

ROLE – HEAD OF DEPARTMENT

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 and 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

2. Click on Sign in

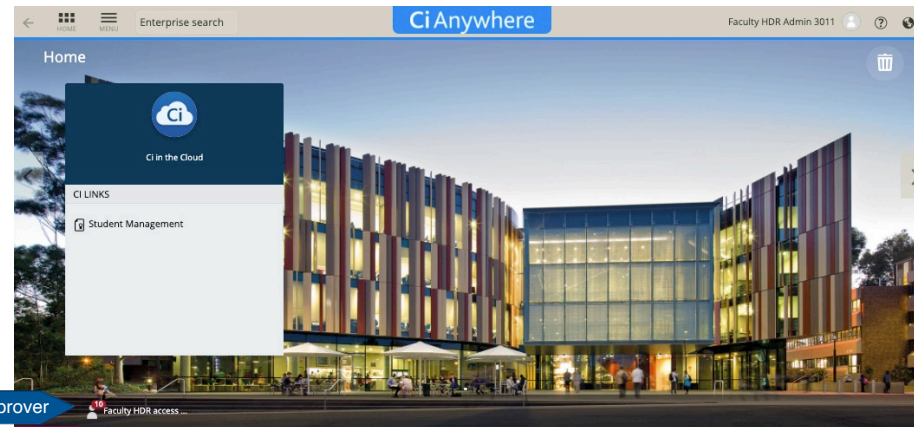
2. ACCESSING MY TASKS

2.1

On the Ci Anywhere Home screen click at the bottom of the screen on the icon **HDR Academic Approver**

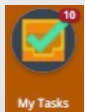
1. Click on HDR Academic approver

Accessing My tasks



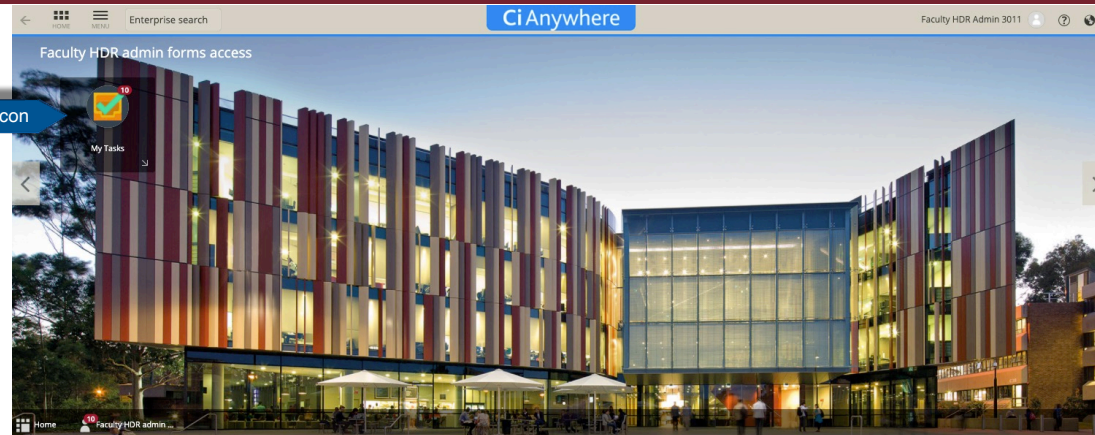
2.2

On the HDR Academic approver forms access screen click on My Tasks



1. Click on the my task icon

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

Enterprise search My Tasks Profile Name Faculty HDR Admin 3011

Assigned to me (10)

Search

Request change in Supervisor(s)
Form: HoD Approval
From: Supervisor Two
With pool: HDR HUS Pool
FRIDAY

Request to Extend EWS Date
Form: HoD Approval
From: Supervisor Two
With pool: HDR HUS Pool
THURSDAY

Request to Extend EWS Date
Form: HoD Approval
From: Divya Arora
With pool: HDR HUS Pool
THIS MONTH

Request to Extend EWS Date
Form: HoD Approval
From: Divya Arora
With pool: HDR HUS Pool
THIS MONTH

Request to Extend EWS Date
Form: HoD Approval
From: Supervisor Two
With pool: HDR HUS Pool
THIS MONTH

Request change in Supervisor(s)
Submit

Summary

Task Description
HoD Approval

Assigned to
HDR HUS Pool

Received
21-Aug-2020 18:28:09

Process View

Workflow Information

Process
HDR Request Change in Supervisor

Originator
Amanda-Mei Fullerton

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

Left hand pane Right hand pane

Assigned to me (10)

Search

Request change in Supervisor(s)
Form: HoD Approval
From: Supervisor Two
With pool: HDR HUS Pool
FRIDAY

Request to Extend EWS Date
Form: HoD Approval
From: Supervisor Two
With pool: HDR HUS Pool
THURSDAY

Request to Extend EWS Date
Form: HoD Approval
From: Divya Arora
With pool: HDR HUS Pool
THIS MONTH

Request to Extend EWS Date
Form: HoD Approval
From: Divya Arora
With pool: HDR HUS Pool
THIS MONTH

Request to Extend EWS Date
Form: HoD Approval
From: Supervisor Two
With pool: HDR HUS Pool
THIS MONTH

Request change in Supervisor(s)
Submit

Summary

Task Description
HoD Approval

Assigned to
HDR HUS Pool

Received
21-Aug-2020 18:28:09

Process View


Workflow Information


Process
HDR Request Change in Supervisor

Originator
Amanda-Mei Fullerton

4. OPENING THE REQUEST

4.1

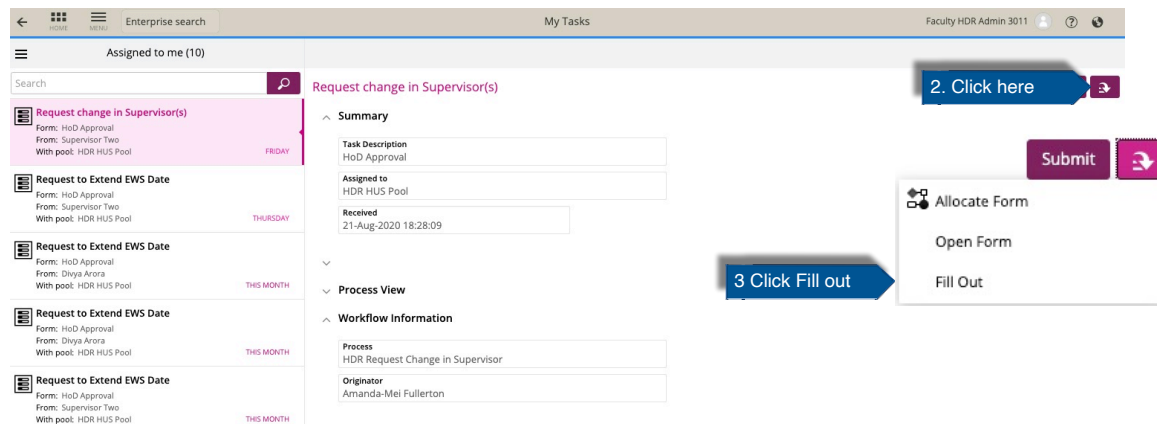
Select the task you want to open
Click on the  icon

From the options shown after clicking the  icon

Click on the Fill form option

1. Select task

Opening the Change in Supervisor Request



The screenshot shows the 'My Tasks' interface. On the left, a list of tasks is displayed under the heading 'Assigned to me (10)'. The first task is 'Request change in Supervisor(s)' with a 'Fill Out' icon. A blue arrow labeled '1. Select task' points to this task. On the right, the detailed view of this task is shown. It includes a 'Summary' section with fields for 'Task Description', 'Assigned to', and 'Received'. Below this is a 'Process View' section. At the bottom right, a dropdown menu titled 'Allocate Form' is open, showing options 'Open Form' and 'Fill Out'. A blue arrow labeled '3 Click Fill out' points to the 'Fill Out' option. A 'Submit' button and a 'Fill form' icon are also visible.

2. Click here

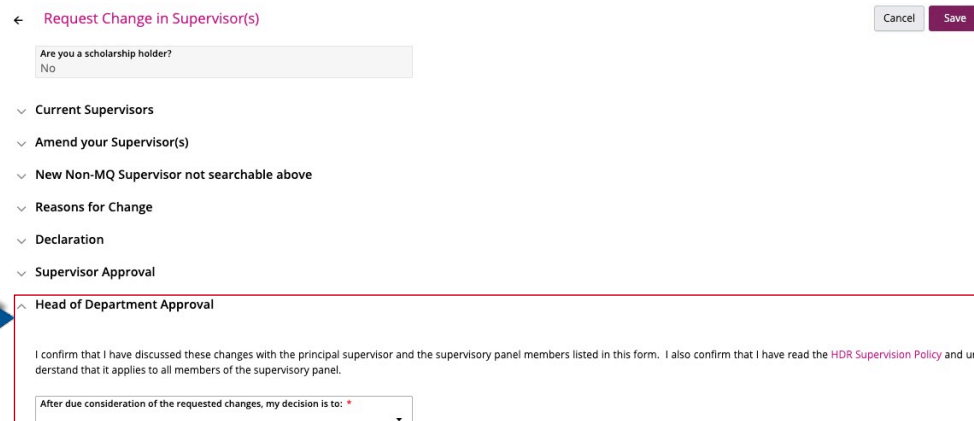
3 Click Fill out

4.2

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

1. Scroll down to the section Head of Department Approval

Opening the Change in Supervisor Task



The screenshot shows the 'Request Change in Supervisor(s)' form. It has a 'Cancel' button and a 'Save' button at the top right. The form contains several sections: 'Are you a scholarship holder?' (No), 'Current Supervisors', 'Amend your Supervisor(s)', 'New Non-MQ Supervisor not searchable above', 'Reasons for Change', 'Declaration', and 'Supervisor Approval'. The 'Head of Department Approval' section is expanded, showing a confirmation statement: 'I confirm that I have discussed these changes with the principal supervisor and the supervisory panel members listed in this form. I also confirm that I have read the HDR Supervision Policy and understand that it applies to all members of the supervisory panel.' Below this is a dropdown menu for 'After due consideration of the requested changes, my decision is to: *'.

5. APPROVING THE REQUEST

5.1

In the Head of Department Approval section of the form click on the dropdown

1. Click here

Approve the Change in Supervisor request

← Request Change in Supervisor(s)

Cancel Save

Are you a scholarship holder?
No

- ✓ Current Supervisors
- ✓ Amend your Supervisor(s)
- ✓ New Non-MQ Supervisor not searchable above
- ✓ Reasons for Change
- ✓ Declaration
- ✓ Supervisor Approval
- ^ Head of Department Approval

I confirm that I have discussed these changes with the principal supervisor and the supervisory panel members listed in this form. I also confirm that I have read the [HDR Supervision Policy](#) and understand that it applies to all members of the supervisory panel.

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

5.2

From the available list of dropdown options, select Approve the request.

Go to Save and Proceed

1. Select Approve the request

Approve the Change in Supervisor request

^ Head of Department Approval

I confirm that I have discussed these changes with the principal supervisor and the supervisory panel members listed in this form. I also confirm that I have read the [HDR Supervision Policy](#) and understand that it applies to all members of the supervisory panel.

Approve the request

Not approve the request

6. NOT APPROVE THE REQUEST

6.1

In the Head of Department Approval section of the form click on the dropdown

1. Click here

Not Approve the Change in Supervisor request

← Request Change in Supervisor(s)

Cancel Save

Are you a scholarship holder?
No

- ✓ Current Supervisors
- ✓ Amend your Supervisor(s)
- ✓ New Non-MQ Supervisor not searchable above
- ✓ Reasons for Change
- ✓ Declaration
- ✓ Supervisor Approval
- ^ Head of Department Approval

I confirm that I have discussed these changes with the principal supervisor and the supervisory panel members listed in this form. I also confirm that I have read the [HDR Supervision Policy](#) and understand that it applies to all members of the supervisory panel.

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

6.2

From the available list of dropdown options, select Not Approve the request.

Go to Save and Proceed

1. Select Not Approve the request

Not Approve the Change in Supervisor request

^ Head of Department Approval

I confirm that I have discussed these changes with the principal supervisor and the supervisory panel members listed in this form. I also confirm that I have read the [HDR Supervision Policy](#) and understand that it applies to all members of the supervisory panel.

Approve the request

Not approve the request

6.3

Post selecting the Not Approve the request option, Add comments justifying or explaining the reasoning for the decision.

Go to Save and Submit

Not Approve the Change in Supervisor request

← [Request Change in Supervisor\(s\)](#)

Cancel Save

- ✓ New Non-MQ Supervisor not searchable above
- ✓ Reasons for Change
- ✓ Declaration
- ✓ Supervisor Approval
- ^ Head of Department Approval

I confirm that I have discussed these changes with the principal supervisor and the supervisory panel members listed in this form. I also confirm that I have read the [HDR Supervision Policy](#) and understand that it applies to all members of the supervisory panel.

After due consideration of the requested changes, my decision is to: *
[Not approve the request](#)

Add Comments

Provide details as to why this request was not approved *

6.4

Click Save, post making all the changes to the form

Save the Form

← [Request Change in Supervisor\(s\)](#)

Click Save Save

Are you a scholarship holder?
No

- ✓ Current Supervisors
- ✓ Amend your Supervisor(s)
- ✓ New Non-MQ Supervisor not searchable above
- ✓ Reasons for Change
- ✓ Declaration
- ✓ Supervisor Approval
- ^ Head of Department Approval

I confirm that I have discussed these changes with the principal supervisor and the supervisory panel members listed in this form. I also confirm that I have read the [HDR Supervision Policy](#) and understand that it applies to all members of the supervisory panel.

After due consideration of the requested changes, my decision is to: *
[Approve the request](#)

7. COMPLETING THE WORKFLOW

7.1

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

Completing the workflow

Enterprise search

My Tasks

Saved

Department Approver 3011

Assigned to me (5)

Search

Request change in Supervisor(s)

Form: HoD Approval

From: Faculty HDR Admin 3011

TODAY

Request change in Supervisor(s)

Form: Supervisor Approval

From: HDR Admin

TODAY

Request to Extend EWS Date

Form: HoD Approval

From: Faculty HDR Admin 3011

THURSDAY

Request to Extend EWS Date

Form: HoD Approval

From: Ifraaz Ismail

TUESDAY

Request to withdraw from your HDR course

Form: HDR Admin Approval

From: Bellinda-jane St Clair-Fenech

With pool: Default Workflow Pool

LAST MONTH

Request change in Supervisor(s)

Summary

Task Description

HoD Approval

Assigned to

Department Approver 3011

From

Faculty HDR Admin 3011

Received

24-Aug-2020 13:17:39

Process View

Workflow Information

Process

HDR Request Change in Supervisor

Originator

Amanda-Mel Fullerton

Click Submit

Submit