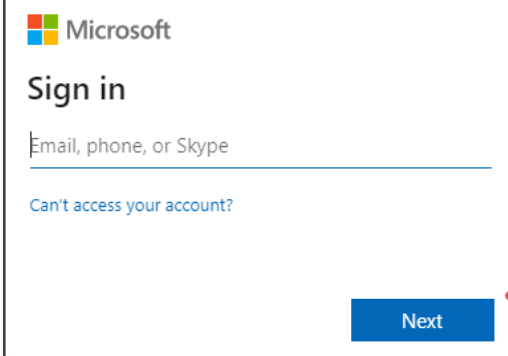## Logging into OnBase

> **With the OnBase upgrade on June 12, 2021, the login process for OnBase has slightly changed. Follow these steps to continue to access your workflow.**

1. Access your workflow using the same link as before (or by clicking a transaction link in your Approval Required email): https://onbase.northwestern.edu/appnet/Workflow/WFLogin.aspx
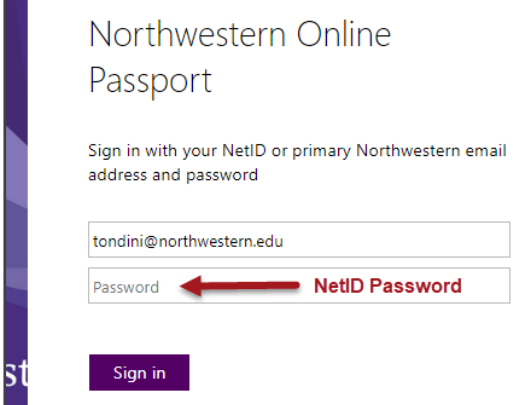
2. On the Microsoft Sign In screen, enter your **northwestern email address** and click **Next**.

   Note: If you are an affiliate user (e.g. NM), please be sure to use your northwestern.edu email address here.

3. On the next screen, enter your NetID **Password** and click **Sign in.**

   Note: If your login does not work, delete your email address from this screen and enter your NetID in the first box instead. If you previously included a domain with your login (such as **ads**NetID), please also include that here.

4. Use the following screen to stay signed in and skip these steps next time:

   - **Check the checkbox** next to "Don't show this again."

   - Click **Yes**.

5. You will now be logged into OnBase.