

ROLE – SUPERVISOR

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.

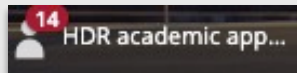
*If you have trouble signing in,
contact the relevant department*

Login using your OneID Username and Password

2. ACCESSING THE MY TASKS

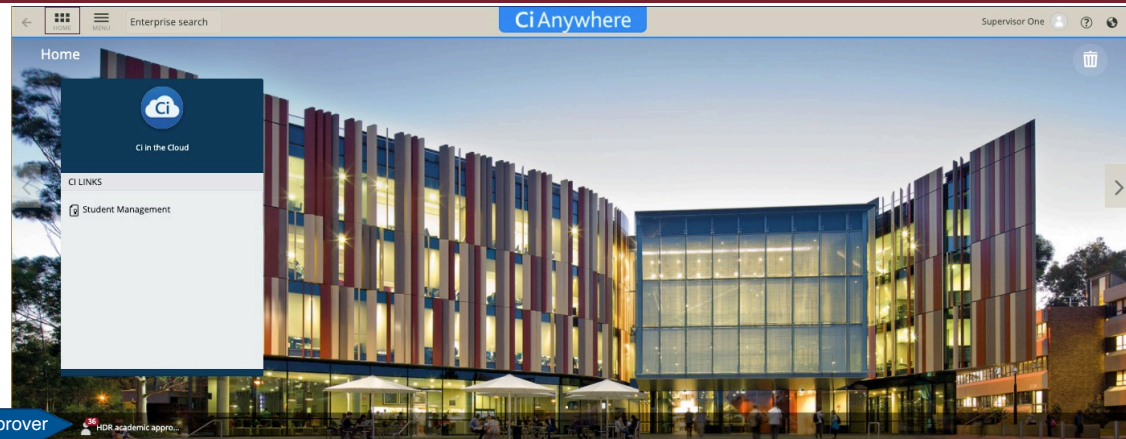
2.1

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



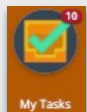
1. Click on HDR Academic Approver

Accessing My tasks



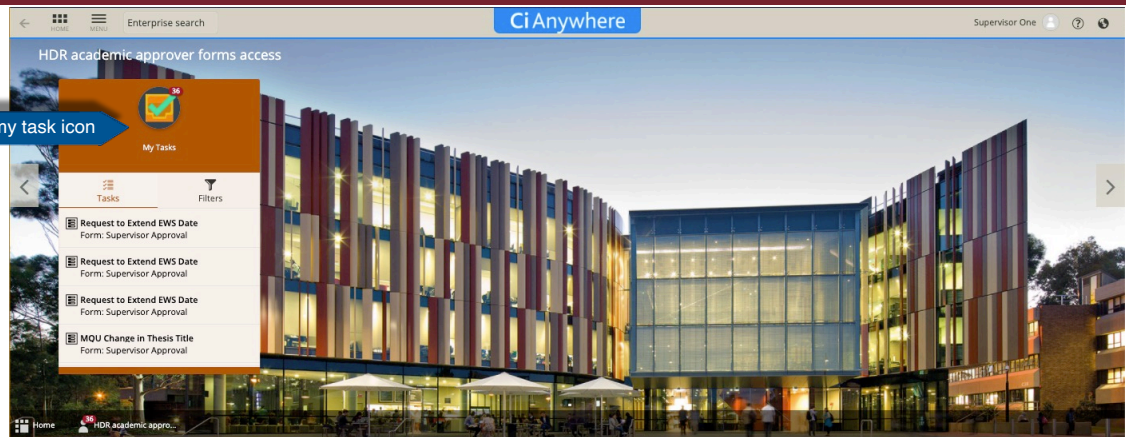
2.2

On the HDR academic approver forms access screen 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

Accessing My tasks

Enterprise search My Tasks Profile Name Supervisor One

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

Summary

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

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

Enterprise search My Tasks Supervisor One

Left 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

Right hand pane

Request to Extend EWS Date

Summary

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 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 option

Fill Out

1. Select task

2. Click here

3 Click Fill out

Opening the Change in Thesis title

Enterprise search My Tasks Supervisor One

Assigned to me (16)

Search

MQU Change in Thesis Title

Form: Supervisor Approval
From: HDR Admin TODAY

Request to Extend EWS Date
Form: Supervisor Approval
From: Farzad Abedi TODAY

Request to Extend EWS Date
Form: Supervisor Approval
From: Levente Lacsko TODAY

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

Request to Extend EWS Date
Form: Supervisor Approval
From: Christopher Armitage YESTERDAY

Summary

Task Description
Supervisor Approval

Assigned to
Supervisor One

Received
21-Aug-2020 09:26:40

Process View

Workflow Information

Submit

Reassign Form

Open Form

Fill Out

4.2

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

1. Scroll down to the section Supervisor Approval

Opening the Change in Thesis title

Enterprise search My Tasks Supervisor One

Assigned to me (16)

Search

Request for Change in Thesis Title

22414238 (C000221 (1) - Master of Research in the Faculty of Science and Engineering)

Cancel Save

Student Details

Key Dates

Course Details

Changes to Thesis Title

Declaration

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 uploaded it.

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

5. APPROVE THE REQUEST

5.1

In the **Supervisor Approval** section of the form click on the dropdown

After due consideration of the requested changes, my decision is

1. Click here

Approve the request

^ 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 uploaded it.

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

5.2

From the available options in the dropdown, click **Approve the request**

Go to

- Add ASQ
- Change to FOR codes

1. Click Approve the request

Approve the request

^ Supervisor Approval

I have read this form and have discussed the change with the candidate. If my candidate

Approve the request

Not Approve the request

[Autonomous Sanction](#)

5.4

From the available options in the dropdown, click Yes

If ASQ is not required, select **NO** and go to **step 5.5**

Approve the request - Adding the ASQ

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 uploaded it.

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

Approve the request

Is ASQ Required? *

No

Yes

1. Click Yes

If ASQ is not required, select **NO** and go to **step 5.5**

5.4.1

In the Please upload completed ASQ for this request, click on

+ Add

Adding the ASQ - Attachments

Request for Change in Thesis Title

Cancel

Save

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 *

 Drag new attachments here

1. Click here

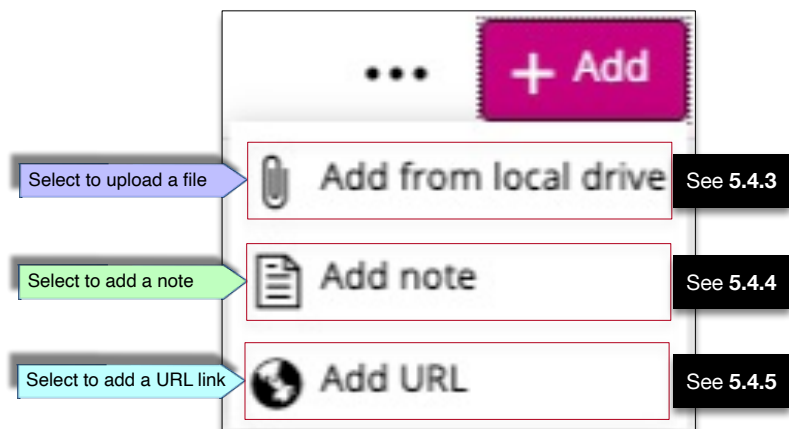
+ Add

5.4.2


Use either of these options to add the ASQ:

1. Add from a local drive - 5.4.3
2. Add as a note - 5.4.4
3. Add as a URL - 5.4.5

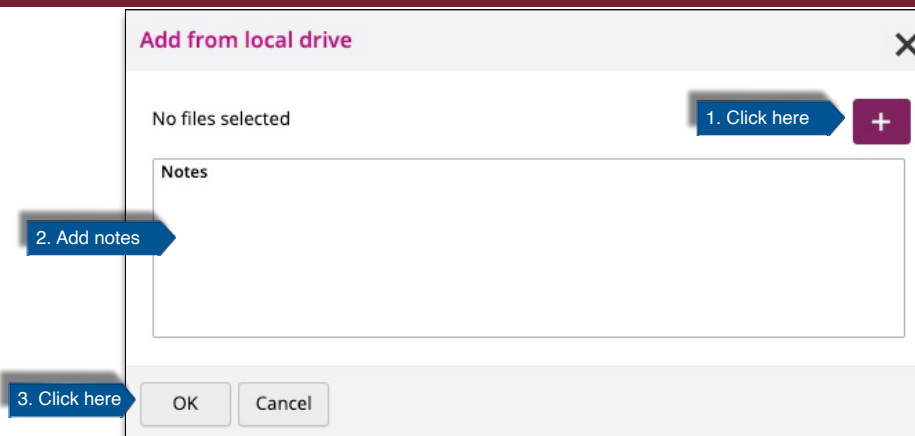
Adding the ASQ - Attachments



5.4.3

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 - Attachments



5.4.4

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

Adding the ASQ - Notes

1. Add Name

2. Add Notes

3. Click Ok

Add note

Name *

255

Notes

OK

Cancel

5.4.5

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

Adding the ASQ - URL

1. Add Name

2. Add URL

3. Add Notes

4. Click Ok

Add URL

Name *

255

URL *

Notes

OK

Cancel

5.5

In order to add or update Field of Research Code, click on

 Add

*If no Field of Research code change is required
**proceed to Step 7.1 -
Completing the
Workflow***

Changing the Field of Research code

^ 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

^ Changes to Field of Research (FOR) Codes

Please update the Field of Research codes if required.

1. Click here

 Add

5.6

1. Select the FOR code by using the dropdown
2. Add Field of Research
3. Add Percentage
4. Click Save

***proceed to Step 7.1 -
Completing the
Workflow***

Adding the ASQ - Attachments

← Changes to Field of Research (FOR) Codes

4. Click Save

Save

^ Changes to Field of Research (FOR) Codes

FOR Type *

Field of Research *

Percentage *
0

1. Select required FOR type

2. Select FOR code

3. Add Percentage

6. NOT APPROVE THE REQUEST

6.1

In the Supervisor Approval section of the form click on the dropdown

After due consideration of the requested changes, my decision is

1. Click here

Not Approve the request

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 uploaded it.

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



6.2

From the available options in the dropdown, click Not Approve the request

1. Click Not Approve the request

Not Approve the request

Supervisor Approval

I have read this form and have discussed the change with the candidate. If my candidate

Approve the request

Not Approve the request



6.3

Add comments for Not Approving the request

*proceed to Step 7.1 -
Completing the
Workflow*

Not Approve the request

Enterprise search

My Tasks

Supervisor One

Assigned to me (37)

Search

Request to Extend EWS Date

Form: Supervisor Approval

From: Adam Chakos

MONDAY

Request to Extend EWS Date

Form: Supervisor Approval

From: Gabriella Chan

MONDAY

Request to Extend EWS Date

Form: Supervisor Approval

From: Laya Jose

MONDAY

MQU Change in Thesis Title

Form: Supervisor Approval

From: Emmanuel Prikas

MONDAY

MQU Change in Thesis Title

Form: Supervisor Approval

From: Heidi Hillebrandt

MONDAY

Request change in Supervisor(s)

Form: Supervisor Approval

From: Supervisor Two

LAST MONTH

Request to Extend EWS Date

Request for Change in Thesis Title

- I understand that if I am a citizen from a Sanctioned nation, my supervisor may need to complete an "Autonomous Sanction Questionnaire (ASQ)".
- I understand that the OHD RTP reserves the right to consult with my department or faculty regarding this request.

I have read the conditions above and understand the implications of submitting this form

Yes

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 uploaded a copy below.

Note: the option to upload will only appear once you have selected your decision.

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

Not Approve the request

Provide details as to why the request was rejected *

1. Add Comments

7. COMPLETE THE WORKFLOW

7.1

Click Save, post making all the changes to the form

Completing the Workflow

Enterprise search My Tasks Saved Supervisor One

Assigned to me (15)

Search

- Request to Extend EWS Date
Form: Supervisor Approval
From: HDR Admin
TODAY
- MQU Change in Thesis Title**
Form: Supervisor Approval
From: Levente Laczko
TODAY
- Request change in Supervisor(s)
Form: Supervisor Approval
From: HDR Scholarship
YESTERDAY
- Request to Extend EWS Date
Form: Supervisor Approval
From: Christopher Armitage
YESTERDAY
- Request change in Supervisor(s)
Form: Supervisor Approval
From: Nipun Agarwal
YESTERDAY

Request for Change in Thesis Title

Changes to Thesis Title

Declaration

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

Changes to Field of Research (FOR) Codes

Click Save Save

7.2

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

Completing the workflow

Enterprise search My Tasks Saved Supervisor One

Assigned to me (15)

Search

- Request to Extend EWS Date
Form: Supervisor Approval
From: HDR Admin
TODAY
- MQU Change in Thesis Title**
Form: Supervisor Approval
From: Levente Laczko
TODAY
- Request change in Supervisor(s)
Form: Supervisor Approval
From: HDR Scholarship
YESTERDAY
- Request to Extend EWS Date
Form: Supervisor Approval
From: Christopher Armitage
YESTERDAY
- Request change in Supervisor(s)
Form: Supervisor Approval
From: Nipun Agarwal
YESTERDAY

MQU Change in Thesis Title

Summary

Task Description
Supervisor Approval

Assigned to
Supervisor One

From
Levente Laczko

Received
21-Aug-2020 09:26:40

Process View

Workflow Information

Click Proceed Proceed