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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