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**ROLE – CENTRAL HDR**

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ROLE – CENTRAL HDR

1. ACCESSING THE CI ANYWHERE PORTAL

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

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

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

If you have trouble signing in, contact the relevant department

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

2.2 On the HDR admin forms access, click on My tasks

Accessing My tasks

Login using your OneID Username and Password

1. Click on HDR access

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.

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 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
5. NAVIGATING TO CENTRAL HDR ADMIN - SECTION

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

5.2 Click on the dropdown in the Central HDR Admin section to see the available options
5.3

Refer to following sections to see the procedure for each option.
6. ENDORSE THE REQUEST

6.1 Select **Endorse the request**, from the available list of options.

Click **Endorse the request**

6.2 **Add comments**

1. Add comments

2. Add comments

Comments added in here are visible to students

Comments added in here are added into AMIS
6.3 Check all the manual options Click Save

Go to Complete the Workflow - 10.1
7. ENDORSE WITH AN ALTERNATIVE DATE

7.1 Select **Endorse with an alternative date**, from the available list of options.

7.2 Add **New Date**
Add **Comments**

![Image of Endorse with an alternative date process]

- **Click Endorse with an alt. Date**
- **1. Add new Date**
- **2. Add comments**
- **3. Add comments**

Comments added in here are visible to students
Comments added in here are added into AMIS
7.3
Check all the manual options Click Save

Go to Complete the Workflow - 10.1
8. NOT ENDORSE THE REQUEST

8.1 Select **Not Endorse the request**, from the available list of options.

8.2 Add **Comments**
   Click **Save**

Go to **Complete the Workflow - 10.1**
9. REQUEST FURTHER INFORMATION

9.1 Select Request further information, from the available list of options

9.2 Add Comments
   Click Save
   Go to Complete the Workflow - 10.1

Documents submitted by students can be reviewed through attachments.
10. COMPLETE THE WORKFLOW

10.1 After making all the changes and **Saving** the form, click on **Submit**.