OnBase

Quick Reference
1. Use the following URL to access OnBase: 
   https://onbase.bloomu.edu/AppNet/Login.aspx
2. Log in using your network username and password.
Choose All Student Docs by BU ID to search on all documents that have been archived in OnBase for the student.

Enter the students 6 digit BU ID

Click search
Custom Queries

Query Types

- All Student Docs by BU ID
- All Student Docs by Singularity ID
- All Student Docs by Student Name
- Bursar by Document Type
- Converted Documents
- Graduate Packet Documents
- Human Resources Docs by Document Type
- Human Resources Docs by Employee ID
- Human Resources Docs by Name
- Keyword Query
- Military and Veterans Resources
- Petition Query

If you do not have the student BU ID you may search using All Student Docs by Student Name

Search Type

- KEYWORDS
  - First Name
  - Last Name

Enter the first and last name of the student

Click Search
You may also search on specific document type by following these steps:

1. From the Main Menu click on Document Retrieval.
2. Choose the document you want to search for from the list under Document Types.
3. Enter the BU ID or First and Last Name of the student under Keyword.
4. Click Search.
5. This search will yield results only for the specified document.
1. OnBase URL: https://onbaseweb.buad.bloomu.edu/AppNet/Login.aspx
2. Use your network log on credentials to access OnBase.
3. Searches will yield results for only those documents you have privileges to view.
4. Searches will yield results only for documents that have been scanned and archived into OnBase. If you do not see the document you are searching for it has not been archived into OnBase.
5. New employees must be set up in OnBase. If your department has a new hire please contact Deb Becker dbecker@bloomu.edu to request access.
6. Also please contact Deb with questions on document retrieval or any other OnBase concerns.