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
- Username
- Password and
- Click Sign in.

If you have trouble signing in, contact the relevant department

Login using your OneID Username and Password

1. Enter your Username
2. Enter your Password
3. 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 HDR Scholarships

2.2 **On the HDR Scholarships forms**

access 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.

Search bar

Selected task

Tasks list, Scrollable

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. 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

4.2 In the new form section that opens up, scroll down to the bottom area, with the section heading as HDR Scholarships
5. **APPROVING/NOT APPROVE THE REQUEST**

### 5.1
In the HDR Scholarships section of the form click on the dropdown

5.2
From the available list options of the dropdown, select Scholarship Extension approved

Or select Scholarship extension not approved

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

- **Approved** or **Not Approved**

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**Additional Information (used by staff only):**

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**More forms to be completed by HDR Scholarship Team:**
5.3 Post selecting the relevant decision, Add comments to justify or explain your decision.
6. COMPLETING THE WORKFLOW

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