ROLE – FACULTY HDR ADMIN

1. ACCESSING THE CI ANYWHERE PORTAL

1.1 Go to the Ci Anywhere portal and click on Login using the OneID

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1.1.1 Enter your Username and Password and Click Sign in.

If you have trouble signing in, contact the relevant department

1.1.2 Enter your Username

2. Enter your Password

2. Click on Sign in.
2. ACCESSING MY TASKS

2.1 On the Ci Anywhere Home screen click at the bottom of the screen on Faculty Admin Forms access

1. Click on Faculty Admin Forms access

Login using your OneID Username and Password

2.2 On the HDR admin for access to tasks and forms screen click on My Tasks

1. Click on the my task icon
3. Navigating the My Tasks Area

3.1 Search can be used to look for specific tasks, with the use of Student ID, Name etc.

3.2 Left hand pane lists all the tasks currently assigned to your role

Right hand pane list the summary list and is used to administer the form
4. ALLOCATING A REQUEST

4.1 Select the task you want to open
Click on the icon
From the options shown after clicking the icon
Click on Allocate Form

1. Select task

4.2 In the pop up window, add details for
1. Pool member name
2. Comments
And 3. Click Ok
4.3 Once details are added, Click Proceed to complete the workflow.