Today’s higher education institutions face greater challenges than ever before. Competition for students, operating costs and government regulations continue to increase. Government funding for higher education is shrinking while the demand for student financial aid is greater than ever. Operating at optimal efficiency and accuracy is critical for continued success.

Paper-driven processes, long student record retention periods and increased regulatory requirements characterize higher education operations. By digitizing, standardizing and automating your processes, OnBase® Higher Education Solutions enable your institution to run more efficiently and cost-effectively.

Higher education institutions utilize OnBase to optimize and streamline the full range of operations, including:

Admissions
Human Resources
Financial Aid
Accounts Payable
Registrar
Alumni Records

OnBase enterprise content management (ECM) is a configurable, scaleable solution that can be deployed to meet your institution’s specific requirements—now and into the future. An open architecture enables rapid integration with your existing student information systems and other line-of-business applications, including accounting, financial management and human resources, to fully leverage their capabilities and your technology investment.
**ADMISSIONS**

OnBase streamlines the entire admissions process, from document collection and assembly to final review. To accommodate the varied methods of application submissions—paper, fax, e-mail and Internet—OnBase provides several mechanisms for capturing, indexing and storing documents, including student applications, essays, transcripts and letters of reference. Once an application is received and in the system, OnBase Workflow verifies that all required documents and associated data are present and complete, then automatically routes them for review, as well as simultaneously passes the application file to Financial Aid. Counselors are granted rights to securely review applications and corresponding documents over the campus network or anywhere via the web.

By digitizing documentation and automating assembly, OnBase streamlines the application process and provides counselors with more time for review, while eliminating lost and misfiled documents. In addition, inquiries from prospective students can be handled quickly. OnBase provides immediate, simultaneous access to documents and processes, eliminating the need to search for, copy or re-create physical documents.

Once a student has been admitted and the decision to matriculate has been made, OnBase can pass the file to the Registrar and archive the Admissions folder, automatically purging unneeded documents in accordance with your pre-established document retention policy.

**Key Benefits:**
- Streamline review and simultaneous routing of admissions, student financial, and registrar documents
- Provide instant, secure access to all admissions documentation, on campus or anywhere via the web
- Eliminate costly retention of duplicate information

**FINANCIAL AID**

OnBase provides financial aid counselors with immediate, simultaneous access to student documents directly from their financial aid software. Counselors have the ability to add documents such as student loan request forms, financial aid supplements, tax returns, promissory notes, academic program status, citizenship status and financial aid reports, to the student’s “virtual folder.” OnBase Workflow automates the review and aid packaging process, routing documents through your institution’s predefined business rules.

**Key Benefits:**
- Access student financial aid documentation directly from line-of-business software
- Store and manage financial aid documents in a single repository
- Streamline review and routing of student financial aid documentation
- Instantly retrieve any or all related documentation (admissions, registrar, financial aid, etc.) with the OnBase cross-referencing feature

**REGISTRAR**

OnBase enhances the Registrar’s ability to manage student registration, class scheduling and student evaluation. Student academic records are stored in OnBase and are accessible from multiple locations by any authorized party, including students, faculty and administrators. OnBase automates such processes as course scheduling, course changes, grade changes and applications for graduation. Computer-generated report documents, such as enrollment or attendance reports, are automatically captured and stored in OnBase and combined with other documents in the student virtual folder. OnBase Workflow manages the exchange of information between the Registrar, Student Financial Aid and Student Accounting.

**Key Benefits:**
- Access student information from multiple locations across campus or anywhere via the web
- Automate mission-critical processes for students, faculty and staff
- Increase services for current and prospective students, as well as alumni
- Leverage student information systems with rapid integration and data exchange
OnBase streamlines the hiring process by automatically capturing and routing applicant materials, such as resumes, letters of reference and confidential background reports, through the review process. In addition, OnBase Workflow increases the productivity of several internal human resource processes, such as vacation requests, beneficiary changes, address changes and benefit elections, as well as time sheet management and expense report reimbursement. OnBase provides appropriate security measures to protect corporate records and to ensure compliance.

**Key Benefits:**
- Streamline application review, interview and hiring processes
- Streamline routing and distribution of documents requiring approval
- Reduce time performing routine functions such as name and address changes; entering vacation dates; and filing and retrieving employee records
- Reduce storage costs and virtually eliminate any document loss by providing a central repository for all records
- Maintain secure, valid employee information and automatically eliminate expired documents to comply with local and federal requirements
ACCOUNTS PAYABLE

The costs and inefficiencies associated with paper can cause bottlenecks in your AP processes. OnBase Imaging and COLD/ERM technology create a centralized electronic repository for all documents in the purchasing process, including purchase orders, requisitions, invoices and checks. OnBase Workflow automates requisition and payment processes, routing purchase order requests and all supporting documentation through the approval process. Data from these forms automatically can be entered into line-of-business accounting applications, eliminating keystrokes and further reducing costs.

OnBase provides your payables team with the ability to automatically match incoming invoices with purchase orders, expediting the payment process and eliminating any double-payment errors. Further, OnBase helps assure that requirements are met for early pay discounts, and allows for timely and appropriate response to vendor inquiries regarding payment status. OnBase also integrates with the majority of accounting and general ledger software applications, creating a seamless work environment for accounts payable staff.

Key Benefits:
- Automate requisition and payment processes
- Streamline internal approval and auditing processes
- Identify missing documents from the OnBase repository
- Eliminate double payment errors

Higher Education Document Workflow
Hyland Software, established in 1991, is a leading provider of rapidly deployable enterprise content management software. Hyland develops OnBase, enterprise-class software that combines integrated document management, business process management and records management in a single application. OnBase allows organizations to manage digital content, including scanned paper documents, faxes, print streams, application files, electronic forms, web content, multi-media files and e-mails. OnBase also provides organizations with the ability to automate business processes, reduce the time and cost of performing important business functions, improve organizational efficiency and address the need for regulatory compliance through the management, control and sharing of digital content with employees, business partners, customers and other constituencies. Visit www.onbase.com for more information.