Must know before continuing

Use the <u>most recent version</u> 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)

Must know before continuing

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.

Steps to Access

Click Access OnBase under Applicant Links. Enter your WCU username and password. Your view will look similar to this:

If not already selected, select the TeP Candidate View from the left column.

When selected, it will display in blue with a checkbox next to it.