

ROLE – FACULTY HDR ADMIN

1. ACCESSING THE CI ANYWHERE PORTAL

1.1

Go to the Ci Anywhere portal and click on Login using the OnelD

1. Click on Login with OnelD

GO TO THE Ci Anywhere portal

1.2

Enter your Username and Password and Click Sign in.

If you have trouble signing in, contact the relevant department

Login using your OnelD Username and Password

1. Enter your Username

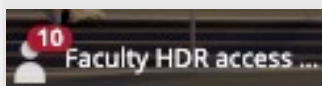
2. Enter your Password

2. Click on Sign in

2. ACCESSING MY TASKS

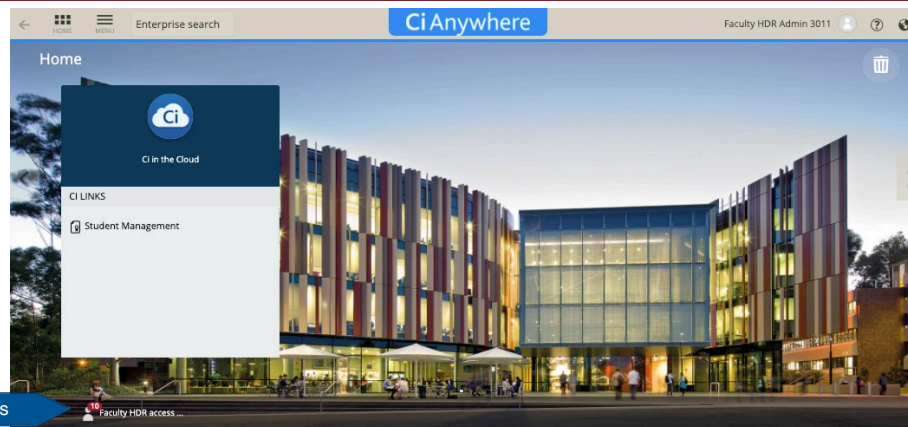
2.1

On the Ci Anywhere Home screen click at the bottom of the screen on the icon



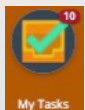
1. Click on Faculty HDR access

Accessing My tasks



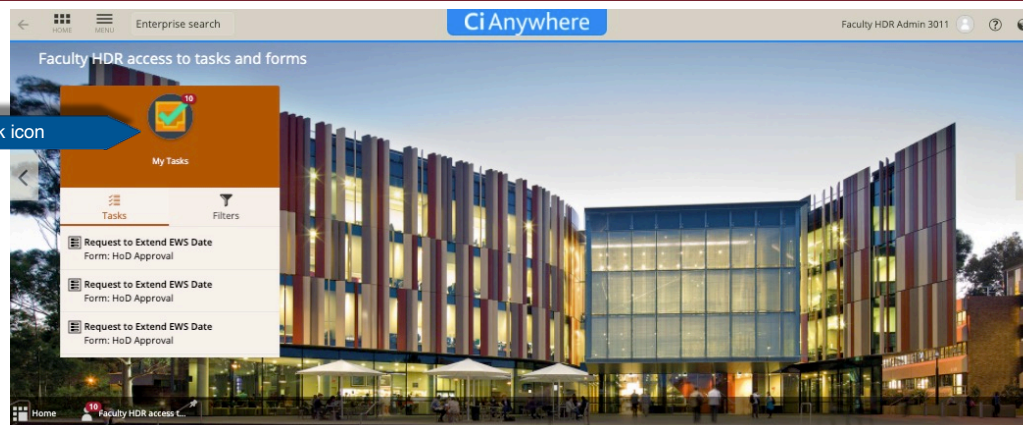
2.2

On the Faculty HDR access to tasks and forms screen click on My tasks



1. Click on the my task icon

Login using your OneID Username and Password



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.

Search bar

Selected task

Tasks list, Scrollable

Accessing My tasks

The screenshot shows the 'My Tasks' interface. At the top, there's a navigation bar with 'Enterprise search', 'My Tasks', and 'Profile Name'. Below this, a list of tasks is displayed under the heading 'Assigned to me (10)'. Each task entry includes a search icon, the task title 'Request to Extend EWS Date', the form type 'Form: HoD Approval', the sender 'From: Supervisor Two', the pool 'With pool: HDR HUS Pool', and a status indicator like 'YESTERDAY' or 'THIS MONTH'. A task is selected, and its details are shown on the right. The details include a 'Summary' section with 'Task Description: HoD Approval', 'Assigned to: HDR HUS Pool', and 'Received: 20-Aug-2020 11:11:56'. Below the summary are sections for 'Process View' and 'Workflow Information'. A 'Proceed' button is visible at the top right of the task details.

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


Accessing My tasks


This screenshot is identical to the one in section 3.1, but with additional annotations. A red box highlights the 'Left hand pane' which contains the list of tasks. A yellow box highlights the 'Right hand pane' which contains the detailed view of the selected task. The interface elements and content are the same as described in section 3.1.

4. OPENING A TASK

4.1

Select the task you want to open

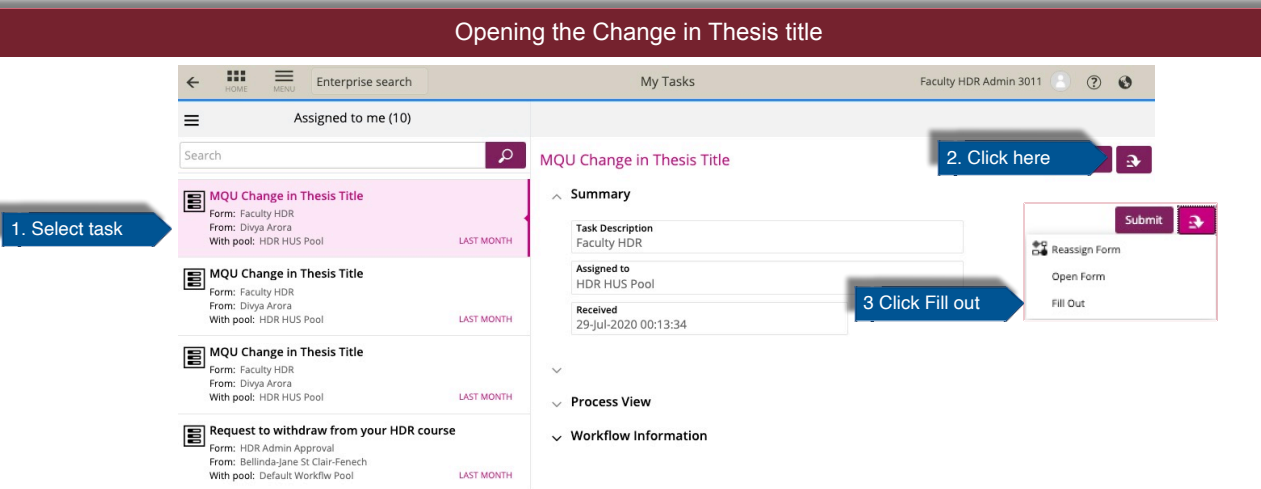
Click on the  icon

From the options shown after clicking the  icon

Click on the Fill out

Fill Out

Opening the Change in Thesis title



Enterprise search My Tasks Faculty HDR Admin 3011

Assigned to me (10)

Search

MQU Change in Thesis Title
Form: Faculty HDR
From: Divya Arora
With pool: HDR HUS Pool
LAST MONTH

MQU Change in Thesis Title
Form: Faculty HDR
From: Divya Arora
With pool: HDR HUS Pool
LAST MONTH

MQU Change in Thesis Title
Form: Faculty HDR
From: Divya Arora
With pool: HDR HUS Pool
LAST MONTH

Request to withdraw from your HDR course
Form: HDR Admin Approval
From: Bellinda-Jane St Clair-Fenech
With pool: Default Workflow Pool
LAST MONTH

MQU Change in Thesis Title

Summary

Task Description
Faculty HDR

Assigned to
HDR HUS Pool

Received
29-Jul-2020 00:13:34

Process View

Workflow Information

Submit

Reassign Form

Open Form

Fill Out

5. DOWNLOAD THE ASQ - ATTACHMENT

5.1

In the new form section that opens up, scroll down to the bottom area, with the section heading as Supervisor Approval

^ Supervisor Approval

Navigating to the Faculty HDR Admin section

^ Supervisor Approval

I have read this form and have discussed the change with the candidate. If my candidate is from a [Sanction Country](#) and if applicable I have completed the [Autonomous Sanction Questionnaire \(ASQ\)](#) and and uploaded it.

After due consideration of the requested changes, my decision is to:
Approve the request

Is ASQ Required?
Yes

^ Please upload completed ASQ for this request

Attachments



My overview_MQ Test-no error.PNG

...



5.2

1. Click on the icon



2. Select the download option

Download original

3. Save the file on your computer

Downloading - Attachments

^ Supervisor Approval

I have read this form and have discussed the change with the candidate. If my candidate is from a [Sanction Country](#) and if applicable I have completed the [Autonomous Sanction Questionnaire \(ASQ\)](#) and and uploaded it.

After due consideration of the requested changes, my decision is to:
Approve the request

Is ASQ Required?
Yes

^ Please upload completed ASQ for this request

Attachments



My overview_MQ Test-no error.PNG

...

1. Click here



2. Click Download

Download original

View attachment details

6. UPLOADING A SIGNED ASQ FORM

6.1

In the new form section that opens up, scroll down to the bottom area, with the section heading as Faculty HDR Admin

Navigating to the Faculty HDR Admin section

Enterprise search My Tasks Faculty HDR Admin 3011

Assigned to me (10)

Search

MQU Change in Thesis Title
Form: Faculty HDR
From: Divya Arora
With pool: HDR HUS Pool
LAST MONTH

1. Scroll down to the section Faculty HDR Admin
With pool: HDR HUS Pool
LAST MONTH

MQU Change in Thesis Title
Form: Faculty HDR
From: Divya Arora
With pool: HDR HUS Pool
LAST MONTH

Request to withdraw from your HDR course
Form: HDR Admin Approval
From: Bellinda-Jane St Clair-Fenech

Request for Change in Thesis Title
Declaration
Supervisor Approval
Changes to Field of Research (FOR) Codes
Faculty HDR Admin

Please download the ASQ attached to this form in the **Supervisor Approval** section. Please ensure all sections are complete, and the required signatures included. Once complete, please upload the completed form below.

Please upload completed and signed ASQ

Attachments *

Drag new attachments here

Cancel Save

6.2

In the Please upload completed and signed ASQ click on

+ Add

Adding the ASQ - Attachments

Enterprise search My Tasks Faculty HDR Admin 3011

Assigned to me (10)

Search

MQU Change in Thesis Title
Form: Faculty HDR
From: Divya Arora
With pool: HDR HUS Pool
LAST MONTH

MQU Change in Thesis Title
Form: Faculty HDR
From: Divya Arora
With pool: HDR HUS Pool
LAST MONTH

MQU Change in Thesis Title
Form: Faculty HDR
From: Divya Arora
With pool: HDR HUS Pool
LAST MONTH

Request to withdraw from your HDR course
Form: HDR Admin Approval
From: Bellinda-Jane St Clair-Fenech

Request for Change in Thesis Title
Declaration
Supervisor Approval
Changes to Field of Research (FOR) Codes
Faculty HDR Admin

Please download the ASQ attached to this form in the **Supervisor Approval** section. Please ensure all sections are complete, and the required signatures included. Once complete, please upload the completed form below.

Please upload completed and signed ASQ

Attachments *

Drag new attachments here

Click here + Add

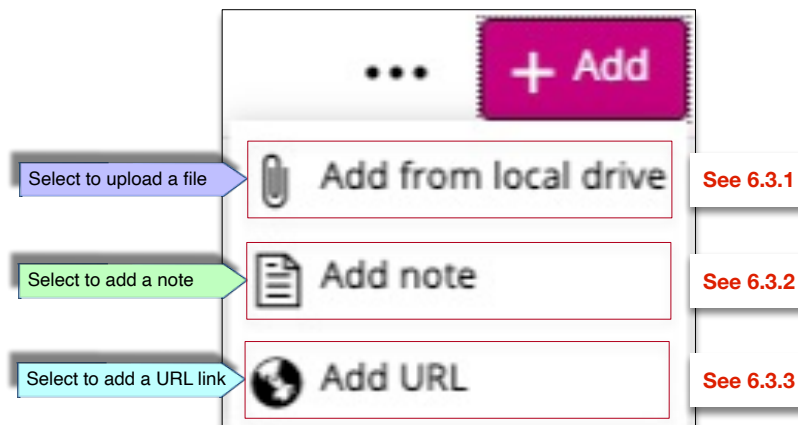
Cancel Save

6.3


Use either of these options to add the ASQ:

1. Add from a local drive
2. Add as a note
3. Add as a URL

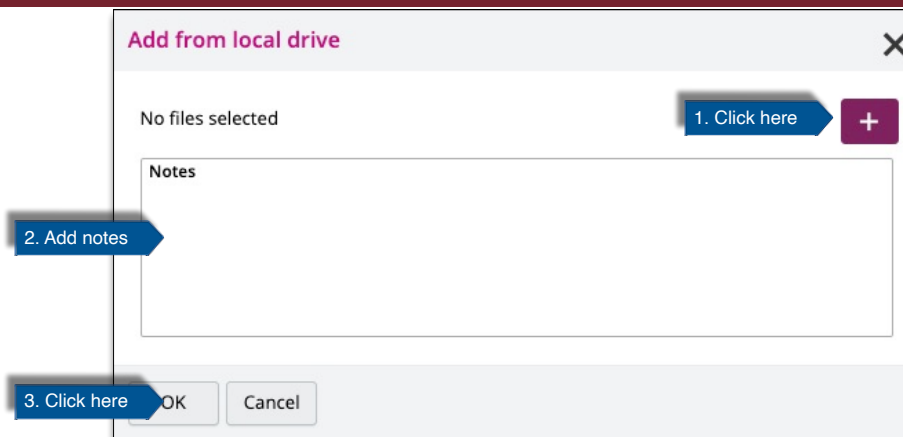
Adding the ASQ - Attachments



6.3.1

1. Clicking on  to add a file from your local computer
2. Add Notes if required
3. Click ok to save the details

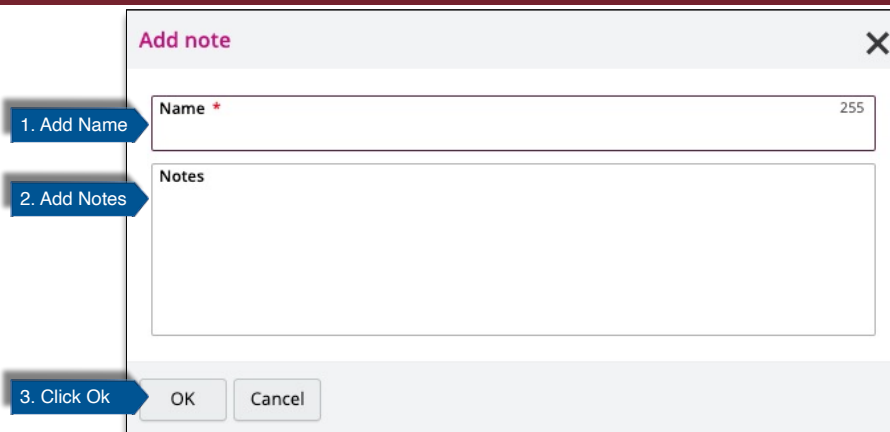
Adding the ASQ



6.3.2

1. Add Name
2. Add Notes if required
3. Click ok to save the details

Adding the ASQ - Attachments

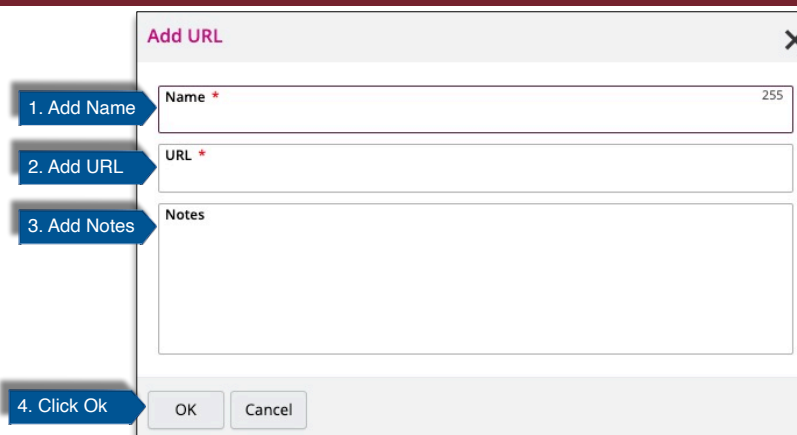


The screenshot shows a dialog box titled "Add note" with a close button (X) in the top right corner. It contains two input fields: "Name *" with a character count of 255, and "Notes". Below the fields are "OK" and "Cancel" buttons. Three blue arrows with white text point to the fields and buttons, labeled "1. Add Name", "2. Add Notes", and "3. Click Ok".

6.3.3

1. Add Name
2. Add URL
3. Add Notes if required
4. Click ok to save the details

Adding the ASQ - Attachments



The screenshot shows a dialog box titled "Add URL" with a close button (X) in the top right corner. It contains three input fields: "Name *" with a character count of 255, "URL *" with a character count of 255, and "Notes". Below the fields are "OK" and "Cancel" buttons. Four blue arrows with white text point to the fields and buttons, labeled "1. Add Name", "2. Add URL", "3. Add Notes", and "4. Click Ok".

6.4

Check the box after making all amendments

Save the Form

^ Please upload completed and signed ASQ

Attachments *

Drag new attachments here

...

+ Add

sldevnldh

Check the box

☐ Based on the information provided, this request should proceed.*

This field must be checked

6.5

Click Save, post making all the changes to the form

Save the Form

←

HOME

MENU

Enterprise search

My Tasks

Faculty HDR Admin 3011

?

Assigned to me (10)

Search

MQU Change in Thesis Title

Form: Faculty HDR

From: Divya Arora

With pool: HDR HUS Pool

LAST MONTH

MQU Change in Thesis Title

Form: Faculty HDR

From: Divya Arora

With pool: HDR HUS Pool

LAST MONTH

MQU Change in Thesis Title

Form: Faculty HDR

From: Divya Arora

With pool: HDR HUS Pool

LAST MONTH

Request to withdraw from your HDR course

Form: HDR Admin Approval

From: Bellinda-jane St Clair-Fenech

← Request for Change in Thesis Title

Declaration

Supervisor Approval

Changes to Field of Research (FOR) Codes

Faculty HDR Admin

Please download the ASQ attached to this form in the **Supervisor Approval** section. Please ensure all sections are complete, and the required signatures included. Once complete, please upload the completed form below.

^ Please upload completed and signed ASQ

Attachments *

Drag new attachments here

...

+ Add

Click Save

Save

7. COMPLETING THE WORKFLOW

7.1

Click Proceed, post making all the changes to the form and when the form has been saved

Completing the workflow

←

HOME

MENU

Enterprise search

My Tasks

Faculty HDR Admin 3011

?

🌐

Assigned to me (10)

Search

MQU Change in Thesis Title

Form: Faculty HDR
From: Divya Arora
With pool: HDR HUS Pool

LAST MONTH

MQU Change in Thesis Title

Form: Faculty HDR
From: Divya Arora
With pool: HDR HUS Pool

LAST MONTH

MQU Change in Thesis Title

Form: Faculty HDR
From: Divya Arora
With pool: HDR HUS Pool

LAST MONTH

Request to withdraw from your HDR course

Form: HDR Admin Approval
From: Bellinda-Jane St Clair-Fenech
With pool: Default Workflow Pool

LAST MONTH

MQU Change in Thesis Title

Summary

Task Description
Faculty HDR

Assigned to
HDR HUS Pool

Received
29-Jul-2020 00:13:34

Process View

Workflow Information

Click Proceed

Proceed

📄