



# ONE STUDENT RECORD

Technology for the one-stop shop in higher education

**Information collection and access is at the core of successful student service.** From answering questions regarding tuition and fees to making efforts to improve student retention, quickly identifying, tracking and retrieving information is crucial to student success. With one place to store and access all data and documents related to a student, you ensure that satisfaction while simplifying the lives of your staff.

OnBase by Hyland creates a single, central, instantly-accessible record for any and all information surrounding every student enrolled at your university.

One platform **Unlimited potential**

**OnBase**<sup>®</sup>  
by Hyland

## ONE STUDENT RECORD: TECHNOLOGY FOR THE ONE-STOP SHOP IN HIGHER EDUCATION

### VIEW STUDENT INFORMATION IN ONE PLACE, WITHOUT DUPLICATING DATA

One of the most important aspects of creating “one student record” is making it easy for your staff to access it. OnBase achieves this by integrating with all your other systems, allowing staff to access the complete student record no matter what application they use. With real-time and near-real-time communications, OnBase is able to display up-to-date information without duplicate data or data entry in systems.

Using OnBase to create a single student record also provides centralized, highly granular security around your student information. This enables you to restrict access so only those with permission can view it – ensuring your students’ information remains safe at all times.

### ENHANCE STUDENT SERVICE WITH PROCESS IMPROVEMENTS

In addition to centralizing student data and content, OnBase also empowers your institution to manage students with processes your line-of-business applications don’t offer – so you won’t need niche applications. This includes areas such as:

- **Veteran Student Services:** OnBase assists veteran students in completing the application process for benefits by centralizing the information regarding tuition, fees and other items into a single form. That way, service members maximize the benefits available to them and easily achieve and protect their certification with the Department of Veterans Affairs.
- **Disability Resource Services:** Store documents like disability verification forms, letters of accommodation and IEPs along with the rest of a student’s information in a central location. OnBase also enables you to manage the assignment and

tracking of resources available to disabled students in one place.

- **Judicial Affairs/Advising:** OnBase empowers Residence Life, Judicial Affairs and Advising to be the first line of defense for student retention. With incident reporting, staff receive notification of growing issues, enabling them to easily identify high-risk students and intervene with the appropriate resources – preventing attrition. Users can also document cases as they move through committees. OnBase then sends notifications to the right people depending on the issues and outcomes.

### QUICKLY VIEW ANALYTICS AND TAKE ACTION

OnBase also provides a complete audit trail for any and all documents and information stored in the complete student record, adding staff accountability. Additionally, your institution gains the ability to run reports on processes, increasing visibility and providing insight. For example, in Admissions, you can view and shape an incoming class and divide the applicant pool into demographic data – such as targeted states or regions, CEEB codes, ethnicity, etc. – so stakeholders can follow how a class forms.

The insight OnBase provides enables managers to find and take action on any process bottlenecks. With increased visibility, you can reassign tasks and direct resources to the appropriate areas before any issues arise.

With one central student record created by OnBase, all student-facing staff have a single place to turn for all updated student information. This simplifies processes, accelerates the completion of tasks and, ultimately, increases student satisfaction, retention and success.

Learn more at [OnBase.com/HigherEd](https://OnBase.com/HigherEd) »