**Accessing the OnBase Web Client:**

1. From a recommended browser on a Mac or Windows computer, go to <https://am1.wa.ironmountain.com/im36657/211idp>
	1. We recommend using Chrome, Firefox, Edge or Safari to access OnBase in the web client.
	2. Internet Explorer is not recommended.
2. Click on the UCOPSAMLPROD button, on the right: Do not use the Username login on the left of the pop-up window. You will get a chance to enter your user info soon!



1. Proceed through the single-sign-on process. Enter your UCOP credentials and password (this may pre-populate from your browser settings).



1. Access OnBase Web. See an example below of the first screen you will view. Your view will show different Document Types than in this example.



1. See below for Unity login instructions.

**Accessing the OnBase Unity Client:**

1. From your UCOP Windows computer only, go to your taskbar and type in “Unity”. Unity is only available for PCs, not Macs.



1. Click on the UCOPSAMLPROD button, you may have to scroll down: Do not use the Username/Password login on the upper part of the pop-up window.



1. Unity will take a few moments to load. The first time you open Unity the loading time may be over 30 seconds. Enter your UCOP login credentials. This will not auto-populate with saved user name and password, as this is not a web browser.



1. The initial view of OnBase Unity should look like the image below. You can save a shortcut on the taskbar or desktop for future access.



1. See other guides to explore retrieving, editing and uploading documents.