

## ROLE – SCHOLARSHIPS TEAMS

### 1. ACCESSING THE CI ANYWHERE PORTAL

#### 1.1

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

1. Click on Login with OneID

Go to the Ci Anywhere portal

#### 1.2

Enter your  
- Username  
- Password and  
- Click Sign in.

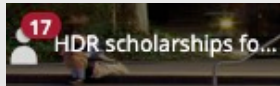
*If you have trouble signing in,  
contact the relevant department*

Login using your OneID Username and Password

## 2. ACCESSING MY TASKS

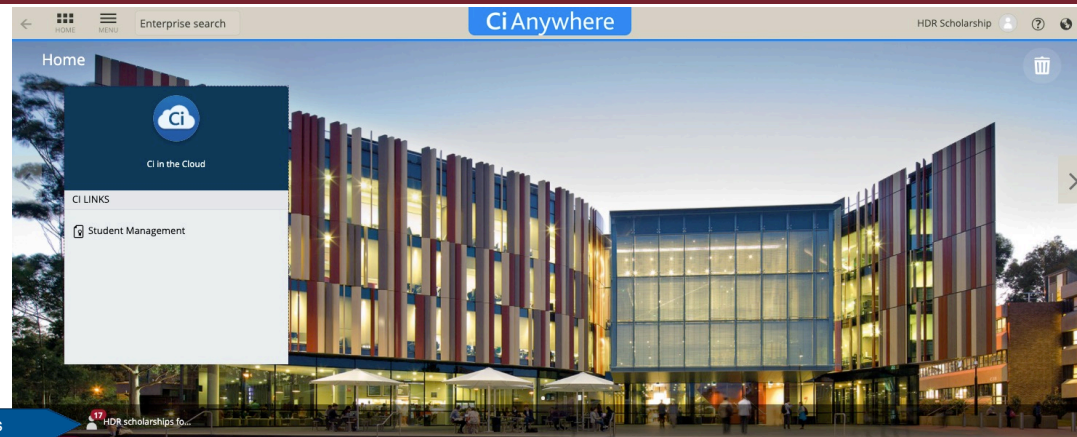
### 2.1

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



1. Click on HDR Scholarships

### Accessing My tasks



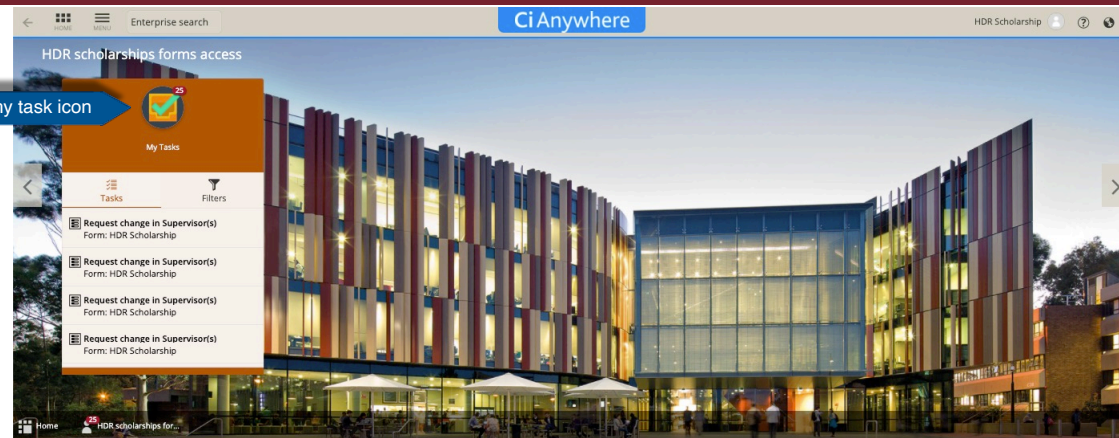
### 2.2

On the HDR Scholarships forms access click on My Tasks



1. Click on the my task icon

### Accessing My tasks



## 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

**Navigating My tasks**

Enterprise search | My Tasks | Profile Name | HDR Scholarship

Assigned to me (17)

Search

**Request change in Supervisor(s)**

Form: HDR Scholarship  
From: Graham Fitzpatrick  
With pool: HDR Scholarship  
THURSDAY

**Request change in Supervisor(s)**

Form: HDR Scholarship  
From: Graham Fitzpatrick  
With pool: HDR Scholarship  
THURSDAY

**Request change in Supervisor(s)**

Form: HDR Scholarship  
From: Graham Fitzpatrick  
With pool: HDR Scholarship  
THURSDAY

**Request to Extend EWS Date**

Form: Scholarship Review  
From: Divya Arora  
With pool: HDR Scholarship  
THIS MONTH

**Request change in Supervisor(s)**

Form: HDR Scholarship  
From: Aleisha Davis

**Request change in Supervisor(s)**

Task Description  
HDR Scholarship

Assigned to  
HDR Scholarship

Received  
20-Aug-2020 22:31:37

Process View

Workflow Information

Process  
HDR Request Change in Supervisor

Originator  
Graham Fitzpatrick

Proceed

### 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

**Navigating My tasks**

Left hand pane | Right hand pane

Assigned to me (12)

Search

**Request to Extend EWS Date**

Form: Supervisor Approval  
From: Christopher Armitage  
TODAY

**Request change in Supervisor(s)**

Form: Supervisor Approval  
From: Nipun Agarwal  
TODAY

**Request to Extend EWS Date**

Form: Supervisor Approval  
From: YI CHEN  
TODAY

**MQU Change in Thesis Title**

Form: Supervisor Approval  
From: Melee Cloughessy  
YESTERDAY

**Request change in Supervisor(s)**

Form: Supervisor Approval  
From: Aleisha Davis  
THIS MONTH

**Request to Extend EWS Date**

Form: Supervisor Approval  
From: Divya Arora  
LAST MONTH

**Request to Extend EWS Date**

Task Description  
Supervisor Approval

Assigned to  
Supervisor One

Received  
20-Aug-2020 11:30:30

Process View

Workflow Information


Process  
MQ CEF Workflow


Originator  
Christopher Armitage

Proceed

## 4. OPENING THE EWS EXTENSION REQUEST

### 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 option

Fill Out

1. Select task

### Opening the EWS extension request

2. Click here

3 Click Fill out

### 4.2

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

1. Scroll down to the section HDR Scholarships

### Opening the EWS extension request

Cancel Save

#### HDR Scholarships

Based on the information provided by the student, my decision is: \*

Additional Information (visible to staff only) \*

☐ Manual Tasks to be completed by HDR Scholarship Team\*

## 5. APPROVING/NOT APPROVE THE REQUEST

### 5.1

In the HDR Scholarships section of the form click on the dropdown

After due consideration of the request, my decision is to: \*

Approve/Not Approve EWS extension request

Enterprise search My Tasks HDR Scholarship

Assigned to me (27)

Search

**Request to Extend EWS Date**  
Form: Scholarship Review  
From: HDR Admin  
With pool: HDR Scholarship  
YESTERDAY

**Request change in Supervisor(s)**  
Form: HDR Scholarship  
From: Sarah Prebble  
With pool: HDR Scholarship  
FRIDAY

**Request change in Supervisor(s)**  
Form: HDR Scholarship  
From: Jeremy Koster  
With pool: HDR Scholarship  
FRIDAY

**Request change in Supervisor(s)**  
Form: HDR Scholarship  
From: Shan Ying  
With pool: HDR Scholarship  
FRIDAY

**Request change in Supervisor(s)**  
Form: HDR Scholarship  
From: Farzad Abedi  
With pool: HDR Scholarship  
THURSDAY

Click dropdown

**Request to Extend EWS Date**  
Form: Scholarship Review  
From: HDR Admin  
With pool: HDR Scholarship  
YESTERDAY

**Candidate Declaration**

**Supervisor Support**

**Head of Department Review**

**Central HDR Admin Review**

**HDR Scholarships**

Based on the information provided by the student, my decision is to: \*

Additional information (visible to staff only) \*

☐ Manual Tasks to be completed by HDR Scholarship Team\*

### 5.2

From the available list options of the dropdown, select Scholarship Extension approved

Or select Scholarship extension not approved

Approve/Not Approve EWS extension request

Enterprise search My Tasks HDR Scholarship

Assigned to me (27)

Search

**Request to Extend EWS Date**  
Form: Scholarship Review  
From: HDR Admin  
With pool: HDR Scholarship  
YESTERDAY

**Request change in Supervisor(s)**  
Form: HDR Scholarship  
From: Sarah Prebble  
With pool: HDR Scholarship  
FRIDAY

**Request change in Supervisor(s)**  
Form: HDR Scholarship  
From: Jeremy Koster  
With pool: HDR Scholarship  
FRIDAY

**Request change in Supervisor(s)**  
Form: HDR Scholarship  
From: Shan Ying  
With pool: HDR Scholarship  
FRIDAY

**Request change in Supervisor(s)**  
Form: HDR Scholarship  
From: Farzad Abedi  
With pool: HDR Scholarship  
THURSDAY

1. Select relevant option for approved or not approved

**Request to Extend EWS Date**  
Form: Scholarship Review  
From: HDR Admin  
With pool: HDR Scholarship  
YESTERDAY

**Candidate Declaration**

**Supervisor Support**

**Head of Department Review**

**Central HDR Admin Review**

**HDR Scholarships**

Based on the information provided by the student, my decision is to: \*

Scholarship Extension approved

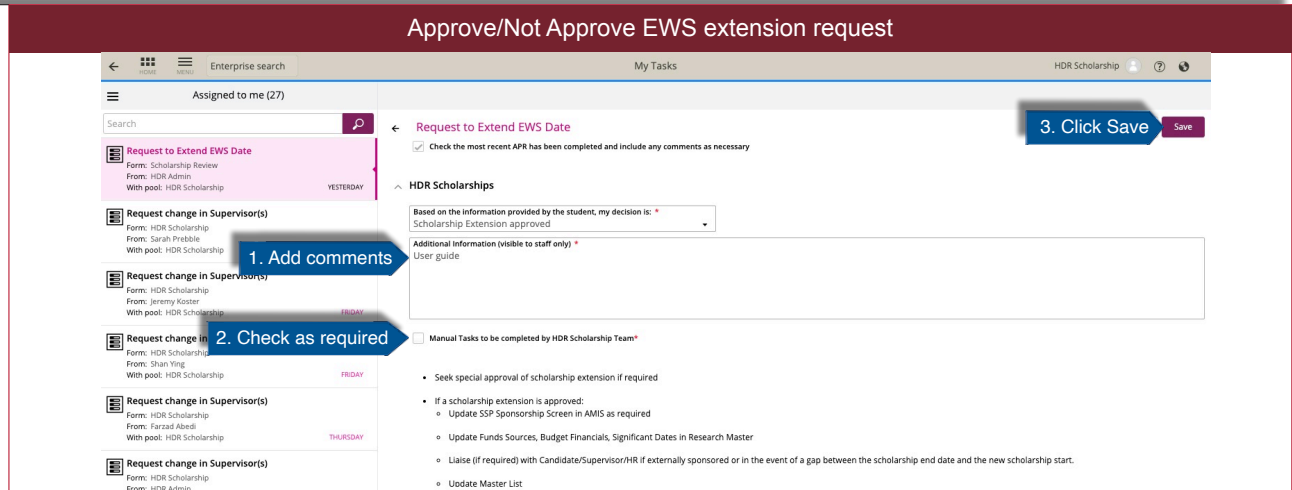
Scholarship Extension not approved

☐ Manual Tasks to be completed by HDR Scholarship Team\*

## 5.3

Post selecting the relevant decision, Add comments to justify or explain your decision

Approve/Not Approve EWS extension request



Enterprise search My Tasks HDR Scholarship

Assigned to me (27)

Search

Request to Extend EWS Date  
Form: Scholarship Review  
From: HDR Admin  
With pool: HDR Scholarship  
YESTERDAY

Request change in Supervisor(s)  
Form: HDR Scholarship  
From: Sarah Prebble  
With pool: HDR Scholarship  
1. Add comments

Request change in Supervisor(s)  
Form: HDR Scholarship  
From: Jeremy Kossier  
With pool: HDR Scholarship  
FRIDAY

Request change in Supervisor(s)  
Form: HDR Scholarship  
From: Shan Ying  
With pool: HDR Scholarship  
2. Check as required

Request change in Supervisor(s)  
Form: HDR Scholarship  
From: Farzad Abedi  
With pool: HDR Scholarship  
THURSDAY

Request change in Supervisor(s)  
Form: HDR Scholarship  
From: HDR Admin

Request to Extend EWS Date  
Check the most recent APR has been completed and include any comments as necessary

HDR Scholarships

Based on the information provided by the student, my decision is: \*  
Scholarship Extension approved

Additional information (visible to staff only) \*  
User guide

3. Click Save Save

Manual Tasks to be completed by HDR Scholarship Team\*

- Seek special approval of scholarship extension if required
- If a scholarship extension is approved:
  - Update SSP Sponsorship Screen in AMIS as required
  - Update Funds Sources, Budget Financials, Significant Dates in Research Master
  - Liaise (if required) with Candidate/Supervisor/HR if externally sponsored or in the event of a gap between the scholarship end date and the new scholarship start.
  - Update Master List

## 6. COMPLETING THE WORKFLOW

### 6.1

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

### Completing the workflow

Enterprise searchMy TasksSavedHDR Scholarship

Assigned to me (17)

Search

Request change in Supervisor(s)

Form: HDR Scholarship

From: Graham Fitzpatrick

With pool: HDR Scholarship

THURSDAY

Request change in Supervisor(s)

Form: HDR Scholarship

From: Graham Fitzpatrick

With pool: HDR Scholarship

THURSDAY

Request change in Supervisor(s)

Form: HDR Scholarship

From: Graham Fitzpatrick

With pool: HDR Scholarship

THURSDAY

Request to Extend EWS Date

Form: Scholarship Review

From: Divya Arora

With pool: HDR Scholarship

THIS MONTH

Request change in Supervisor(s)

Form: HDR Scholarship

Request change in Supervisor(s)

Task Description

HDR Scholarship

Assigned to

HDR Scholarship

From

Graham Fitzpatrick

Received

20-Aug-2020 22:31:37

Process View

Workflow Information

Process

HDR Request Change in Supervisor

Click Proceed

Proceed