1. ACCESSING THE CI ANYWHERE PORTAL

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

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

2.2 On the HDR admin for access to tasks and forms screen click on My Tasks

1. Click on HDR access

Login using your OneID Username and Password

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 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 out option

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

Opening the Change in Supervisor

Request change in Supervisor(s)

Task Description:
HDR Admin Review

Assigned to:
HDR Admin Post

Date:
24 Aug 2023 13:49:45

Process View
Workflow Information

Submit
Open Form
Fill Out
5. FINALISING A REQUEST

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

5.2 Click on the dropdown on the Central HDR Admin review section
5.3
Select Be Finalised

Select Be Terminated for requests you wish to reject or disagree on

5.3.1
Based on the request go to the section
Amend your Supervisor
Or
Non MQ Supervisor list
To validate the changes which need to be made, prior to making those changes as described in section 5.3.2 - 5.3.5
5.3.2
Go to the section
Finalise changes to Supervisor

5.3.3
To amend the existing Supervisor list,
1. Click on the dropdown
2. Select edit
3. In the new screen add an end date for the record
4. Press Save

Return to the form
5.3.4
To add a new supervisor click on the Add button

5.3.5
To add new
1. Add details
2. Click save

Return to the form
5.4 Mark a Check

Finalise the Request

Request Change in Supervisor(s)

Central HDR Admin Review

Based on the information provided, this request should *Be finalised

What System will do
- Remove supervisor if required by recording the end date provided below
- Add supervisor if required and record the start date provided below

Mark a Check

Manual Tasks for HDR Admin to complete*

5.5

Click Save, post making all the changes to the form

Proceed to Save (8.1) and Submit (8.2)
6. TERMINATING A REQUEST

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

6.2 Click on the dropdown on the Central HDR Admin review section.
6.3 Select Be Terminated

Select Be Terminated for requests you wish to reject or disagree on.

Click here to terminate the request.

6.4 Add Comments

Proceed to Save (8.1) and Submit (8.2).

Add Comments to provide details as to why the request was not approved.
7. SEND TO ITSST

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

7.2 Click on the dropdown on the Central HDR Admin review section.
7.3 Select Send to ITSST

Proceed to Save (8.1) and Submit (8.2)
8. COMPLETING THE WORKFLOW

8.1 Click **Save**, post making all the changes to the form

8.2 Click **Submit**, post making all the changes to the form and when the form has been saved (8.1)