OnBase RTP System – Off Campus or Wi-Fi Access

OnBase RTP Off Campus or Wi-Fi Access Requires MFA

If you want to use the OnBase RTP System from off campus or on campus Wi-Fi, then you must use Multi Factor Authentication (MFA). If you are enabled to use MFA, then you must also use MFA from on-campus to login for PeopleSoft, Canvas, etc.

Hundreds of SSU employees already must use MFA on campus for PeopleSoft, etc, because they have access to sensitive "Level 1" data. You may already be using MFA when you log onto your bank account. But most participants in the RTP process do not have access to sensitive campus data, and so do not have to use MFA at SSU.

So you have a choice:
- Do not sign up for Multi Factor Authentication.
  - You won't have to use MFA to log on for PeopleSoft, Canvas, etc.
  - You will only be able to access the OnBase RTP System from an on-campus wired office connection.
- Sign up for Multi Factor Authentication.
  - You will be able to access the OnBase RTP System from off campus and from campus Wi-Fi.
  - You will have to use MFA to log on for PeopleSoft, Canvas, etc – even when on campus.
    You will use your cell phone or a token about the size of a thumb drive.
    You will only have to do that once per day.

Signing Up for Multi Factor Authentication

To use the OnBase RTP system from off campus or Wi-Fi, you must first sign up with the SSU IT Helpdesk for Multi Factor Authentication (MFA). You will have a choice between installing an app on your phone or receiving a token (about the size of a thumb drive) which can give you a 6 digit number to type in when you log on.

This link has more information about Multi Factor Authentication at SSU:
http://it.sonoma.edu/kb/computers-software-devices/multi-factor-authentication-mfa

Accessing OnBase RTP Using MFA

The OnBase RTP system will send you email notifications, which will contain instructions and two links:

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From an on-campus wired workstation, use this link:

https://onbase-app.sonoma.edu/Appnet/FolderPop/FolderPop.aspx?KT102_0_0_0=08092017&FT=117&clienttype=html&chksum=
fb8d267517ef4efb3ea544fdeaf035d03868159e2d39f23a3350d811a27721cf

From off-campus or campus Wi-Fi (Multi-Factor Authentication is required, contact the IT Helpdesk for to sign-up for
MFA), use this link:

https://onbase-proxy.sonoma.edu/remote/FolderPop/FolderPop.aspx?KT102_0_0_0=08092017&FT=117&clienttype=html&chksum=
fb8d267517ef4efb3ea544fdeaf035d03868159e2d39f23a3350d811a27721cf
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The first link can only be used from an on campus wired workstation in an office area (not from the library, or other public locations). It does not use MFA. It immediately takes you into the OnBase login screen; then to the RTP WPAF.

The second link can be used from anywhere in the United States, on campus or off campus. But this link will only work if you have signed up for MFA. You will have to enter both your normal login ID/password, and also go through the Multi Factor Authentication process, as outlined on the following page.

Logging onto OnBase RTP with MFA

When you click the second link in the OnBase RTP email notification, first you will have to log onto the same Online Services screen that you use to get to PeopleSoft, Canvas, etc.

Enter your User ID and Password, as you normally would.

Next, you'll be taken to the Multi Factor Authentication screen, shown at right.

If you have the Duo app on your phone, then click "Send me a Push". The app on your phone will have you click a button to authenticate.
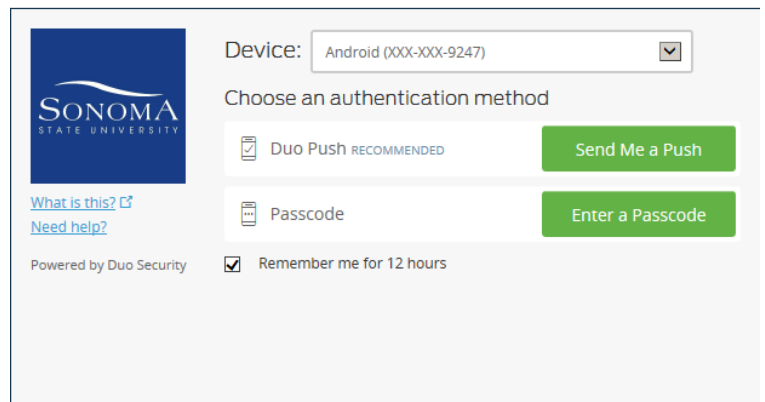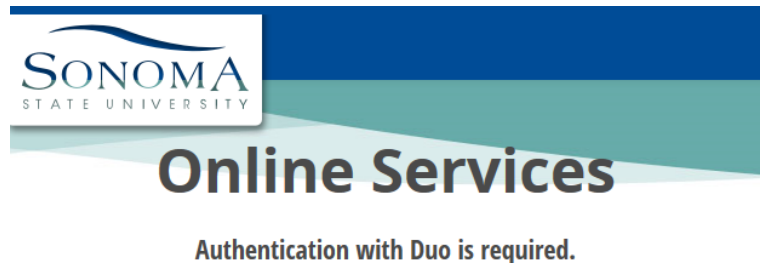
If you have the Duo token, then click "Enter a Passcode" on the screen at right, and push the button on your token to get a six digit number. Enter the number from the token on the screen at right.

If you check the "Remember me for 12 hours" box, then you will not be prompted by the screens above and at right for 12 hours. This will allow you to click the links in several RTP email notifications during the day and only have to enter your Onbase credentials, not your Online Services credentials.

Then last step in the login sequence is to enter your User ID and Password again in the OnBase login screen.

If you are not using Multi Factor Authentication, then this is the only login screen you will see when you click an RTP email link.

If you check the box on the previous screen to "Remember me for 12 hours", then the OnBase login screen at right will be the only login screen you will see the second and subsequent times you click the second RTP email link from home or Wi-Fi, etc, during that day.