Security Settings for Hyland OnBase Applications

1- You must use Internet Explorer as your Web Browser for Hyland Applications

2- Right click on the Internet Explorer icon and select “Internet Properties”

3- Click on the “Security” tab then choose “Trusted sites” and click on the button “Sites”

4- You will be brought to the following dialog. You Must add the following two websites to your “Trusted sites zone:

   https://stage2.fordham.onbaseonline.com

   Https://fordham.onbaseonline.com

5- Make sure the check box for “Require server verification for all (https:) for all sites in this zone.” is checked as in the following snapshot:
6- Click on the button “Custom Level”:

7- In the “Reset custom settings” drop down select “Medium-low” then click on the “Reset button.”
8- Important: You must click on the “Reset button” for “Medium-low” to take effect.

9- You will see the above dialog. Click “Yes”.

10- You will then see the above dialog. Just click “Ok”. Notice that this will NOT take effect until after you restart Internet Explorer.

11- You will see the above dialog. Make sure the level for this zone displays “Medium-low”. Click on “Apply” and then “Ok” and you are Done with the Security settings.
Install the OnBase Active X Controls

You may need to add software to use the web client effectively. Some of you may already have this installed, from having Disconnected Scanning installed, or having had Hyland or Fred work on your machine. Others will need to follow the instructions below.

1- Go To: [https://stage.fordham.onbaseonline.com/appnet/clientsetup.aspx](https://stage.fordham.onbaseonline.com/appnet/clientsetup.aspx)

2- Click on Begin Installation. 7 files will download, none may install
4- Click here to install if you receive this message

![Image of OnBase installation process]

This page will install the required ActiveX controls

**Step 1:** The downloads will begin after you click the Begin Installation button, but you may be prompted by a toolbar or a message box to allow the download to occur. The files that will downloaded are ActiveX files that are needed for proper functionality.

**Step 2a:** If you see a yellow bar at the top of the screen click on it and select Install. After the page refreshes, please click on Begin Installation again to continue the installation process.

**Step 2b:** If you see a message box click Install.

**Step 3:** Because multiple files will be downloaded, you may be prompted several times. You will need to click install each time.

**Step 4:** Click Begin Installation to begin downloading the files.

**Step 5:** Wait for all files to be installed before navigating away from this page.

- OBWileSvc.cab: File Service ActiveX Control - not installed
- OBWPopup.cab: Popup ActiveX Control - not installed
- OBWPrint.cab: Print ActiveX Control - not installed
- OBXWDocumentScan.cab: Document Scan ActiveX Control - not installed
- OBXWDocumentSelect.cab: Document Select ActiveX Control - not installed
6- Click Install This Add-on for All Users on This Computer

Step 1: The downloads will begin after you click the Begin Installation button, but you may be prompted by a toolbar or a message box to allow downloaded ActiveX files that are needed for proper functionality.

Step 2a: If you see a yellow bar at the top of the screen click on it and select Install. After the page refreshes, please click on Begin Installation.

Step 2b: If you see a message box click Install.

Step 3: Because multiple files will be downloaded, you may be prompted several times. You will need to click install each time.

Step 4: Click Begin Installation to begin downloading the files.

Step 5: Wait for all files to be installed before navigating away from this page:
8- You will be asked to click on this install button multiple times, for multiple files

9- 

10- With all files downloaded and installed, it would be a good idea to close your browser and re-open it. You should now have the full functionality of the OnBase web client