

HOW TO USE ONBASE TO APPROVE/DENY GRADE CHANGE FORMS

FOR DEPARTMENT/DEAN APPROVERS

All approvers will need to install OnBase Client in order to approve all form. The directions on how to install the client can be found at [How to Install OnBase for PC users](#). If you are using a Mac, please refer to the [How to Install OnBase for Mac users](#) document.

You will possibly have to hit the refresh button for it to move out of the inbox or click off the workflow queue and back into it for the form to disappear.

14. Optional: As you have more forms to approve moving forward you will start to have more options to select in the left navigation bar to review. To make it easier you can combine all of your boxes to allow all forms that need to be approved to sit in one "Inbox" to not make you have to go into each specific folder to see what you need to approve or deny.

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