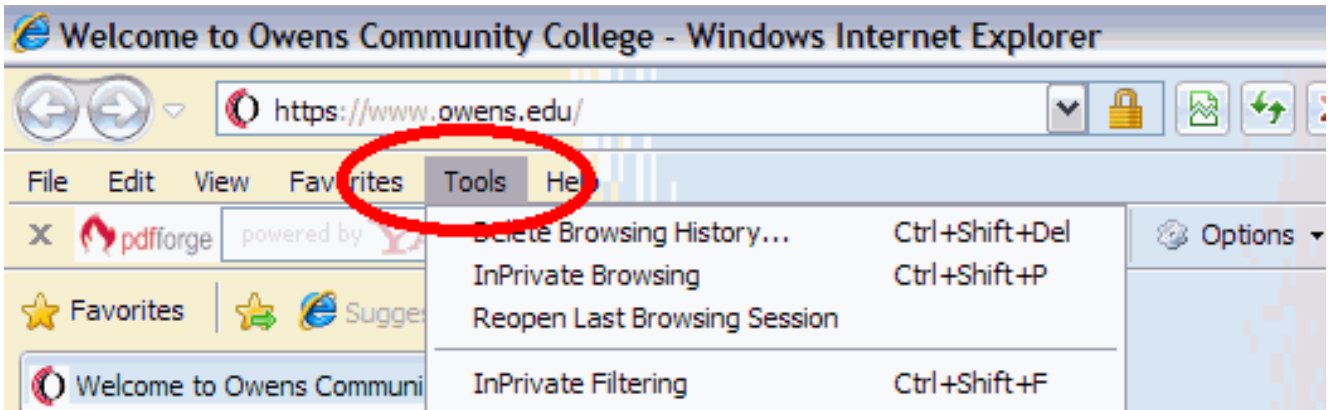
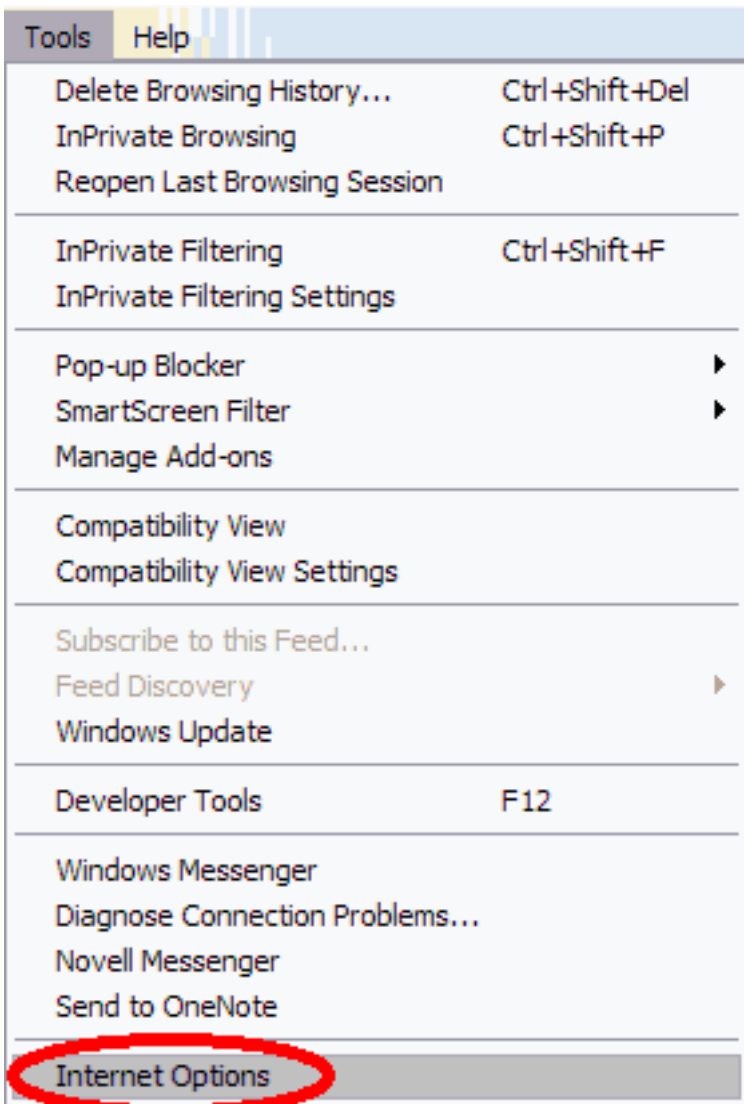


How do I set up the web version of Onbase on my computer?

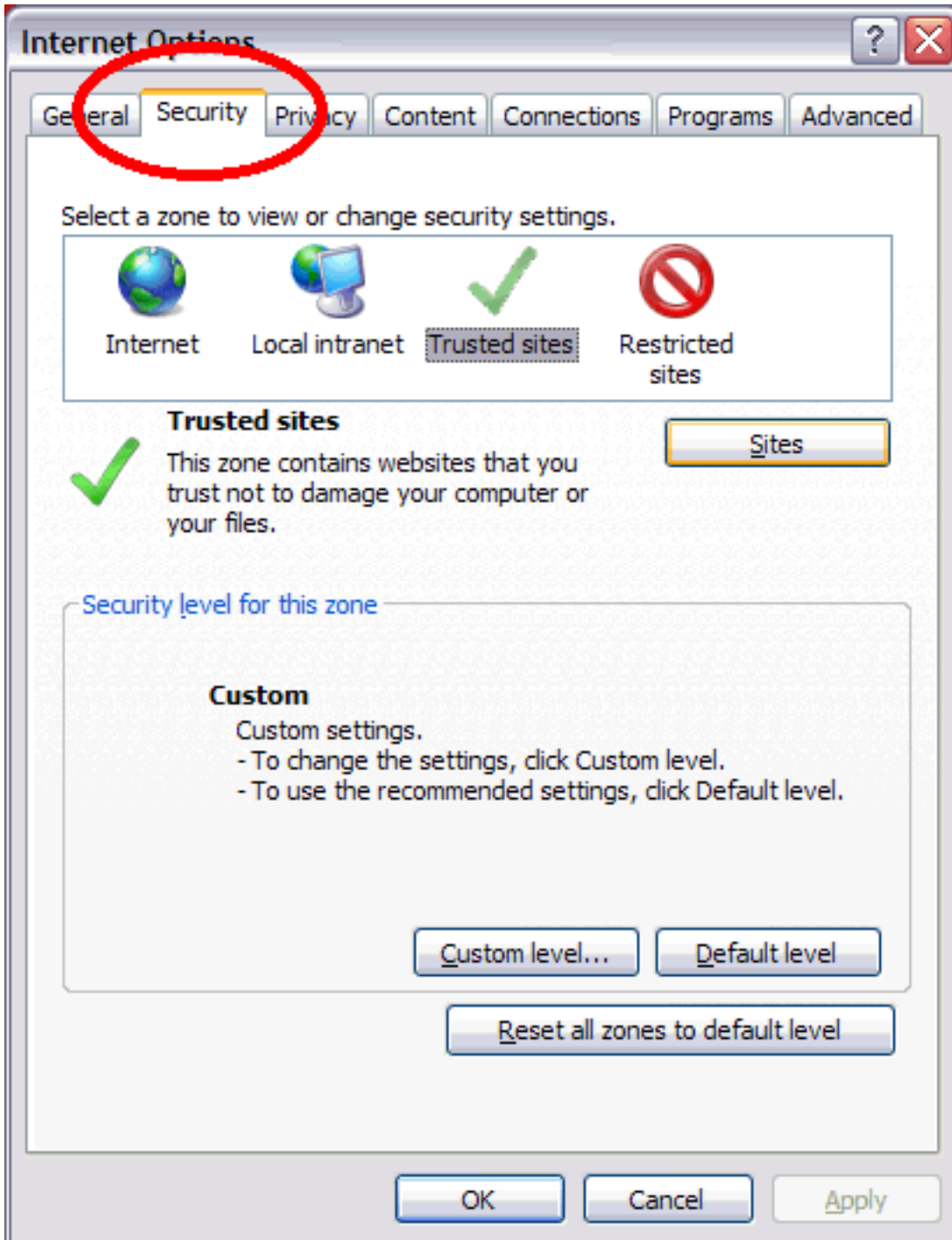
1. Open **Internet Explorer** (Use only Internet Explorer).
2. Click on the **Tools** menu.



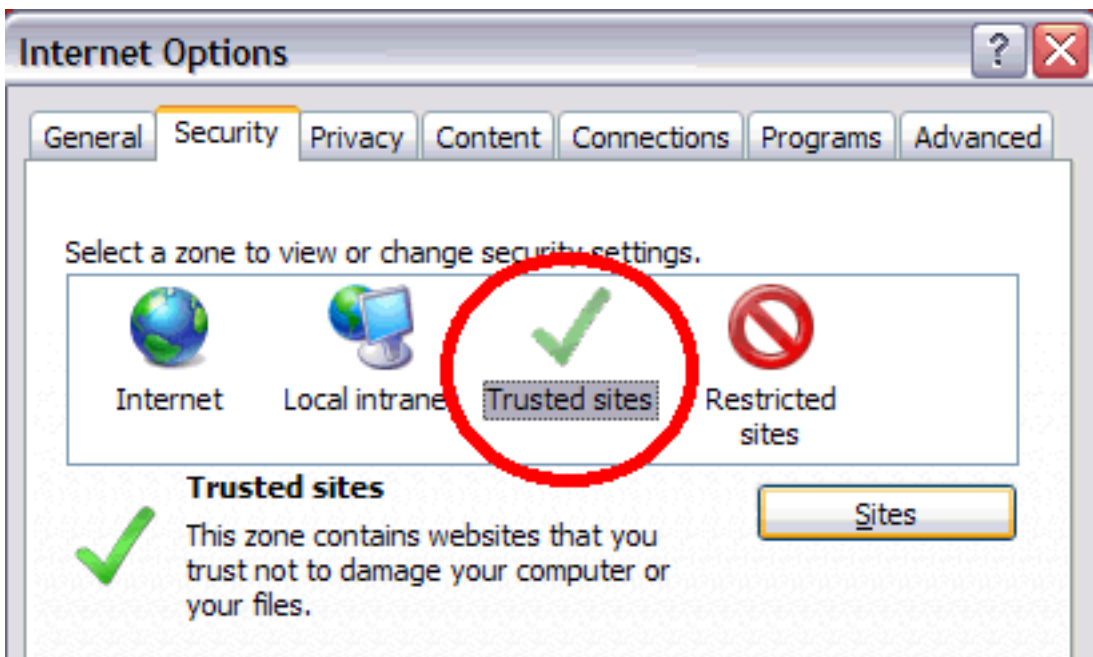
3. Select **Internet Options** from the drop-down menu.



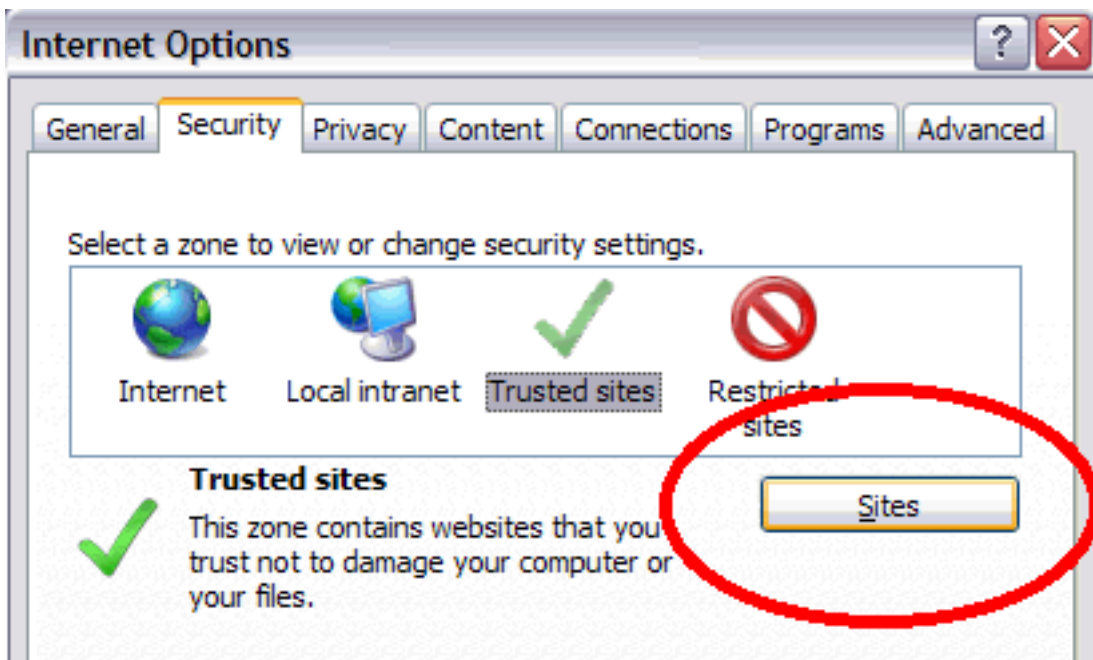
4. Click on the **Security** tab.



5. Click the green checkmark that says **Trusted sites**.

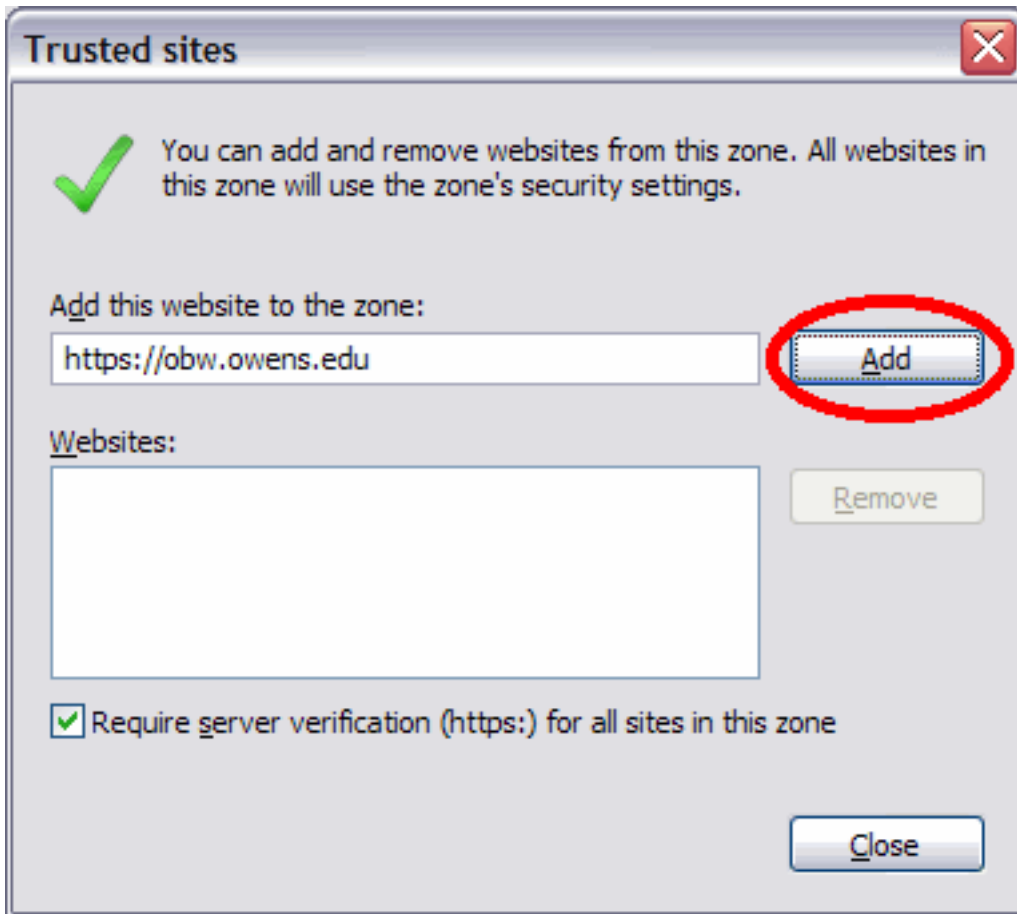


6. Click the **Sites** button.



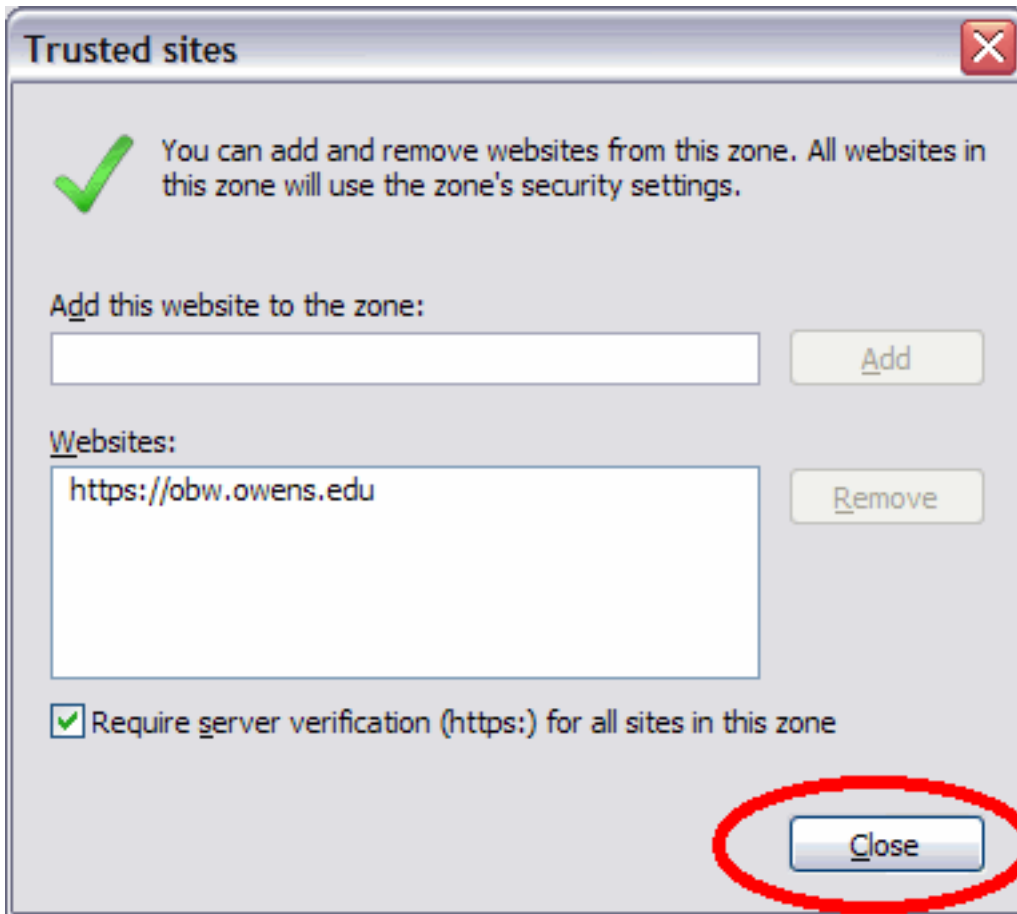
7. In the **Add this website to the zone** box, type in <https://obw.owens.edu>.

8. Click the **Add** button.

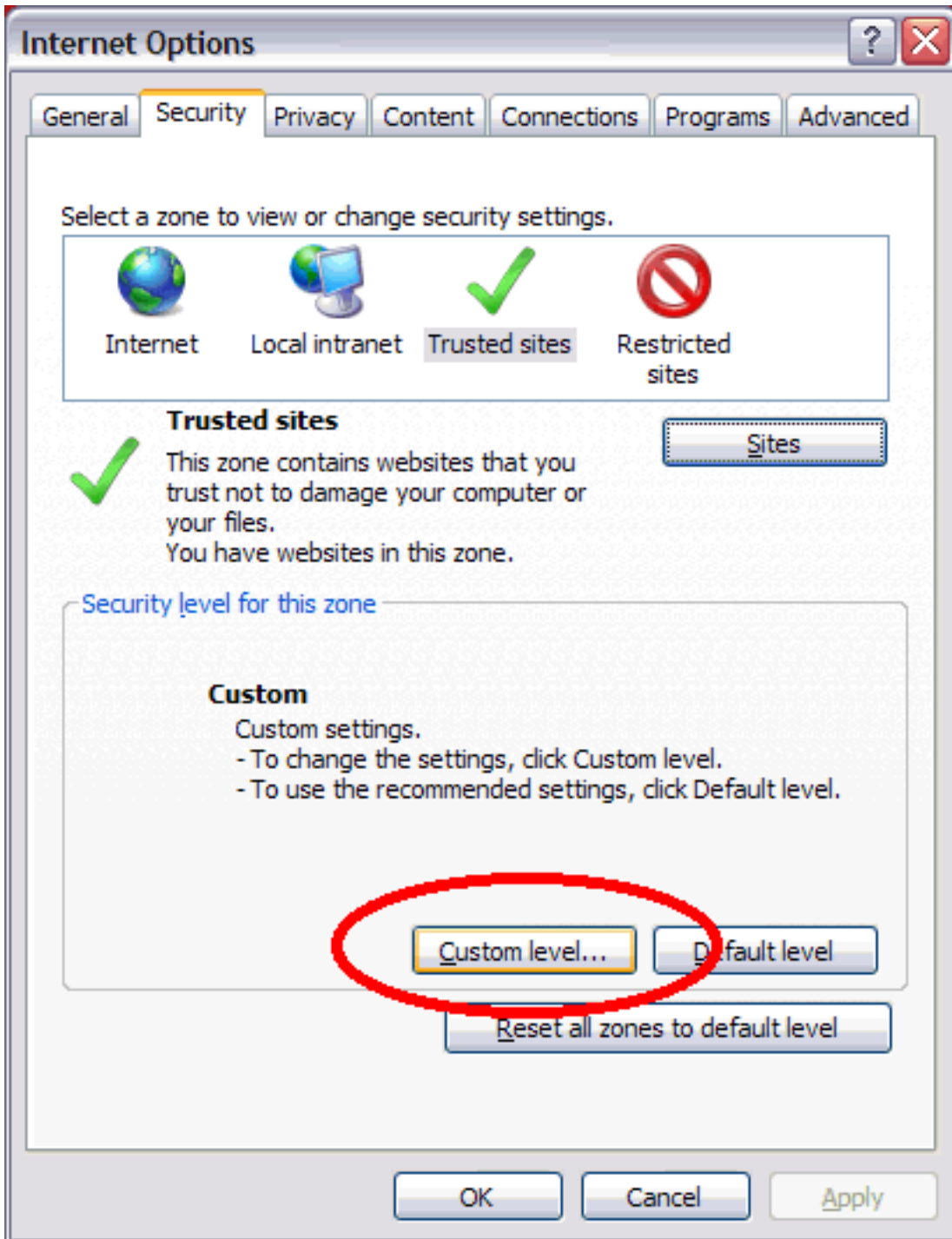


9. The website you typed in will now show up in the bottom part of the window under **Websites**.

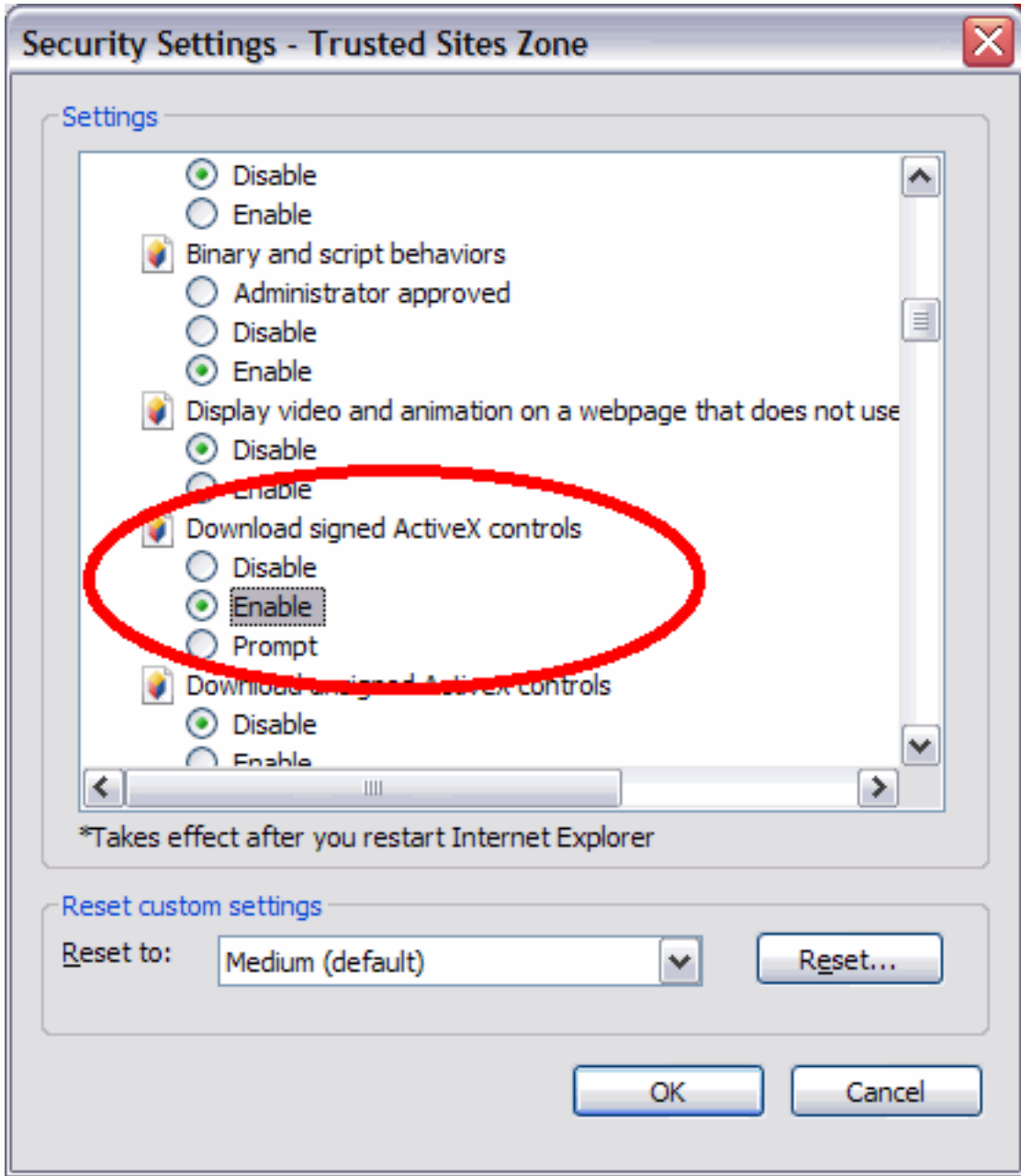
10. Click the **Close** button.



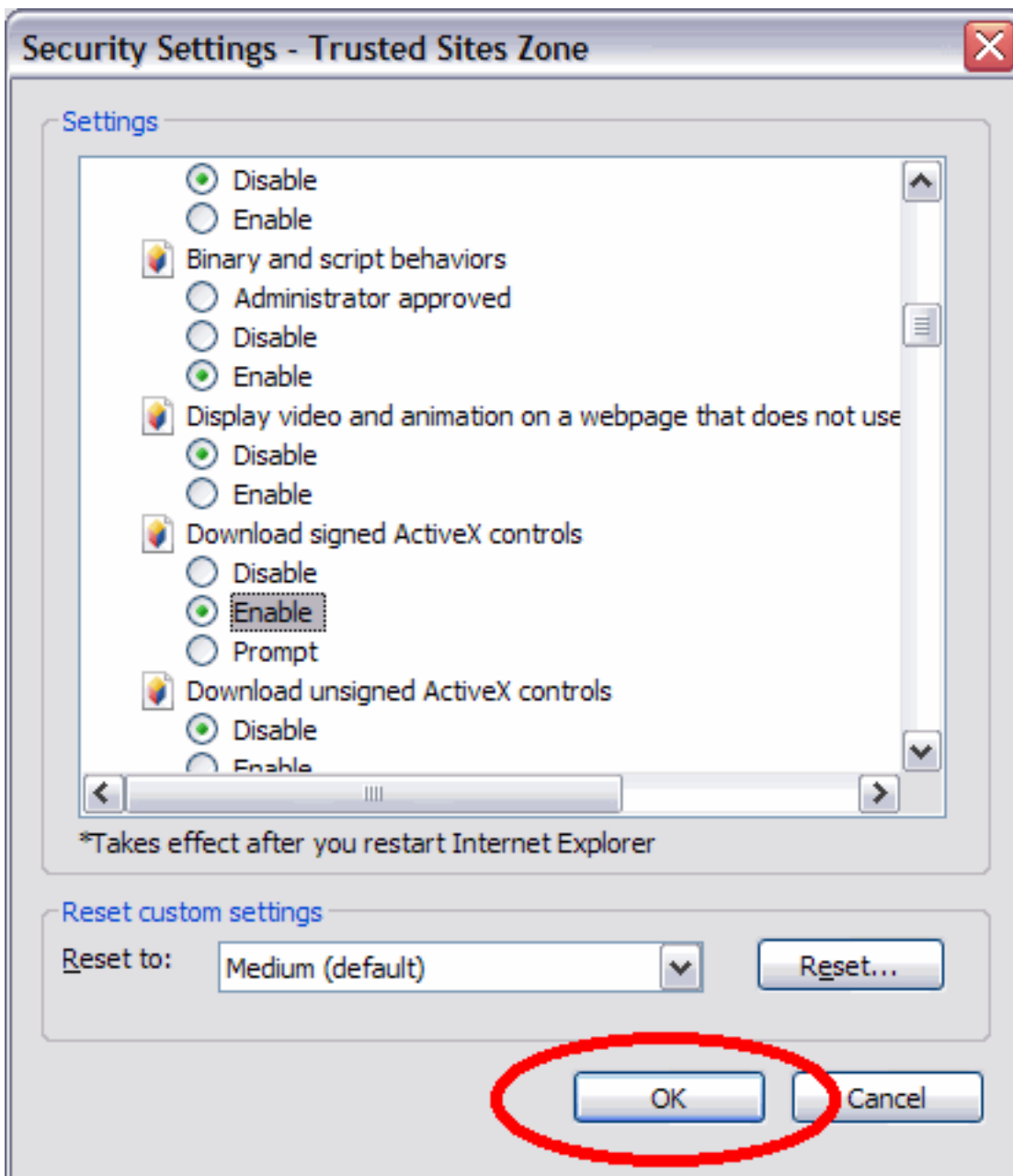
11. You will now be presented with this window where you will make sure that the green check mark for **Trusted sites** is still highlighted and then click the **Custom Level** button.



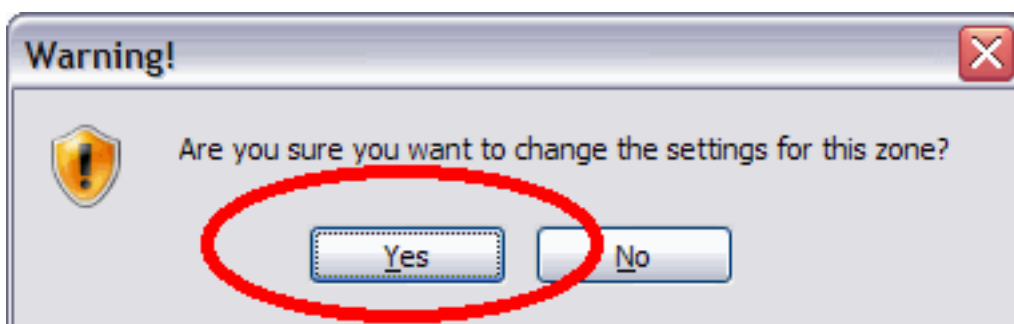
12. In this box, scroll down part way until you see an option that says **Download signed ActiveX controls**. You will want to change this setting to **Enabled**.



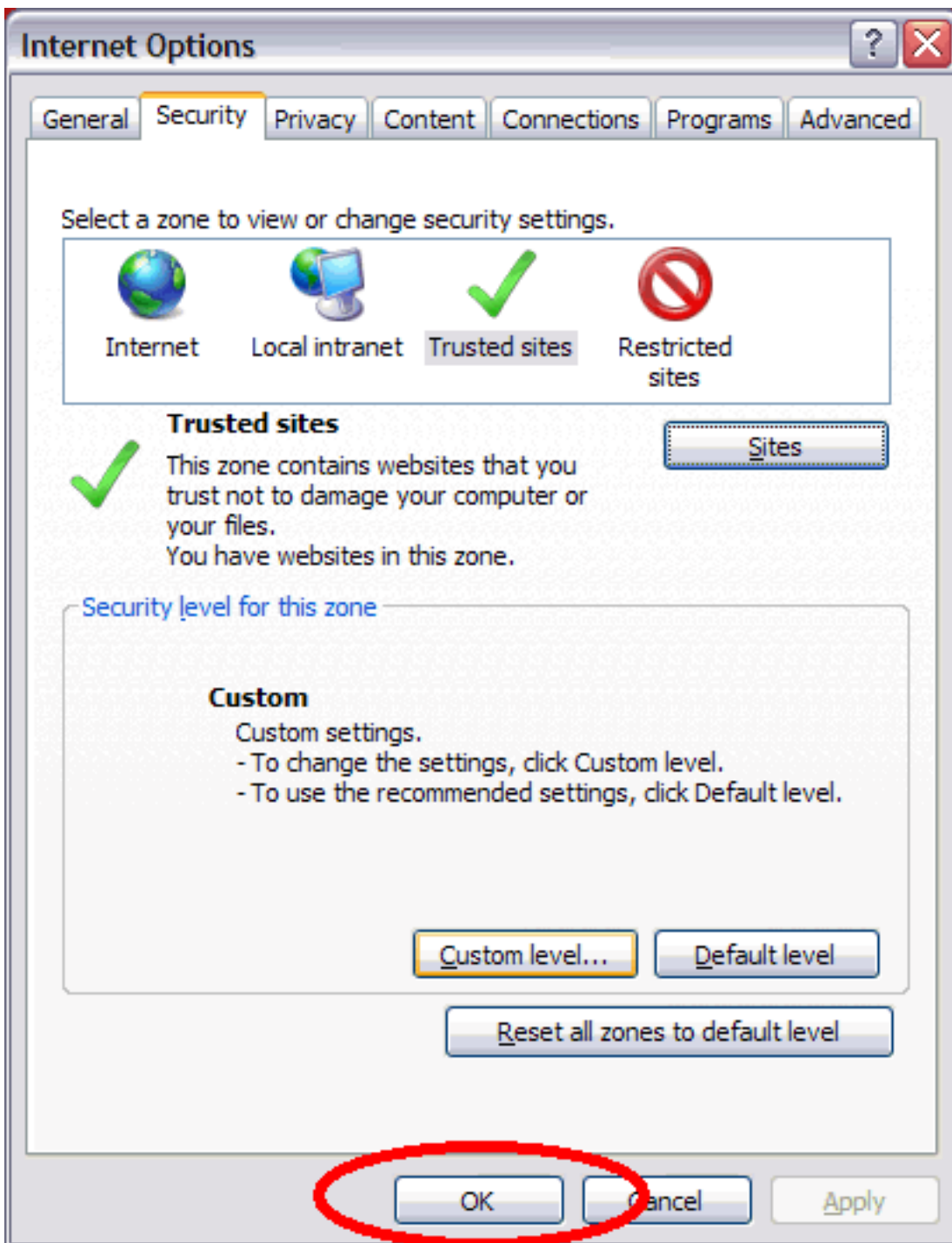
13. Click the **OK** button at the bottom.



14. Once you do that, you will receive a **Warning!** window asking "Are you sure you want to change the settings for this zone?" where you will need to click the **Yes** button.



15. You will then be back to this window where you can click the **OK** button.



16. Close all **Internet Explorer** windows.

17. Open the icon on your desktop for **Onbase** that looks like a scanner. You should now be able to log in using your existing Onbase login.

Article ID: 78

Last updated: 12 Sep, 2017

Revision: 3

Information Technology Services -> Onbase -> How do I set up the web version of Onbase on my computer?

<https://www2.owens.edu/faq/entry/78/>