



Guide to Uploading Temporary Faculty Appointments in OnBase

Faculty Services is providing this guide to assist departments with uploading Temporary Faculty appointment paperwork in OnBase. For questions or assistance, please contact up-faculty-appointments@sjsu.edu.

1. Log in to one.sjsu.edu.
2. Type "temporary faculty appointments" into the search bar.
3. Click on the tile titled "Temporary Faculty Appointments (Regular Session)."

4. If prompted, enter your One.SJSU credentials to log in to OnBase.

12. Optionally, enter any notes or comments into the Comments field.

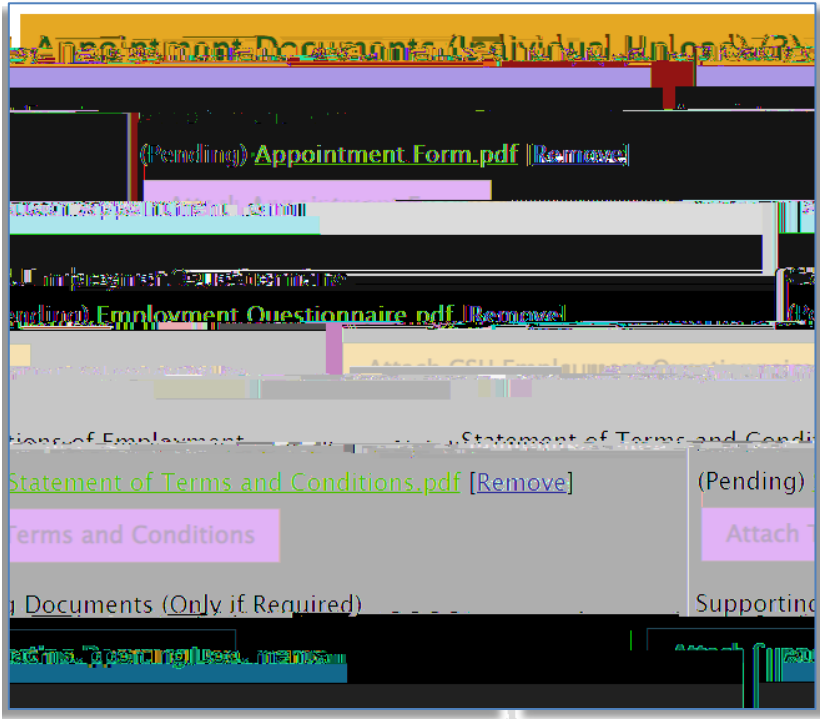
13. CC Email is an optional field, where you can add the email address of a person (pe)865ornrets io7F5T75.6 (

15. If you have the appointment paperwork split up into individual forms, you can upload each individual form under the section titled "Appointment Documents (Individual Upload).

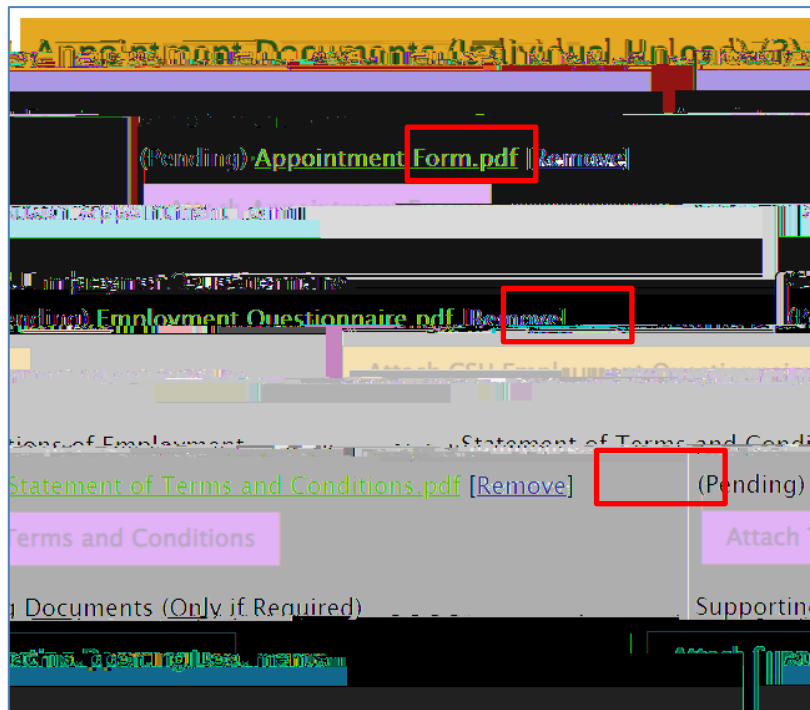


16. Click on the "Attach" box for each form and search for the signed form within your computer.

17. Once each individual form has been attached, it will look like the below.



18. If a mistake was made, you can remove the attachment by pressing the "Remove" link and uploading another form.



Request Types and OnBase Attachments

- New Hire- Faculty is brand new and