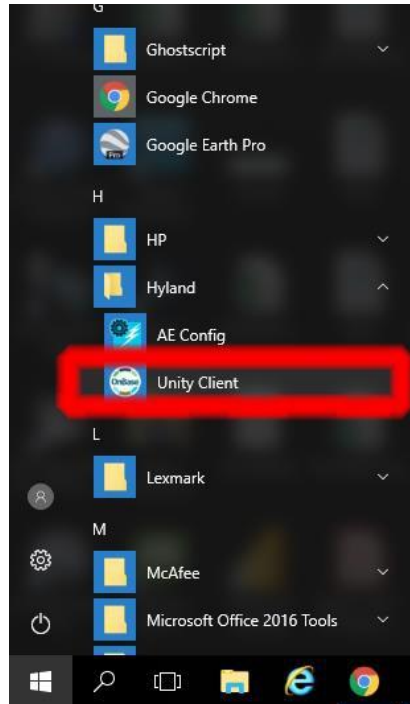


## Accessing Student Records via OnBase Unity Client

Click the Windows button in the bottom left corner to access your Program list.  
Select Hyland, then Unity Client. You will be prompted to log in when the program opens.



Log in using your network credentials.

A screenshot of the OnBase Foundation EP3 login window. The window has a light gray background and a close button (X) in the top right corner. The OnBase logo is prominently displayed in the center. Below the logo, there are three input fields: a dropdown menu for the domain (NorthwestMS), a text field for the username (BHALE), and a password field with masked characters (seven dots). At the bottom, there are two buttons: 'Login' and 'Cancel'. The footer contains the copyright information: 'Copyright © 1992 - 2021 Hyland Software, Inc. Version 20.3.33.1000'.

Once the program is running you can minimize or even close the OnBase window. The program will still run in the background. In Campus Key, find an advisee and navigate to the Unofficial Transcript.

**IINAIC - Advisor Info Center**

Maintain Office Hours | Advisor Changes | Schedule Inquiry | Print All Degree Plans | Print Long List | Print Sho

List of Advisees For:

Population:  Advisees  Term  At Risk  CE  Include Inactive Students

Position:  To:

Action	Student	Name	On Hold	Online Register
☰ Add/Drops		EXANDER-COLEMAN SKYLER		Authori
☰ Degree Plan		PHIN CARLY ANN	*	Authori
☰ FA Summary		VARADO ALVIA JAYDEN		
☰ Registration		SDEN GARRETT WAYNE		
☰ Add/Drop Courses		LL WESLEY STUEART		
☰ Schedule		NE SEYNABOU		
☰ Update Authorization		RETO SIDNY YETLANETZY	*	Authori
☰ Unofficial Transcript		TISTA SILVIA		
☰ Change Major		LEW TRENT MATTHEW		Authori
☰ Placement Form		ELLER ELIZABETH ANNE		
☰ Test Scores		WEN ANDREW JERROD		Authori
☰ Federal Reporting Data		BOWEN LARISSA CHEYENNE		Authori

If the OnBase Unity Client is running, you can double click anywhere on the Transcript screen to launch the document viewer.

**Transcript Inquiry**

ISHTI- Transcript Inquiry

Transcript Inquiry  
Pgm ID: ISHTI Run By: BAH

Unofficial Transcript from: NORTHWEST MS COMM COLLEGE  
4975 HWY 51 NORTH  
SENATOBIA MS 38668

For Student:

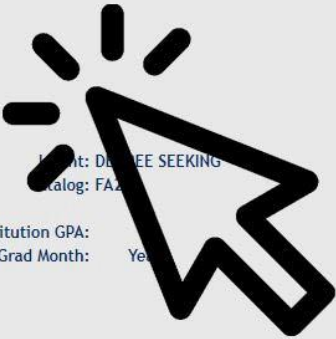
Current Program: ACC GEN COLLEGE - ACCOUNTANCY  
Option: AA ASSOCIATE IN ARTS  
Date Declared: 04/30/2019  
Classification: FRESHMAN  
High School:  
First Term: Last:  
Advisor:

Inst: DEGREE SEEKING  
Catalog: FA2

Institution GPA:  
Grad Month: Yes

Clear Standing

SP2020 Course	Grade	Attm	Ernd	QP	Crs Status	Title	SchHr
SOC211302F	B	3.000	3.000	9.000		INTRO TO SOCIOLOGY	3.000
SPT111309W	W				CO 03/31/2020	PUBLIC SPEAKING I	3.000



This window will appear. Maximize the window to see all documents available. Click through the documents in the top list to display them in the viewer window. If a student has only one document, it will automatically display.

Search Results - Search Results: 1 of 3 Document(s) Selected

File Document Image Signatures

Keywords Revisions Send To Print Start a Discussion Re-Index Delete Check Out View Notes List Create Note Delete Note Privacy Options Repeat Notes Mode

Information Actions Notes

Icon	Name	Type	Date
	COLLEGE TRANSCRIPT FOR RIVER ALLEN - 2/23/2021	AD - Transcripts	2/23/2021
	HIGH SCHOOL TRANSCRIPT FOR RIVER ALLEN - 6/11/2020	AD - Transcripts	6/11/2020
	APPLICATION FOR ADMISSION FOR RIVER ALLEN - 5/18/2020	AD - Admission Application	5/18/2020

Document Viewer

COLLEGE TRANSCRIPT FOR RIVER ALLEN - 2/23/2021

1 / 1 Page

325134 2/23/21 ewalKB

ewalKB

Page: 1

..... GPA  
 4.00 2.00  
 0.00 0.00  
 3.00 3.00  
 .....

James T. Gary, Registrar