

## Accessing OnBase

1. Login to the OnBase program with your KCTCS username and password (sometimes an “exception box” pops up—if this happens simply click “ignore”)
2. Click “Custom Queries” button, located near the upper left-hand corner (picture of a magnifying glass)
3. Click on ST Full Student Record
4. Enter Student ID or SSN
5. Click “Search”, located in bottom right-hand corner
6. Select the appropriate document type from the list provided. (Note – If the student’s record was scanned off-site by VeBridge, only “General Student History” will appear. Once you click on that link all the documents appear as separate pages and you can click on the appropriate one).

<https://kctcs.onbaseonline.com/UnityClientLDAP/UnityClientKCTCS.application#UnityClientKCTCS.application>