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](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.