



SCHOOL OF
GRADUATE STUDIES

User Adjustment Form

Adobe Reader, minimum version 8, is required to complete this form. Download the latest version at <http://get.adobe.com/reader>. (1) Save the form by clicking on the diskette icon on the upper left side of the screen; (2) Ensure that you are saving the file in PDF format; (3) Specify where you would like to save the file, e.g. Desktop; (4) Review the [How to create and insert a digital signature](#) webpage for step by step instructions; (5) Fill in the required data and save the file; (6) Send the completed form to: sgs@mun.ca.

Guidelines

Please complete and submit this form to add or remove users for OnBase and Degree Works. This form will be processed within two business days upon submission.

For user guides and details on how to install the OnBase unity client to your PC (for users in Grad Unit Staff or Grad Unit Officer roles) or access the web client (for users in Grad Unit Committee role or Mac users), please visit: <http://www.mun.ca/cio/imp/onbase.php>.

Employee Information

| | | |
|-----------------|--------------|--------|
| Employee name: | Employee ID: | Email: |
| Faculty/School: | Major: | |
| OnBase | Add/Remove | Role: |
| Degree Works | Add/Remove | Role*: |

Signatures

| | | | |
|-----------------------------|-------|-------|-------|
| Prepared by: | _____ | Date: | _____ |
| Graduate Officer: | _____ | Date: | _____ |
| School of Graduate Studies: | _____ | Date: | _____ |

Memorial University protects privacy and maintains the confidentiality of personal information. The information requested in this form is collected under the general authority of the Memorial University Act ([RSNL1990CHAPTER-7](#)). It is required for administrative purposes of the School of Graduate Studies. If you have any questions about the collection and use of this information please contact the School of Graduate Studies at 709.864.2445 or sgs@mun.ca.

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