ROLE – FACULTY HDR

1. ACCESSING THE CI ANYWHERE PORTAL

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

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1. Enter your Username

2. Enter your Password

2. Click on 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.

1. Click on Faculty HDR access.

2.2 On the Faculty HDR admin 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.

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. ALLOCATING 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 Allocate form option

4.2 In the new screen select the department approver and add comments
Click OK