

Visiting Application Form in OnBase Instructions:

* **VPN** and an **OnBase account** are **required** to complete this process.

* Users experiencing **issues with file upload/attachments** should first attempt the task using the recommended browser, **Firefox**. If this does not solve the problem, please submit a request for assistance at help.emory.edu.

1. Requesting an OnBase account:

An OnBase account is required to submit Visitors' Application form on OnBase. If you do not have an OnBase Account, you can submit a Service Request at help.emory.edu and include the text below.

- Name
- NetID
- Email Address
- **Access Needed (RC – HR usergroup)**

2. Connect to Emory VPN and Log to OnBase.

You **must** be connected to Emory VPN to submit a form. If you do not have the VPN client installed, make a request through the helpdesk help.emory.edu . Once you are connected to the VPN

- Navigate to "imaging.emory.edu"
- Log in using NetID & Password
- If you save the URL to your bookmarks, be sure to leave out "/AppNet" in the address:
Imaging.emory.edu/~~AppNet~~

3. Access the Visiting Scholar Application Form

- Select the stack icon at the top left corner **1** .
- Select "New Form" from the drop-down menu **2**
- Select "RC-Visiting Scholar Application Form" **3**

- Click “PI and Visitor Information” tab and complete the form **4**

Note:

- The **PI** is the person inviting the visitor or the supervisor of the international employee. The PI Information and HR Department sections have autofill capabilities. Type the NetID and then “Tab” to auto complete the rest.
- Type the Last Name with mixed case (ie. Smith, not SMITH or smith)
- **Red Asterisk** marks a required field

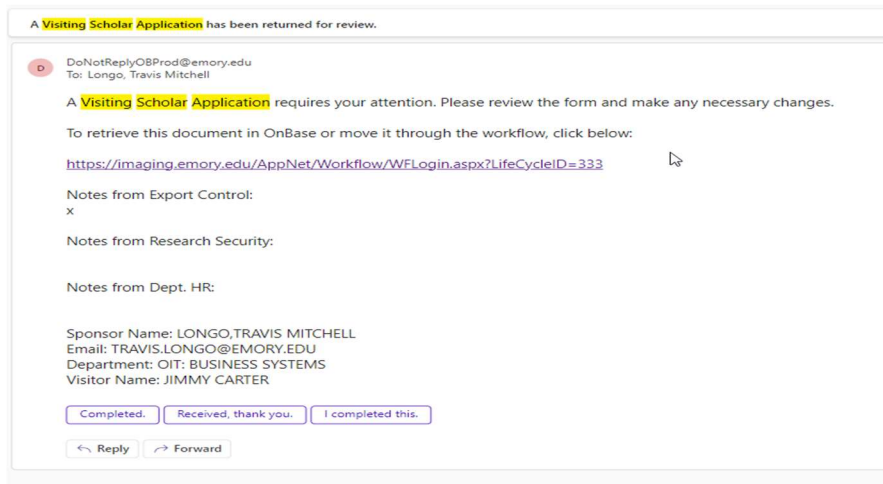
4. Attaching Documents and submitting the form.

- Click on “Upload supporting documentation” to upload attachments **1**.
- Click on “Save to Submit the form” **2**.

Note: Clicking the “Save” button submits the form to RCRA.

5. Email Notification from OnBase: Request for additional information

If an approver (Export Controls or Research Security) requires additional information, they will send the document back to the “Department Review” queue. The submitter will receive an email notification from OnBase alerting them to process the document.



The submitter can provide the required information by navigating to the “Workflow” (see instructions below) or by clicking on the link in the email.

6. Access the Workflow

- Select the stack icon in the upper left corner **1**.
- Select “Workflow” **2**
- A pop-up window will open (make sure to allow pop ups in your browser settings)
- Select **Life Cycle View > RC - Visiting Application Form > RC – Department Review** **3**
- Active applications will appear in the “Department Review” Inbox **4**.
- Sort and filter by keywords to find and select the document you want to process **5**
- Make the necessary updates and click “Save” button at the bottom of the form.
- Click on “Dept Approve” button to submit the form to RCRA **6**.

The screenshot displays the OnBase interface. At the top left, a navigation menu shows 'New Form' (marked with a red '1') and 'Open Workflow' (marked with a red '2'). The main area is divided into 'DOCUMENT' and 'WORKFLOW' sections. The 'DOCUMENT' section includes options like 'Document Retrieval', 'Custom Queries', 'New Form', 'Import Document', 'Batch Indexing', and 'Documents Checked Out'. The 'WORKFLOW' section includes 'Open Workflow'. Below this, a browser window shows the 'Inbox' view of an application form. The inbox table has columns for 'DOCUMENT DATE', 'SPONSOR FULL NAME', 'RC - HOST DEPARTMENT', 'VISITOR FULL NAME', 'APPOINTMENT START DATE', 'APPOINTMENT END DATE', and 'RC - EXPORT CONTROL STAT...'. A single entry is visible with a date of 7/7/2023, sponsor 'LONGO, TRAVIS MITCHELL', department 'OIT: BUSINESS SYSTEMS', and visitor 'KHAN, IMRAN'. Below the table, there is a section for 'Items: 1' with an 'Approve' button (marked with a red '6'). At the bottom, the 'Visitor Application Form' is shown with tabs for 'Sponsor and Visitor Information' and 'Administrative'. The 'Sponsor Information' section includes fields for 'Net ID' (value: TLONGO2), 'School', and 'Full Name' (value: LONGO, TRAVIS MITCHELL).

7. **Email Notification from OnBase: Approval**

Once RCRA has approved the application, the submitter will receive an approval notification from OnBase. The notification will include notes from Export Control and Research Security.

A Visiting Scholar Application has been approved.

 DoNotReplyOBProd@emory.edu
To: Longo, Travis Mitchell
Cc: Research Security; Export Control Office

 RC - Visiting Application Form (Un...
125 KB

A visiting scholar application has been approved by Export Control and Research Security.

Notes from Export Control:
x

Notes from Research Security:
z

Notes from Dept. HR:
y

Sponsor Name: LONGO,TRAVIS MITCHELL
Email: TRAVIS.LONGO@EMORY.EDU
Department: OIT: BUSINESS SYSTEMS
Visitor Name: JIMMY CARTER

 Reply  Reply all  Forward