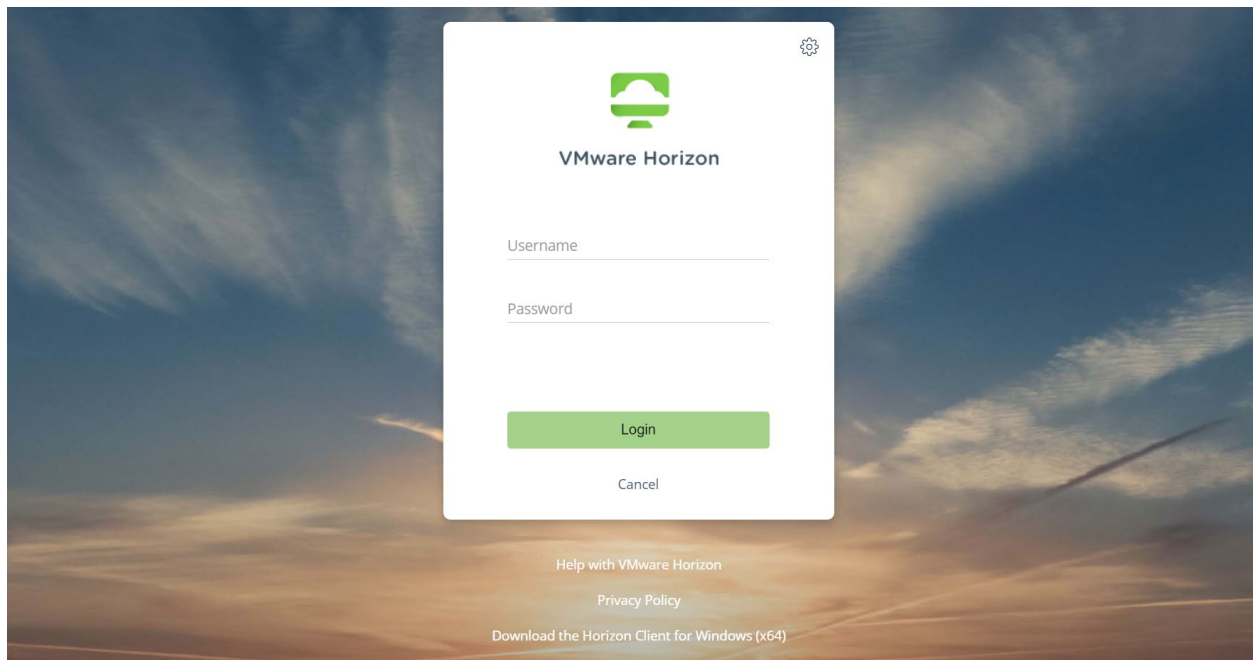
Graduate Coordinator

Horizon Access

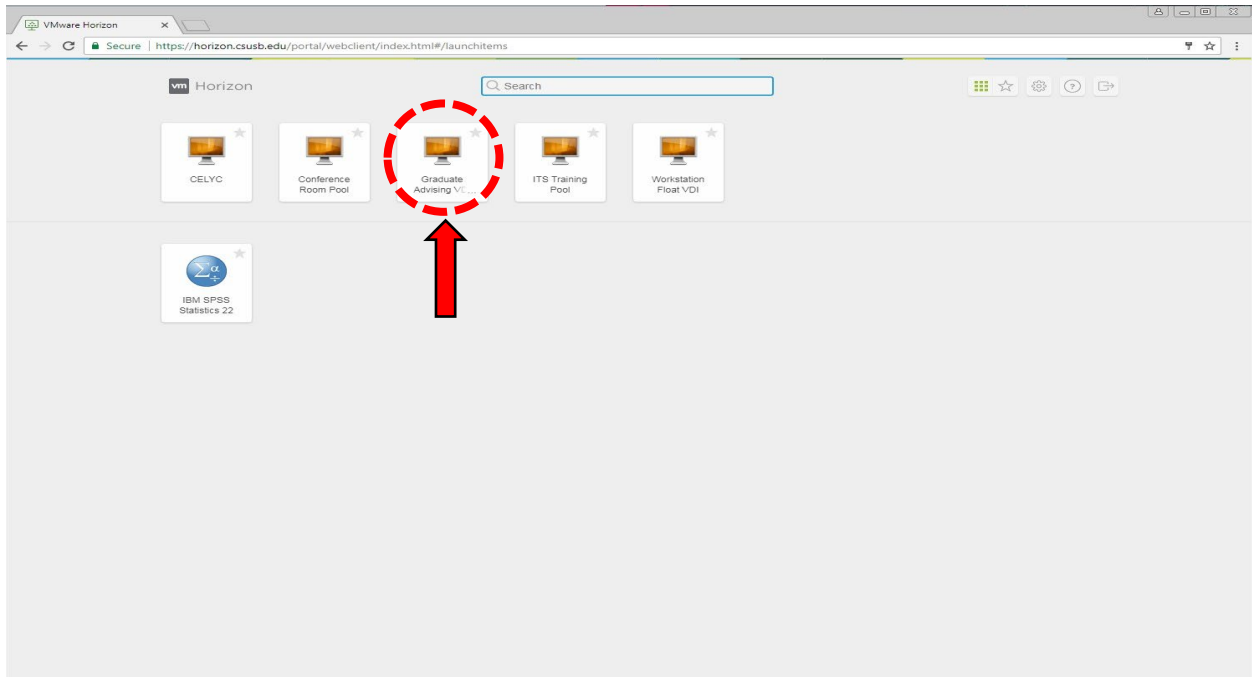
Log-in through the Horizon HTML system to access the Electronic Decision Form

Step 1: Go to <https://horizon.csusb.edu/portal/webclient/index.html#/>

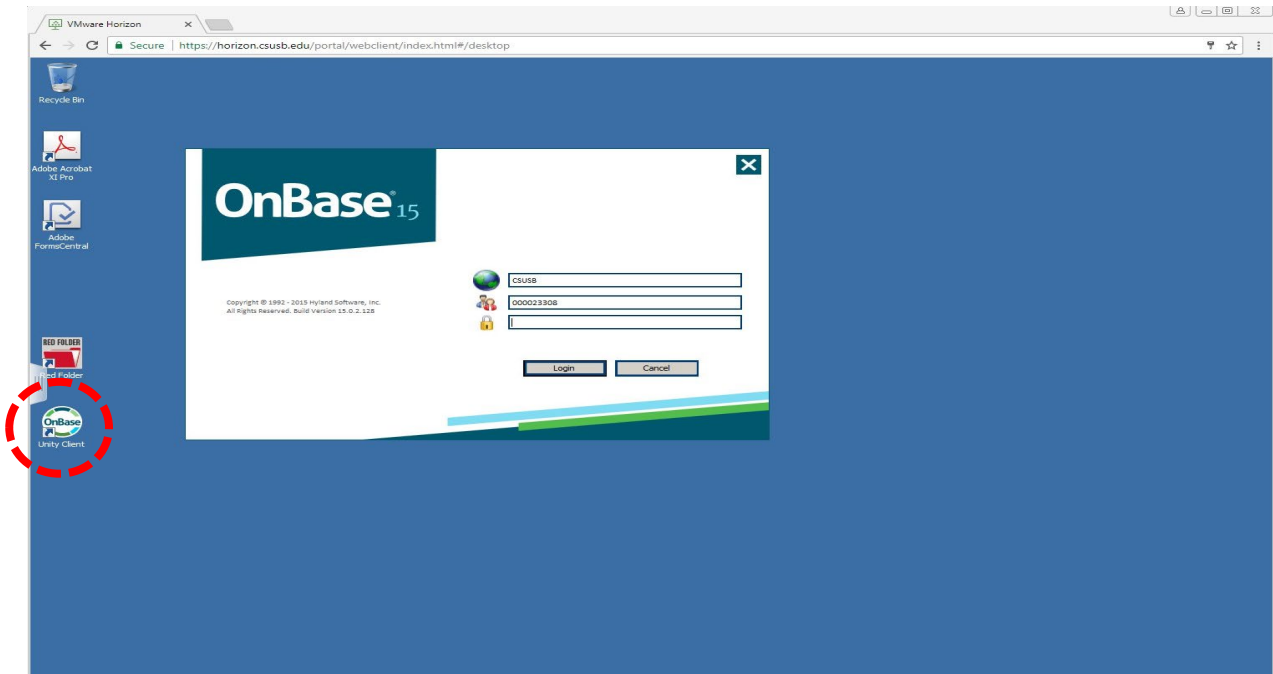
Step 2: Log-in with your Coyote ID number and password.



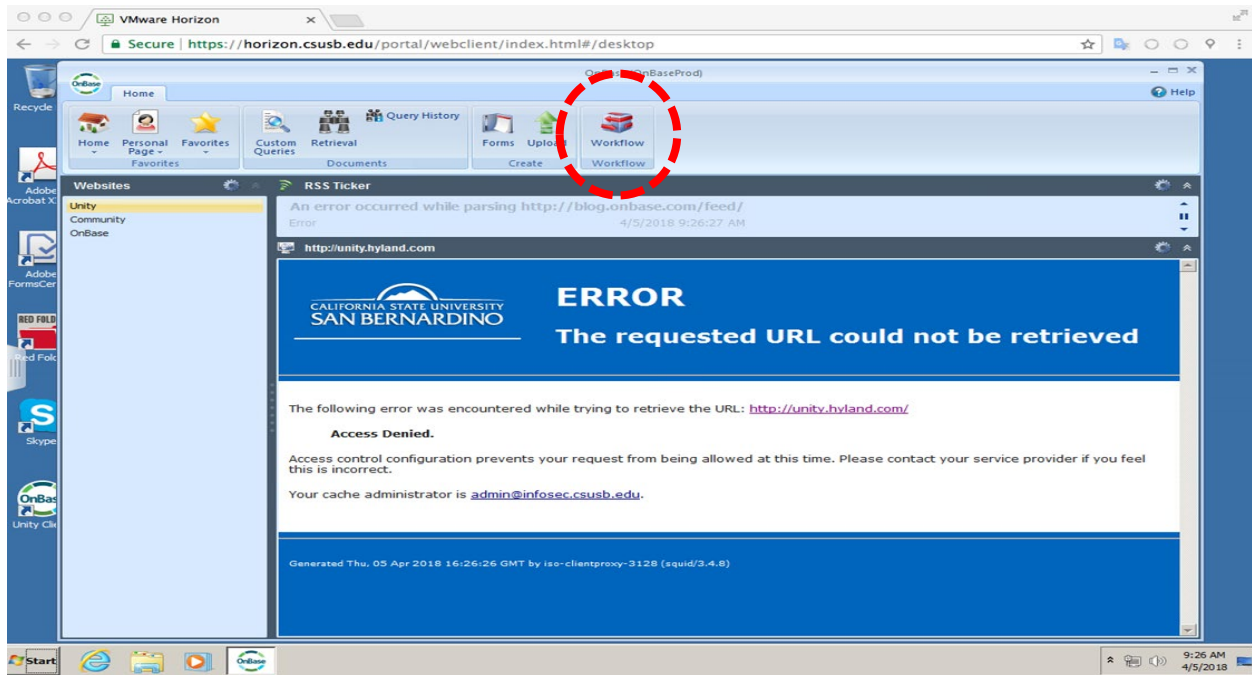
Step 3: Select Graduate Advising



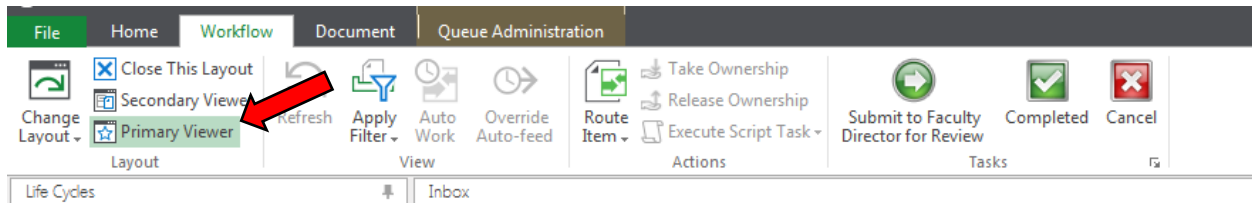
Step 4: Double-click the "OnBase Unity Client" icon and log-in with your Coyote ID number and password.



NOTE: Ignore this error message (if shown) and continue by selecting the "Workflow" button in the top ribbon.



Make sure to select **Primary Viewer** on the Workflow tab to view the information on your Decision Forms.



An email will be sent to you each time an Electronic Decision Form is created by Graduate Studies on your behalf based the admission decision you entered in WebAdmit:

From: DoNotReply@csusb.edu <DoNotReply@csusb.edu>

Sent: Monday, April 13, 2020, 6:44 PM

To: GRAD COORDINATOR

Subject: FOR YOUR INFORMATION ONLY – NO ACTION IS REQUIRED: Decision Form for STUDENT NAME (Student ID)

Based on the admission decision you entered on WebAdmit for the above-referenced student, an electronic decision form has been completed on your behalf. The form will be saved in the student's official OnBase record. Please follow the steps below if you would like to obtain a copy:

1. Log-in to OnBase through the Horizon VDI System. Go to <https://horizon.csusb.edu/portal/webclient/index.html#/>
2. Log-in with your Coyote ID number and password
3. Select "Graduate Advising"
4. Enter your Coyote password
5. Select **Custom Queries** at the top of the page and **Student Record Search** in the side menu; search either by student name or EMPLID

For your convenience, an OnBase training manual has been posted to our website at <https://www.csusb.edu/graduate-studies/coordinators-resources/graduate-coordinators-toolbox>. Please feel free to contact us if you have any questions.

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