

Faculty Leave and Time Off Request Process

This guide provides the basic steps for requesting leaves or time off in Hyland OnBase.

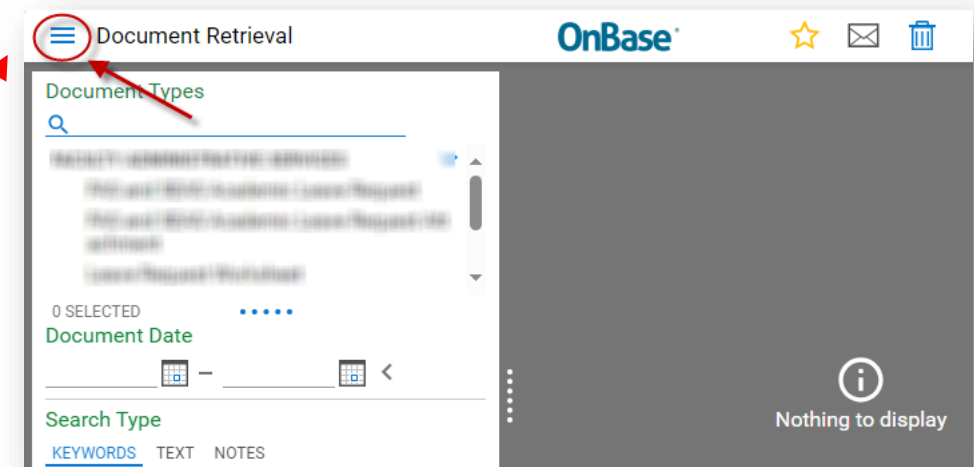
Note: Your view may differ slightly from the screenshots below depending on your school.

1. Click on the following link to activate your account in Hyland OnBase:

<https://yale.hylandcloud.com/211idp/Login.aspx>

2. You will be prompted to enter your Yale NetID and Password. You may also need to authenticate with Duo.

3. In the window that appears, click on the menu icon in the upper left corner.



4. From the list of options, select “New Form,” then select the leave request form in the next window.

Note: If you are fully joint with FAS or SEAS and a professional school, you will need to complete a form for each school.

