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# OnBase Online Training and Certifications [1]

As an OnBase user at CU, you have access to over 200 hours of online training at no cost through our premium training subscription with Hyland Software. You can access these OnBase trainings anytime, anywhere.

**Note: Trainings and certification courses led by a Hyland 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 typically offered through UIS each year; please contact the ECS team for information on availability and scheduling.

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.
    - Hyland University [3] (formerly Training.OnBase.com):
        - eLearing, 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]
    - Connect [10]: Network with Hyland customers, partners and employees
        - Join the Higher Ed User Group [11] for information on webinars and opportunities to share with and learn from other institutions.
2. Using your Hyland Profile, complete these recommended trainings (included in premium subscription) to get an understanding of the basics of OnBase.

    **For end users:**

    - End User Essentials: OnBase Foundation Unity Client [12] Explore the basic features and functionality of the OnBase Unity Client
    - End User Essentials: OnBase Foundation Web Client [13] Explore the basic features and functionality of the OnBase Web Client
    - Unity Forms End User Hands On Lab [14]

    **For users in a departmental admin/developer role (will require certification, see #4 below):**

    There are also Hands-On Labs available through our premium subscription. We recommend these as a starting point:

- OnBase Configuration Basics [15]
- OnBase Sandbox [16] This sandbox lab offers a chance to explore without a structured guide. Choose 24.1 as the version to match our current environment, or a newer version to learn about new features we will have upon upgrading.

If you'll be building Unity forms (requires system administration certification):

- Unity Form Design Lab Part 1 [17] (included in premium subscription)
- Unity Form Design Lab Part 2 [18] (included in premium subscription)
- Introduction to Unity Form Configuration [19] (included in premium subscription)
- Unity Forms: Advanced Features [20] (included in premium subscription)
- OnBase Forms [21] (instructor led)

If you'll be configuring Workflow (requires workflow certification):

- Workflow Introduction Part 1 [22]
- Workflow Introduction Part 2 [23]

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

Webinars are offered by Hyland and the user groups. Join groups at events.hyland.com [24] to receive invites.

CommunityLive [25] 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 [26] is offered a few times a year, with remote and in-person options depending on availability.

4. Consider OnBase Certifications [27].

Hyland offers a variety of certifications, such as OnBase Certified System Administrator (OCSA) [28] and OnBase Certified Workflow Administrator (OCWA) [29]. These do have a cost associated with them as they are instructor-led.

In order for your department to independently configure OnBase document types, forms, and/or Workflow, a member of your department will need to complete the System Administrator and Workflow certifications.

Refer to our Support Model [30] for more information.

Please reach out to the UIS Enterprise Content Services Team [31] if you have any questions.

**Groups audience:**
University Information Services

**Right Sidebar:**
OnBase Training and Support
UIS: Enterprise Content Services Service Catalog - OnBase
UIS - Enterprise Content Services Campus Contacts

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**Source URL:**https://www.cu.edu/uis/onbase-online-training-and-certifications

**Links**
[1] https://www.cu.edu/uis/onbase-online-training-and-certifications [2] https://id.hyland.com/signin/register
[3] https://university.hyland.com/ [4] https://training.hyland.com/Premium
[5] https://training.hyland.com/premium/hands-on-lab-courses [6] https://training.hyland.com/paths
[7] https://training.hyland.com/paths/customer/l0001-business-analyst-onbase
[8] https://training.hyland.com/paths/customer/l0006-workflow-administrator-onbase
[9] https://training.hyland.com/paths/customer/l0028-forms-developer-onbase [10]
http://connect.hyland.com [11] https://connect.hyland.com/t5/higher-education-user-group/gh-p/usergroup7
[12] https://university.hyland.com/courses/p1813 [13] https://university.hyland.com/courses/p1812
[14] https://university.hyland.com/courses/p1799 [15] https://university.hyland.com/courses/p1803
[16] https://university.hyland.com/courses/p1942 [17] https://university.hyland.com/courses/p1579
[18] https://university.hyland.com/courses/p1592 [19] https://university.hyland.com/courses/p0809
[20] https://university.hyland.com/courses/p0810 [21] https://university.hyland.com/courses/i0446
[22] https://university.hyland.com/courses/p1585 [23] https://university.hyland.com/courses/p1586
[24] http://events.hyland.com [25] https://www.communitylive.com/ [26]
https://training.hyland.com/techquest [27] https://training.hyland.com/certifications
[28] https://university.hyland.com/courses/i0102 [29] https://university.hyland.com/courses/i0099
[30] https://www.cu.edu/uis/service-catalog/enterprise-content-services#Support
[31] mailto:UIS_DM_SUPPORT@cu.edu