



Advisor – View Student Records (OnBase)

This tutorial will show you how to access student files via the Student Dashboard Advising OnBase integration.

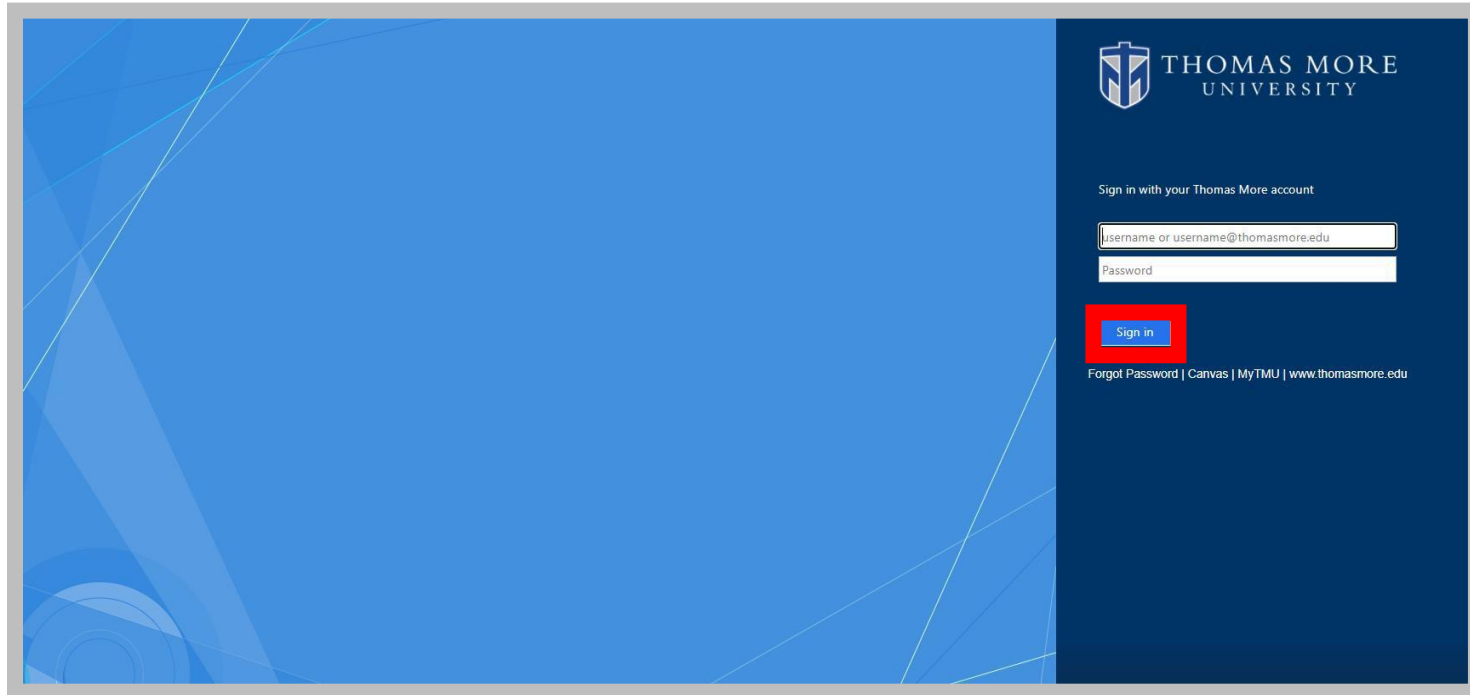
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If you need any assistance please contact the IT Helpdesk in one of the following ways.

Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

After selecting Student Dashboard enter your TMU login and then select “Sign in”



THOMAS MORE
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Sign in with your Thomas More account

Username or username@thomasmore.edu

Password

Sign in

[Forgot Password](#) | [Canvas](#) | [MyTMU](#) | [www.thomasmore.edu](#)

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Select "Search"

Note: You can also find students via your advisee list which is located on the enrolled tab. (Highlighted in blue)

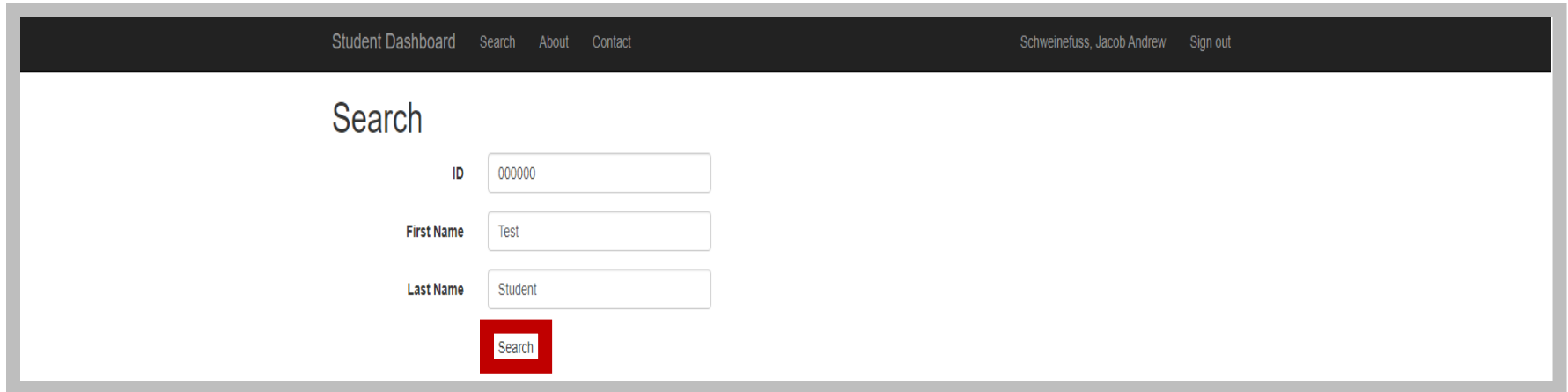
The screenshot displays a web dashboard for a student. At the top, there is a navigation bar with 'Student Dashboard', 'Search', 'About', and 'Contact'. The 'Search' tab is highlighted with a red box. Below this, there are sub-tabs: 'Advisee Metrics', 'Enrolled', 'Recruit', 'Following', and 'Class Photos'. The 'Enrolled' tab is highlighted with a blue box. The main content area is titled 'Advisee Alerts' and contains several metrics:

- Open Early Alerts: 0
- Alerts from Past 3 Weeks: 0
- Students on Probation: 0
- All Advisees Registered Next Semester: 0% (0/0, TMU Target: 89%)
- Cohort Registered Next Semester: 0% (0/0, TMU Target: 90%)
- Advisees Registered for at Least 15 Hours By Term (sub-section):
 - Previous Semester: 0% (0/0)
 - Current Semester: 0% (0/0)
 - Next Semester: 0% (0/0)
- Progress Towards Graduation (sub-section):
 - Earned 30 Hrs After 2 Semesters: 0%
 - Earned 60 Hrs After 4 Semesters: 0%
 - Earned 90 Hrs After 6 Semesters: 0%

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Enter either the student's ID number or name in their respective boxes and select "Search"



The screenshot shows a web application interface with a dark header bar. On the left side of the header, there are links for "Student Dashboard", "Search", "About", and "Contact". On the right side, the user's name "Schweinefuss, Jacob Andrew" and a "Sign out" link are visible. Below the header, the main content area is titled "Search". It contains three input fields: "ID" with the value "000000", "First Name" with the value "Test", and "Last Name" with the value "Student". Below these fields is a red "Search" button.

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Then select “View Enrolled”

The screenshot shows a web interface for a student dashboard. At the top, there is a navigation bar with links for 'Student Dashboard', 'Search', 'About', and 'Contact'. On the right side of the navigation bar, the user's name 'Schweinefuss, Jacob Andrew' and a 'Sign out' link are visible. Below the navigation bar, the main content area is titled 'Search'. It contains three input fields: 'ID' with the value '000000', 'First Name' with the value 'Test', and 'Last Name' with the value 'Student'. A 'Search' button is located below these fields. Below the search fields, it says 'Count: 1'. Underneath, there is a table with the following structure:

Recruit	Enrolled	ID	First Name	Last Name
	View Enrolled	000000	Test	Student

The 'View Enrolled' button in the table is highlighted with a red border.

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Select "View Student Records (OnBase)"

The screenshot shows a student profile page for 'Test Student'. The page includes a navigation bar at the top with 'Student Dashboard', 'Search', 'About', and 'Contact' on the left, and 'Schweinefuss, Jacob Andrew' and 'Sign out' on the right. The main heading is 'Test Student - Profile' with a 'Follow' button. Below the heading is a profile card containing a placeholder for a student photo and a list of personal and academic details. A red rectangular box highlights the 'View Student Records (OnBase)' button located at the bottom right of the profile card. Below the profile card are several information panels: 'Major Info' (Major: Business Administration, Advisor, Concentration), 'Associate Info' (Associate, Advisor), 'Minor Info' (Minor, Advisor), 'Clearance Information' (a table with columns for Term, Fin Clr., Reg Clr., Cleared By, Registration Status, and Hours), 'Athletic Involvements' (a table with columns for Involvement, Category, Begin Year, and End Year), and 'Other Involvements' (a table with columns for Involvement, Category, Begin Year, and End Year).

Student ID: 000000
Email: test.student@thomasmore.edu
Cell Phone:
Program: GRAD
Sub-Program: MBA
Class: GR
Applied For Grad: SP 2021
Academic Standing: Good Standing
Academic Status Date:
Is Resident:
Address: Crestview Hills, KY
First Generation: Unknown
Professional Advisor:
FYS Advisor:

Year: 2021
Session: SP
Registered Hours: 9
Midterm GPA:
Semester GPA: 4.000
Cumulative GPA: 3.833
Cumulative Attempted Hours: 39.0
Cumulative Earned Hours: 36.0
Cumulative Quality Points: 138.000
Cumulative Quality Hours: 36
FERPA:
Leave Date:

View Student Records (OnBase)

Major Info

Major: Business Administration
Advisor:
Concentration:

Associate Info

Associate:
Advisor:

Minor Info

Minor:
Advisor:

Clearance Information

Term	Fin Clr.	Reg Clr.	Cleared By	Registration Status	Hours
SP2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Advisor	Confirmed	9.0
SM2021		<input checked="" type="checkbox"/> Remove	Advisor		
FA2021		<input type="checkbox"/> Clear			
SP2022		<input type="checkbox"/>			

Athletic Involvements

Involvement	Category	Begin Year	End Year

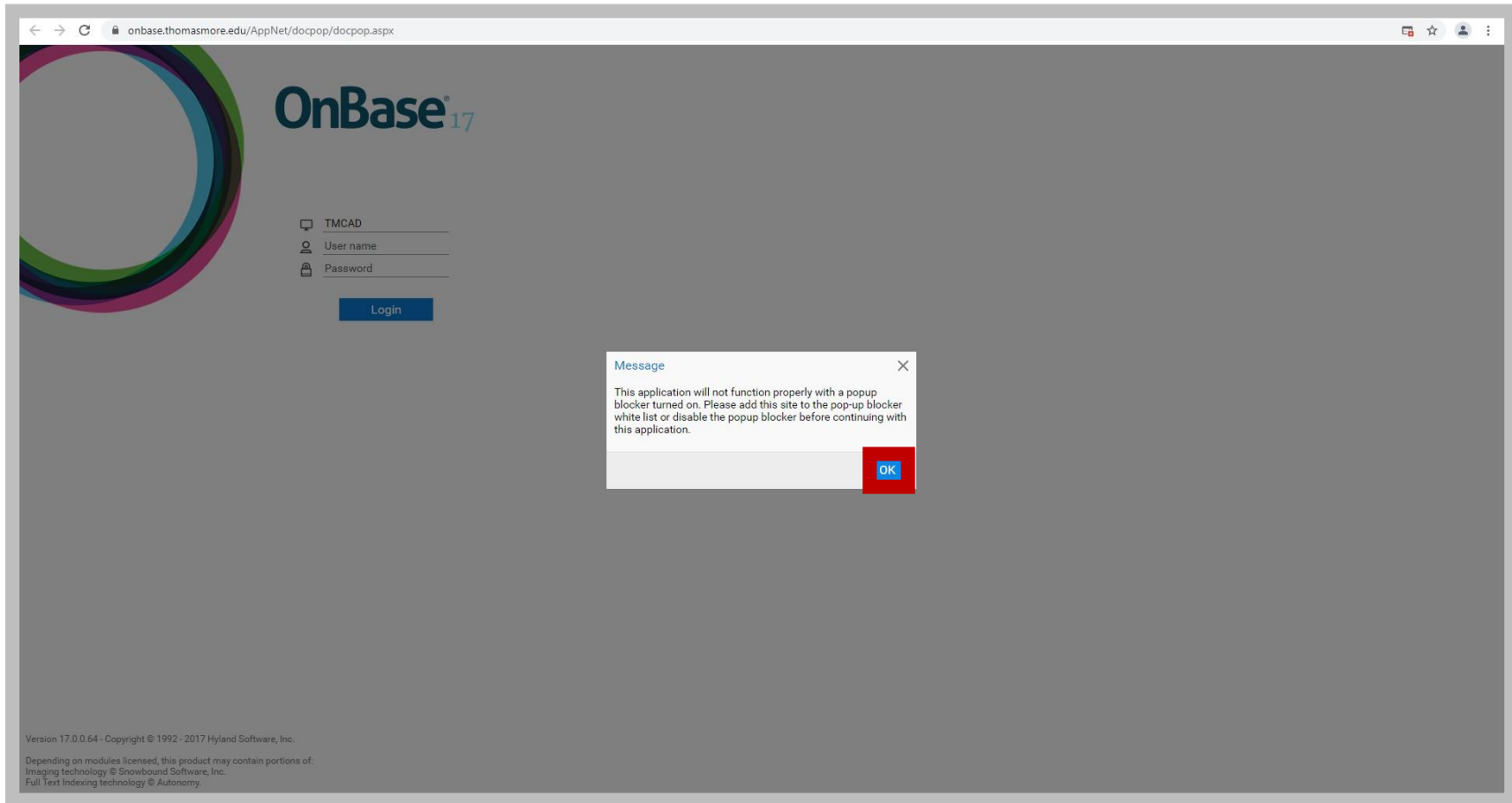
Other Involvements

Involvement	Category	Begin Year	End Year

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Select “OK” and then enable popups as prompted



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Enter your TMU login and then select “Login”



The image shows the OnBase 17 login interface. On the left is a large, colorful circular logo composed of multiple overlapping rings in shades of blue, green, and pink. To the right of the logo is the text "OnBase[®] 17". Below the logo and text are three input fields: "TMCAD" with a computer icon, "User name" with a person icon, and "Password" with a lock icon. A blue "Login" button is positioned below the "Password" field and is highlighted with a red rectangular border. At the bottom left of the page, there is small text: "Version 17.0.0.64 - Copyright © 1992-2017 Hyland Software, Inc. Depending on modules licensed, this product may contain portions of: Imaging technology © Snowbound Software, Inc."

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Select the desired file you wish to view

Note: Any selected item will be viewable in the window at the bottom of the screen

Helpful Hint: Double click the file you wish to view, and it will open in a new tab full sized

The screenshot shows the OnBase Document Search Results interface. At the top, the OnBase logo is visible. Below it, the text 'Document Search Results' is displayed. A instruction reads: 'Drag a column header here to group by that column.' Below this, there are two columns: 'DOCUMENT NAME' and 'DOCUMENT DATE'. Each column has a dropdown arrow and the text 'Contains...'. The table contains 12 rows of document entries. The first row is highlighted in blue. Below the table, it says 'Items: 12'. At the bottom of the interface, there is a large grey area with the text 'Please Select an Item'.

DOCUMENT NAME	DOCUMENT DATE
SR-UNDG ACT score report - 10/25/2013 - Test Student - 000000	10/25/2013
SR-UNDG High School Transcripts - 11/22/2013 - Test Student - 000000	11/22/2013
SR-UNDG ACT score report - 12/12/2013 - Test Student - 000000	12/12/2013
SR-UNDG High School Transcripts - 12/12/2013 - Test Student - 000000	12/12/2013
SR-UNDG High School Transcript Final - 6/27/2014 - Test Student - 000000	6/27/2014
SR-Declaration of Major - 9/29/2014 - Test Student - 000000	9/29/2014
SR-Curriculum changes - 1/18/2018 - Test Student - 000000	1/18/2018
SR-Registration Form - 4/20/2018 - Test Student - 000000	4/20/2018
SR-Graduation application/correspondence - 7/5/2018 - Test Student - 000000	7/5/2018
SR-Change of Grade Forms - 6/30/2020 - Test Student - 000000	6/30/2020

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