

Faculty Guide – How to Approve Late Add Requests in OnBase

After a student in one of your courses has submitted a Late Add form, you will receive an email notification. Please note the hyperlink will be unique to each form and email:

Important: Instructor Review Needed- Test Anthony Student's Late Course Add Request

UR UC Merced Office of the Registrar <registrar@ucmerced.edu>
To

Thu 1/7/2021 11:33 AM

EMAIL registrar@ucmerced.edu
PHONE (209) 228-7178
WEB registrar.ucmerced.edu

Dear [REDACTED],

There is a new **Late Course Add** form that needs your review.

The student will not be able to register in a class until you have reviewed the request.

Student Name: **Test Anthony Student**

Course Details:
CRN: **13031**
Course Title: **Anth 195: Upper Div Undergrad Research**
Term: **Spring Semester 2021 - Full Term**
Instructor: [REDACTED]

Please use the link below to access the form to record your decision:

<https://ucmerced.onbaseonline.com/1801IDP/Workflow/WFLLogin.aspx?ufeCycleID=157&QueueID=415&DocID=1186515>

If you receive an error when clicking on the link above, copy and paste the URL into one of the following supported browsers.

Browser	Version
Google Chrome	57 and newer
Microsoft Edge	EdgeHTML 14 and newer
Mozilla Firefox	52 and newer
Mozilla Firefox ESR	52
Microsoft Internet Explorer	11
Apple Safari	9.1.x, 10.0.x, 10.1.x, 11.0.x, 11.1.x

If you have questions regarding this notification, please e-mail registrar@ucmerced.edu.

Please do not forward this email since it contains sensitive information.

Thank you,
Office of the Registrar

Clicking on the link in the email will bring you to this screen. Log in using your UCM Single Sign-On credentials:

Web Login Service

https://nhb.ucmerced.edu/ids/profile/SAML2/Redirect/SSO?execution=e1s1

UNIVERSITY OF CALIFORNIA
MERCED SINGLE SIGN ON

TWO-FACTOR AUTHENTICATION IS NOW MANDATORY
CLICK HERE FOR STEP-BY-STEP ENROLLMENT HELP

Sign On

UCMERCID:

PASSWORD:

☐ Warn me before logging me into other sites

Forgot Password? click [here](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Be wary of any program or web page that asks you for your UCMerced ID and password. UC Merced Web Pages that ask you for your UCMerced ID and password will generally have URLs that begin with "https://www.ucmerced.edu". In addition, your browser should visually indicate that you are accessing a secure page.

TWO-FACTOR AUTHENTICATION IS NOW MANDATORY
CLICK HERE FOR STEP-BY-STEP ENROLLMENT HELP

After logging into the system, you will see a view of the student's form submission:

The screenshot displays the OnBase interface for a 'Student Late Course Add' form. At the top, there's a navigation bar with 'OnBase' and 'Inbox' links. Below this, a list of items is shown, with a red arrow pointing to the 'Approve' button. The main form area is titled 'Student Late Course Add' and includes the following sections:

- Personal Information:** Fields for Student ID (100079907), Last Name (STUDENT), Student First & Middle Name (TEST ANTHONY), Email (STEST@UCMERCED.EDU), and Student Level (GR).
- Term & Course Information:** Fields for Please Select a Term* (SPRING SEMESTER 2021 - FULL TERM), CRN* (13031), Course Title (ANTH 195: UPPER DIV UNDERGRAD RESEARCH), and Instructor Name (ANCELIJA GUILLEN).
- Instructor Comments:** A text area for comments, highlighted with a red rectangle. A note above it states: '***PLEASE NOTE: If you are denying the form, please provide a reason. This will be included in the email to the student.'
- Form Control:** A section at the bottom with a 'Save' button highlighted by a red oval.

If approving a request, go directly to Step #3. If declining a request, follow Steps #1-3.

Step #1: To deny the student's request for a late add, you must specify a reason in the "If you are denying the request..." box (see red rectangle). This will be used in the email sent to the student.

Step #2: Click the Save button (see red oval) only if declining a request.

Step #3: Click the Approve or Deny button (see red arrow). This step launches an automatic process that either applies the appropriate override codes for the student in the registration system if approved or removes the form from the workflow if declined. In both instances, the student will be notified of your decision automatically via email.

If you have questions or need additional assistance with this process, contact the Registrar's Office at registrar@ucmerced.edu.