

Obtaining DuckDocs (OnBase) Access

Step One: Requesting Access to the Application

Gaining access to DuckDocs requires manager approval for access to the application and a separate request to the applicable departmental admin for document and workflow access.

1. Each new user must fill out a request for DuckDocs access here:
<https://service.uoregon.edu/TDClient/2030/Portal/Requests/TicketRequests/NewForm?ID=gpA1hTeutzQ>
2. Once you receive notice that access has been granted, you may login to the **OnBase Web Client** at <https://duckdocs.uoregon.edu> to generate your account.

Step Two: Gaining Department-Specific Access to Documents and/or Workflows

Once your account has been created, you should notify the appropriate OnBase departmental administrator that your account is ready to be added to departmental groups.

Step Three: For Departmental Admins - Granting Access via the Web Client

Departmental Admins may grant access to documents and workflows via the Web or Unity Clients.

1. Navigate to <https://duckdocs.uoregon.edu>, click on **OnBase Web Client** link and login.
2. Click the  icon to expand the navigation bar then select **Open Administration**.
3. Next, select **Users** from the list.
4. Select a user from the list and click **Configure**.
5. Add the user to appropriate groups in the **User Groups** section by double-clicking an appropriate group in the left column to add it to the right.