Must know before continuing

Use the most recent version any of the following browsers:
PC: Internet Explorer, Firefox, or Chrome
Mac: Firefox or Chrome.

- Internet Explorer (11)
- Chrome (61+)
- Firefox (53+)
- Firefox ESR (45)
- Safari (6.2.x, 7.1.x, 8.0.x, 9.0.x, 9.1.x)

Please disallow popup blockers on your computer when using the OnBase system for this process. If you do not know how to disable popup blockers on your browser, please contact the helpdesk at x3350.

You must have your employee ID and your WCU username/password to proceed.

NOTE: If this is your first time working as a reviewer for the Tenure and Promotion process, please notify onbasesupport@wcupa.edu as soon as possible to ensure no delays in processing.

Steps to Access OnBase

From WCU's website, select *Faculty & Staff* from the main menu and then select *Provost Office*.
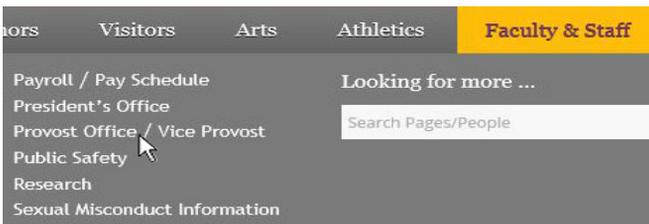
Click on *Forms and Policies* from the sub-menu.

Click on Tenure Promotion submission process.

Under Reviewer Links click on the *Reviewer User Guide* to assist with the review process. Click on the *Access the OnBase Web Client* link to proceed.

Reviewer Links

Instructions for Reviewing Tenure and Pro...

- Reviewer User Guide 📄

Access the OnBase Web Client

Enter your WCU username and password

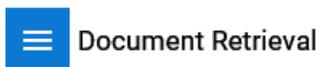## Navigate to your workflow queue

Click on the pulldown menu to the left of the current option. Document Retrieval is the default display.

≡ Document Retrieval

Select "Open Workflow" from the dropdown options. A new window will open with the Workflow interface.

≡ Document Retrieval

DOCUMENT
Document Retrieval
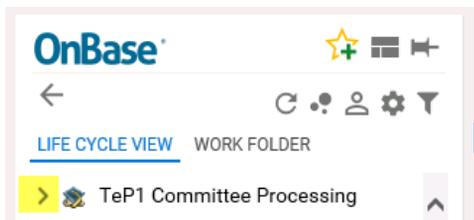Custom Queries
New Form
Import Document
Batch Indexing
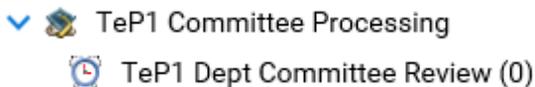Documents Checked Out
Briefcase

WORKFLOW
Open Workflow

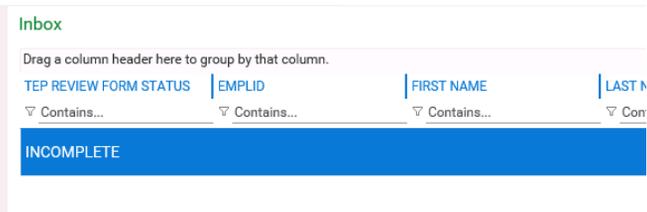Click on the triangle to the left of *TeP1 Committee Processing* to expand the queue options

Click on the *TeP1 Pending Additional Review* queue to see your assigned documents.

∨ 🐝 TeP1 Committee Processing
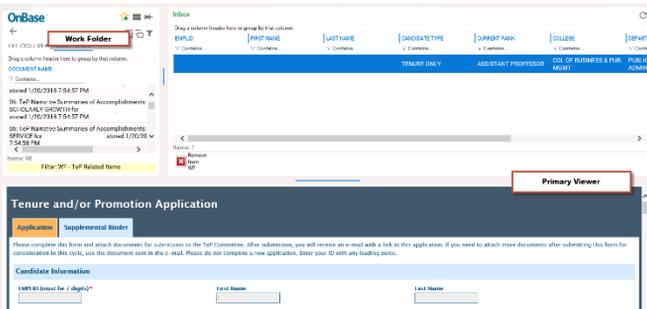   ⏰ TeP1 Dept Committee Review (0)

Review Documents

Double click one of the candidates from your inbox.

The application is displayed in the viewer, but associated documents are available via the work folder on the left.
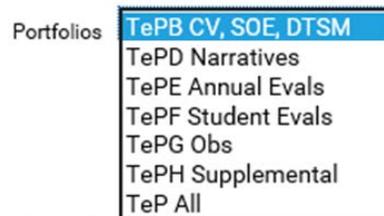

Double click on the work folder documents to display them in another window for review with the separate window enabled.

The work folder offers a dropdown to display the appropriate documents you wish to view.

LIFE CYCLE VIEW WORK FOLDER

Portfolios
TePB CV, SOE, DTSM
TePD Narratives
TePE Annual Evals
TePF Student Evals
TePG Obs
TePH Supplemental
TeP All

NOTE: You do not need to take any action. Your department committee chair will record the recommendation. You only need to prepare for this meeting by reviewing the candidate documents.