OnBase Online Training and Certifications [1]

As an OnBase user at CU, you have access to over 200 hours of basic and advanced web-based training through our premium subscription. Access OnBase training anytime, anywhere. You can take as many of the courses as interest you or just view a module within a course as a refresher - it's completely up to you.

Note: Trainings lead by an instructor do have costs associated with them. If you enroll in one of these trainings, funding must come from your department. One certification training (topic varies) is offered through UIS each year; please contact the ECS team for information on availability and scheduling.

It's easy to get started and access Hyland-provided training.

1. **Create a Hyland Profile.** [2] Be sure to use **HSI:7995** when creating your profile to have your personal account tied to the larger CU account. This account will allow you to access all of the Hyland-provided services.
   - **OnBase Training** [3]:
     - eLearning, Self-Paced and Instructor-led courses
     - 200+ hours of Premium Subscription [4] video training
     - On-demand lab environments [5]
     - **OnBase Learning Paths** [6]: Each Learning Path is a logical, step-by-step sequence of OnBase courses focused on a single role. Such as **Business Analyst** [7], **Workflow Administrator** [8], **Forms Developer** [9]
   - **OnBase Community** [10]: Network with Hyland customers, partners and employees
     - **OnBase Guides** [11]: Discover valuable business content, technical information, presentations, Q&A forums
     - **OnBase Technical Support Knowledge Base** [12]: New articles are continually added to the Knowledge Base by Hyland’s Technical Support team

2. **Using your Hyland Profile, watch these recommended training videos to get an understanding of the basics of OnBase.**
   - **Welcome to Training.Hyland.com** [13] (20 min) Demonstrate the new features of the OnBase Training site
   - **Introduction to OnBase** [14] (19 min) Explore the world of OnBase in this brief, non-technical overview of OnBase
   - **End User Essentials: OnBase 18 Unity Client** [15] (57 min) Explore the basic features and functionality of the OnBase Unity Client
   - **End User Essentials: OnBase 18 Web Client** [16] (52 min) Explore the basic features and functionality of the OnBase Web Client
3. **Consider OnBase Certifications** [17].

Hyland offers a variety of certifications, such as **OnBase Certified System Administrator (OCSA)** [18] and **OnBase Certified Workflow Administrator (OCWA)** [19].

In order for your department to configure OnBase and access advanced functionality, a member of your department will need to complete the System Administrator certification.

4. **Attend Hyland events to continue learning and stay up-to-date.**

**CommunityLive** [20] is the annual OnBase conference every September. The full conference is five days. The first two days offer two half-day training sessions each day. Group discounts are available as well as discounts for those who attend multiple years. The other three days are shorter sessions including keynote speakers, customer presentations, and demonstrations. The location varies each year.

**TechQuest** [21] is offered a few times a year and is five days of training sessions at the Hyland offices in Ohio.

Please reach out to the **UIS Enterprise Content Services Team** [22] if you have any questions.

**Groups audience:**
University Information Services

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OnBase Training and Support
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