

## ROLE – FACULTY HDR

### 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

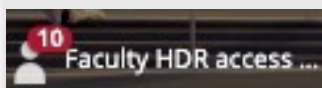
2. Enter your Password

2. Click on Sign in

## 2. ACCESSING MY TASKS

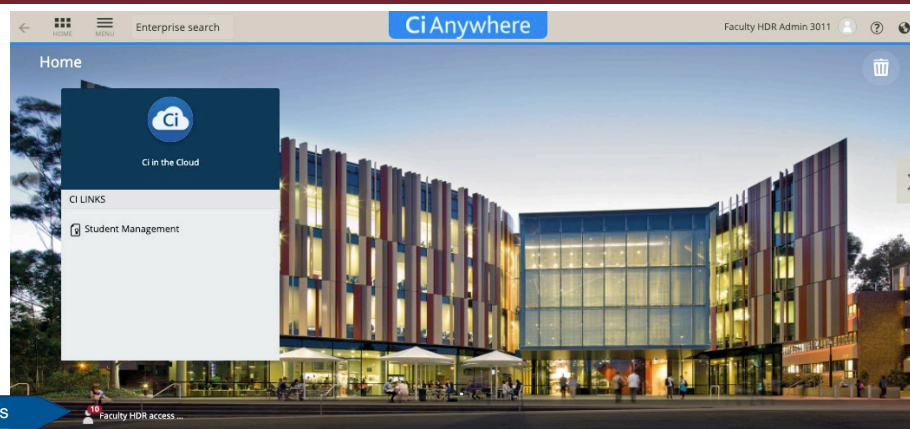
### 2.1

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



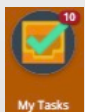
1. Click on Faculty HDR access

### Accessing My tasks



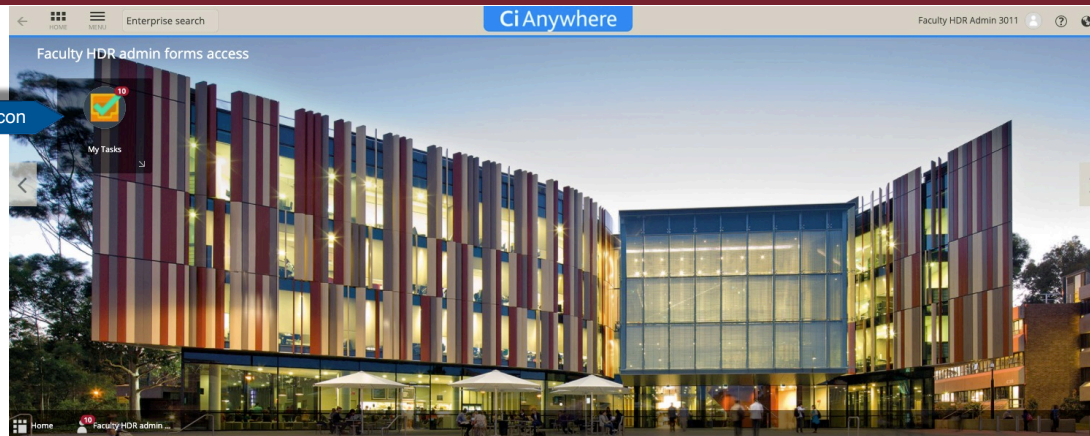
### 2.2

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.

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)** FRIDAY

Form: HoD Approval  
From: Supervisor Two  
With pool: HDR HUS Pool

**Request to Extend EWS Date** THURSDAY

Form: HoD Approval  
From: Supervisor Two  
With pool: HDR HUS Pool

**Request to Extend EWS Date** THIS MONTH

Form: HoD Approval  
From: Divya Arora  
With pool: HDR HUS Pool

**Request to Extend EWS Date** THIS MONTH

Form: HoD Approval  
From: Divya Arora  
With pool: HDR HUS Pool

**Request to Extend EWS Date** THIS MONTH

Form: HoD Approval  
From: Supervisor Two  
With pool: HDR HUS Pool

**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

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## 4. ALLOCATING THE REQUEST

### 4.1

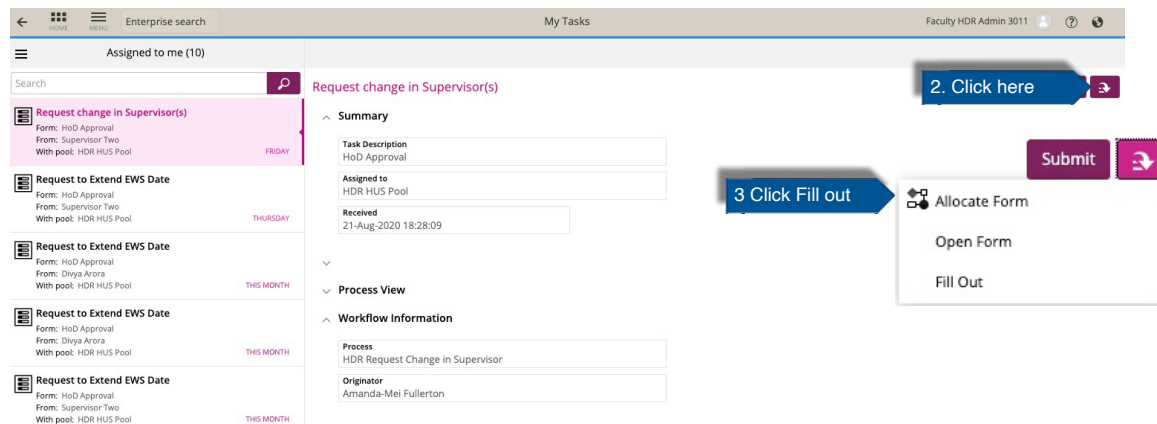
Select the task you want to open  
Click on the  icon

From the options shown after clicking the  icon

Click on the Allocate form option

1. Select task

### Allocating the Request



2. Click here

3 Click Fill out

### 4.2

In the new screen select the department approver and add comments

Click OK

1. Enter and Select Name

2. Add Comments

3. Click OK

### Allocating the Request

