1. ACCESSING THE CI ANYWHERE PORTAL

1.1 Go to the CI Anywhere portal and click on Login using the OneID

1.1.1 Go to the CI Anywhere portal and click on Login using the OneID.

1.1.2 Enter your Username and Password and Click Sign in.

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

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

1. Click on HDR Academic approver

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.

3.2 Left hand pane lists all the tasks currently assigned to your role.
Right hand pane lists the summary list and is used to administer the form.
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

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

Opening the Change in Supervisor Request

1. Select task
2. Click here
3. Click Fill out

Opening the Change in Supervisor Task

1. Scroll down to the section Head of Department Approval
5. APPROVING THE REQUEST

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

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

Go to Save and Proceed

1. Select Approve the request
6. NOT APPROVE THE REQUEST

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

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

Go to Save and Proceed
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

6.4 Click Save, post making all the changes to the form

Save the Form
7. COMPLETING THE WORKFLOW

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