Logging into Open Caseware to Submit an Domestic Away Elective Application

1.) Navigate to Oakland.opencaseware.com. Pictured below is a screenshot of the website.

Note: If you have submitted materials for Embark online, this may look familiar. This is the same system, Open Caseware, that is used for Domestic Away Elective Applications and the log in follows the same procedure as Embark. If you know how to log into Open Caseware for Embark and you do so, you will see the pictured item in step 5. You may continue from that step if you already know how to properly log into Open Caseware. Otherwise, continue to step 2.
2.) Click “LOGIN” in the upper-right portion of the website. Below, the area is highlighted in red. DO NOT click the “Sign Up” button. Your current Oakland University e-mail credentials will work as your login information for this system.
3.) Upon completion of step 2, you will be presented with a new dialogue box with the options “Log In” and “Log in with OUWB Account.” Click the “Log in with OUWB Account” button. Pictured below is the new dialogue box and the “Log in with OUWB Account” button is highlighted in red. Note: You do not need to enter any credentials into this dialogue box.
4.) Upon completion of step 3, you will be directed to sign in with your Oakland University credentials. Enter your information in this screen and click the “SIGN IN” button. Pictured below is the screen you should see with the “SIGN IN” button highlighted in red.
5.) Upon completion of step 4, you will be logged into the Open Caseware system and you will see the system’s landing page. On the landing page, click “Cases” on the left-hand side of the screen. The landing page is pictured below with the “Cases” portion highlighted in red.
6.) Upon completion of step 5, a dropdown menu will appear with options. One of these options will be “Manage Domestic Away Elective Applications,” which is the correct option to click. Pictured below are the options and “Manage Domestic Away Elective Applications” is highlighted in red.
7.) Upon completion of step 6, you will be taken to a dashboard screen that summarizes your previously submitted applications. To create a new application, click the “+ New Domestic Away Elective Application” button in the upper right portion of the screen. Pictured below is the dashboard screen you should see. Highlighted in red is the “+ New Domestic Away Elective Application” button.
8.) Upon completion of step 7, you will be taken to your new domestic away elective application. Pictured below is the screen you should see.

9.) To complete your application and submit it to Records and Registration, complete all required fields and click the “Create Domestic Away Elective Application” button on the bottom of the application. Pictured below is the bottom of the new domestic away elective application with the “Create Domestic Away Elective Application” button highlighted in red.
10.) Upon completion of step 9, you will be prompted with a new dialogue box asking you if you are sure you want to create a new domestic away elective application. If you do wish to create a new domestic away elective application, click the “Yes, submit” button. Pictured below is the dialogue box. Highlighted in red is the “Yes, submit” button.

11.) Congratulations, your new domestic away elective application has been submitted. After the completion of step 10, you will be taken to the dashboard pictured in step 7. On the dashboard, the status of your new domestic away elective application will appear.