

ROLE – CENTRAL HDR ADMIN

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

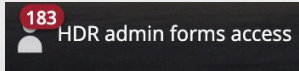
2. Enter your Password

2. Click on Sign in

2. ACCESSING MY TASKS

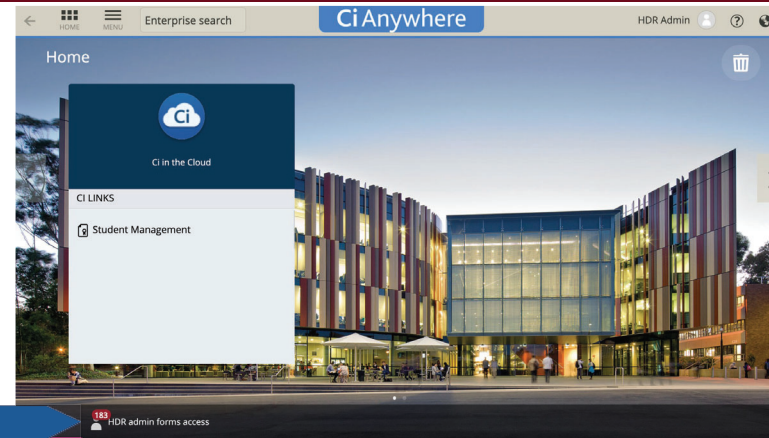
2.1

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



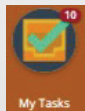
1. Click on HDR access

Accessing My tasks

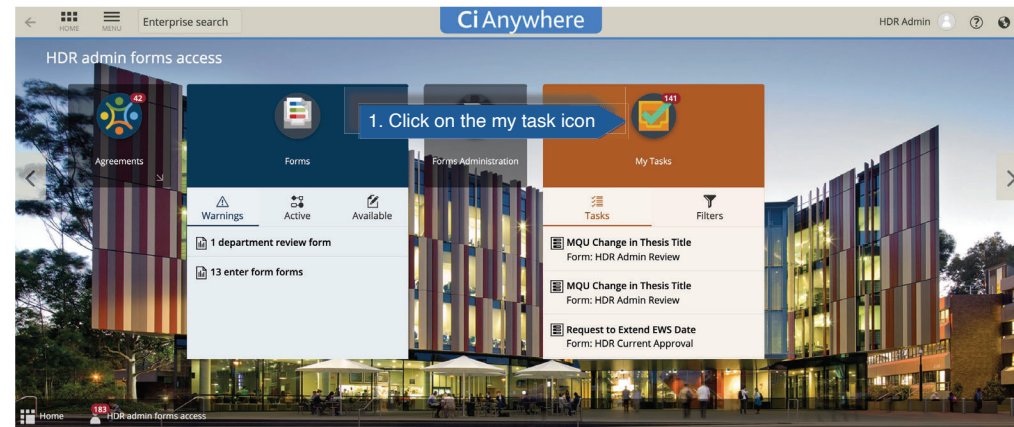


2.2

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



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.

The screenshot shows the 'Accessing My tasks' interface. A blue arrow points to the 'Search bar' at the top of the task list. A pink arrow points to a selected task, 'MQU Change in Thesis Title'. A green arrow points to the 'Tasks list, Scrollable' area. The task list on the left shows several tasks, including 'MQU Change in Thesis Title', 'Request to Extend EWS Date', and 'Request to Extend EWS Date'. The right pane shows the details for the selected task, including a 'Summary' section with fields for 'Task Description', 'Assigned to', and 'Received', and expandable sections for 'Process View' and 'Workflow Information'.

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


The screenshot shows the 'Accessing My tasks' interface with labels for the panes. A red box labeled 'Left hand pane' points to the task list on the left. A yellow box labeled 'Right hand pane' points to the task details pane on the right. The task list on the left shows several tasks, including 'MQU Change in Thesis Title', 'Request to Extend EWS Date', and 'Request to Extend EWS Date'. The right pane shows the details for the selected task, including a 'Summary' section with fields for 'Task Description', 'Assigned to', and 'Received', and expandable sections for 'Process View' and 'Workflow Information'.

4. OPENING A REQUEST

4.1

Select the task you want to open

Click on the  icon

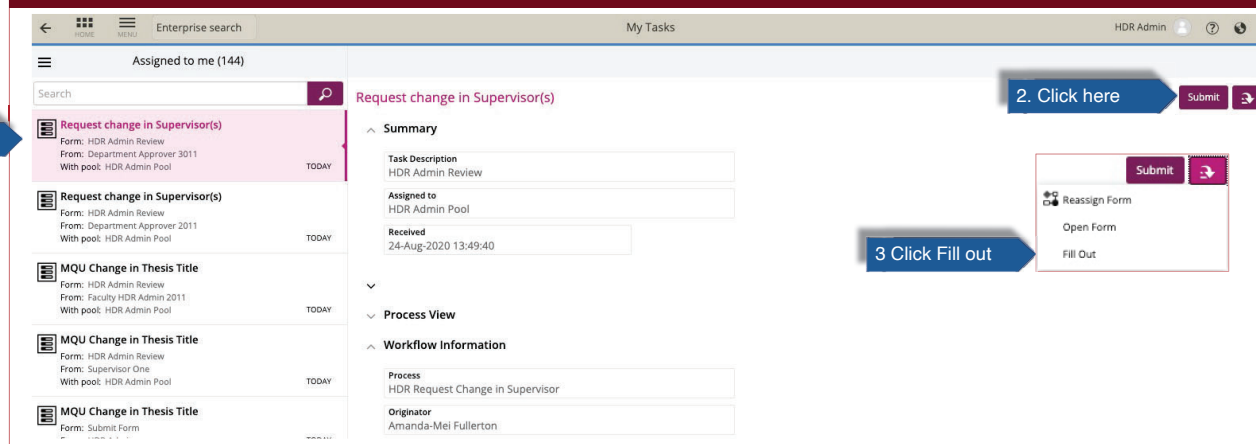
From the options shown after clicking the  icon

Click on the Fill out option

Fill Out

1. Select task

Opening the Change in Supervisor



The screenshot shows the HDR E FORM interface. At the top, there is a navigation bar with 'Enterprise search' and 'My Tasks'. Below this, a list of tasks is displayed under the heading 'Assigned to me (144)'. The first task, 'Request change in Supervisor(s)', is highlighted. To the right of this list, a detailed view of the selected task is shown. This view includes a 'Summary' section with fields for 'Task Description', 'Assigned to', and 'Received'. Below this is a 'Process View' section, and at the bottom is a 'Workflow Information' section. On the right side of the detailed view, there are two buttons: 'Submit' and 'Fill Out'. A blue arrow points to the 'Fill Out' button, indicating the next step in the process.

2. Click here

3 Click 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

Finalise the request

Enterprise search My Tasks HDR Admin

Assigned to me (144)

Search

Request change in Supervisor(s)
Form: HDR Admin Review
From: Department Approver 3011
With pool: HDR Admin Pool TODAY

Request change in Supervisor(s)
Form: HDR Admin Review
From: Department Approver 2011
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Faculty HDR Admin 2011
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: Submit Form
From: HDR Admin
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Faculty HDR Admin 4011
With pool: HDR Admin Pool TODAY

Request Change in Supervisor(s)
University Research Excellence Scholarship (MQRES). The MQRES may be a cotounded scholarship also (e.g. Cotutelle, CSL, AKL etc.).

Are you a scholarship holder?
No

Current Supervisors

Amend your Supervisor(s)

New Non-MQ Supervisor not searchable above

Reasons for Change

Declaration

Supervisor Approval

Head of Department Approval

Central HDR Admin Review

Based on the information provided, this request should *

Cancel Save

5.2

Click on the dropdown on the Central HDR Admin review section

Finalise the Request

Enterprise search My Tasks HDR Admin

Assigned to me (141)

Search

MQU Change in Thesis Title
Form: HDR Admin Review
From: Faculty HDR Admin 3011
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool TODAY

Request to Extend EWS Date
Form: HDR Current Approval
From: Divya Arora
With pool: HDR Admin Pool TODAY

Request to Extend EWS Date
Form: HDR Current Approval
From: Divya Arora
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Faculty HDR Admin 4011
With pool: HDR Admin Pool TODAY

Request for Change in Thesis Title

Student Details

Key Dates

Course Details

Changes to Thesis Title

Declaration

Supervisor Approval

Changes to Field of Research (FOR) Codes

Faculty HDR Admin

Central HDR Admin Review

Based on the information provided, this request should *

Click here

Cancel Save

5.3

Select Be Finalised

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

Finalise the Request

Enterprise search My Tasks HDR Admin

Assigned to me (141)

Search

Request for Change in Thesis Title

Cancel Save

Student Details

Key Dates

Course Details

Changes to Thesis Title

Declaration

Supervisor Approval

Changes to Field of Research (FOR) Codes

Faculty HDR Admin

Central HDR Admin Review

Based on the information provided, this request should *

Click here

Be Finalised

Be Terminated

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

Updating the Supervisors

Section 1

Amend your Supervisor(s)

Please click on the orange +Add button to amend your supervisory panel and select your supervisor from the list in the following screen. You can include multiple actions/changes to your supervisory panel. If you are unable to locate your supervisor in the list, you will need to add them in the 'New Non-Macquarie Supervisor' section below.

Action to perform	Supervisor Role	Supervisor ID	Supervisor Name	Start Date of Supervision	End Date of Supervision
Remove	Associate Supervisor	Supervisor One	Supervisor One		01-Sep-2020

Section 2

Non-Macquarie Supervisor List

Please click on the orange +Add button to add the new non-Macquarie supervisor details in the following screen. You can add more than one.

+ Add

Supervisor Role	Supervisor First Name	Supervisor Given Name	Supervisor Last Name	Start Date of Supervision	External Organisation Name

5.3.2

Go to the section
**Finalise changes to
Supervisor**

Updating the Supervisors

Enterprise search My Tasks HDR Admin

Assigned to me (144)

Search

Request change in Supervisor(s)
Form: HDR Admin Review
From: Department Approver 2011
With pool: HDR Admin Pool
TODAY

Request change in Supervisor(s)
Form: HDR Admin Review
From: Department Approver 2011
With pool: HDR Admin Pool
TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Faculty HDR Admin 2011
With pool: HDR Admin Pool
TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
TODAY

MQU Change in Thesis Title
Form: Submit Form
From: HDR Admin
TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: HDR Admin Review
With pool: HDR Admin Pool
TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: HDR Admin Review
With pool: HDR Admin Pool
TODAY

Request Change in Supervisor(s)

Supervisor Approval

Head of Department Approval

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

Manual Tasks for HDR Admin to complete*

Add the requested changes to the supervisory panel, including adding the adjunct (if required), to the table below, before final processing.

Finalise Changes to Supervisor

Please update the table below to reflect the changes that have been approved by the Supervisor and HoD. Also include any non-MQ supervisor that has been requested.

Staff Id	Position	Start Date	End Date
Supervisor Two	Principal Supervisor	27-Jul-2020	
Supervisor One	Associate Supervisor	20-Aug-2020	

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

Updating the Supervisors - Edit existing

Finalise Changes to Supervisor

Please update the table below to reflect the changes that have been approved by the Supervisor and HoD. Also include any non-MQ supervisor that has been requested.

Staff Id	Position	Start Date	End Date
Supervisor Two	Principal Supervisor	27-Jul-2020	
Supervisor One	Associate Supervisor	20-Aug-2020	

1. Click here

2. Click edit

3. Add an End date

4. Save

New Screen

Finalise Changes to Supervisor

SupervisorNumber
4

Staff Id
SUP01 (Supervisor One)

Position
Associate Supervisor

Start Date
20-Aug-2020

End Date

5.3.4

To add a new supervisor
click on the Add button

Updating the Supervisors - Add New

Finalise Changes to Supervisor

Please update the table below to reflect the changes that have been approved by the Supervisor and HoD. Also include any non-MQ supervisor that has been approved by the Supervisor and HoD.

1. Click here

+ Add

Staff Id	Position	Start Date	End Date
Supervisor Two	Principal Supervisor	27-Jul-2020	
Supervisor One	Associate Supervisor	20-Aug-2020	

5.3.5

To add new
1. Add details
2. Click save

Return to the form

Updating the Supervisors - Add New

Finalise Changes to Supervisor

1. Click here

Save

1. Add details

Add Supervisor number

Add Staff ID

Add Supervisor position

Add Start Date

Add End Date

SupervisorNumber

0

Staff Id *

Position *

Start Date *



End Date



5.4

Mark a Check

Mark a Check

Finalise the Request

← Request Change in Supervisor(s)

Cancel

Save

^ 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

☐ 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)

Save the Form

Enterprise search My Tasks HDR Admin

Assigned to me (141)

Search

Request for Change in Thesis Title

Student Details

Key Dates

Course Details

Changes to Thesis Title

Declaration

Supervisor Approval

Changes to Field of Research (FOR) Codes

Faculty HDR Admin

Central HDR Admin Review

Based on the information provided, this request should *

Click Save

Save

Request for Change in Thesis Title

Form: HDR Admin Review

From: Faculty HDR Admin 3011

With pool: HDR Admin Pool

TODAY

Request for Change in Thesis Title

Form: HDR Admin Review

From: Supervisor One

With pool: HDR Admin Pool

TODAY

Request to Extend EWS Date

Form: HDR Current Approval

From: Divya Arora

With pool: HDR Admin Pool

TODAY

Request to Extend EWS Date

Form: HDR Current Approval

From: Divya Arora

With pool: HDR Admin Pool

TODAY

Request for Change in Thesis Title

Form: HDR Admin Review

From: Faculty HDR Admin 4011

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

Terminate the request

Enterprise search My Tasks HDR Admin

Assigned to me (144)

Search

Request change in Supervisor(s)
Form: HDR Admin Review
From: Department Approver 3011
With pool: HDR Admin Pool TODAY

Request change in Supervisor(s)
Form: HDR Admin Review
From: Department Approver 2011
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Faculty HDR Admin 2011
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: Submit Form
From: HDR Admin TODAY

MQU Change in Thesis Title

Request Change in Supervisor(s)
University Research excellence scholarship (MQRES). The MQRES may be a cotoured scholarship also (e.g. Lotutelle, LSC, ARK etc.)

Are you a scholarship holder?
No

Current Supervisors

Amend your Supervisor(s)

New Non-MQ Supervisor not searchable above

Reasons for Change

Declaration

Supervisor Approval

Head of Department Approval

Central HDR Admin Review

Based on the information provided, this request should *

Cancel Save

6.2

Click on the dropdown on the Central HDR Admin review section

Terminate the request

Enterprise search My Tasks HDR Admin

Assigned to me (141)

Search

MQU Change in Thesis Title
Form: HDR Admin Review
From: Faculty HDR Admin 3011
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool TODAY

Request to Extend EWS Date
Form: HDR Current Approval
From: Divya Arora
With pool: HDR Admin Pool TODAY

Request to Extend EWS Date
Form: HDR Current Approval
From: Divya Arora
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Faculty HDR Admin 4011

Request for Change in Thesis Title

Student Details

Key Dates

Course Details

Changes to Thesis Title

Declaration

Supervisor Approval

Changes to Field of Research (FOR) Codes

Faculty HDR Admin

Central HDR Admin Review

Based on the information provided, this request should *

Click here

Cancel Save

6.3

Select Be Terminated

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

Terminate the request

Enterprise search My Tasks HDR Admin

Assigned to me (141)

Search

Request for Change in Thesis Title

Student Details

Key Dates

Course Details

Changes to Thesis Title

Declaration

Supervisor Approval

Changes to Field of Research (FOR) Codes

Faculty HDR Admin

Central HDR Admin Review

Based on the information provided, this request should *

Be Finalised

Be Terminated

Click here

6.4

Add Comments

Proceed to Save (8.1) and Submit (8.2)

Terminate the request

Central HDR Admin Review

Based on the information provided, this request should *

Be rejected

Provide details as to why the request was not approved

Add Comments

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

Send to ITSST

Enterprise search
My Tasks
HDR Admin

Assigned to me (144)

Search

- Request change in Supervisor(s)**
Form: HDR Admin Review
From: Department Approver 3011
With pool: HDR Admin Pool
TODAY
- Request change in Supervisor(s)**
Form: HDR Admin Review
From: Department Approver 2011
With pool: HDR Admin Pool
TODAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Faculty HDR Admin 2011
With pool: HDR Admin Pool
TODAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
TODAY
- MQU Change in Thesis Title**
Form: Submit Form
From: HDR Admin
TODAY
- MQU Change in Thesis Title**

Request Change in Supervisor(s) Cancel Save

University Research Excellence Scholarship (MQRES). The MQRES may be a cotounded scholarship also (e.g. Lotutelle, CSL, AHL etc).

Are you a scholarship holder?
No

- Current Supervisors
- Amend your Supervisor(s)
- New Non-MQ Supervisor not searchable above
- Reasons for Change
- Declaration
- Supervisor Approval
- Head of Department Approval
- Central HDR Admin Review**

Based on the information provided, this request should *

7.2

Click on the dropdown on the Central HDR Admin review section

Send to ITSST

Enterprise search
My Tasks
HDR Admin

Assigned to me (141)

Search

- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Faculty HDR Admin 3011
With pool: HDR Admin Pool
TODAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
TODAY
- Request to Extend EWS Date**
Form: HDR Current Approval
From: Divya Arora
With pool: HDR Admin Pool
TODAY
- Request to Extend EWS Date**
Form: HDR Current Approval
From: Divya Arora
With pool: HDR Admin Pool
TODAY
- MQU Change in Thesis Title**
Form: HDR Admin Review
From: Faculty HDR Admin 4011

Request for Change in Thesis Title Cancel Save

- Student Details
- Key Dates
- Course Details
- Changes to Thesis Title
- Declaration
- Supervisor Approval
- Changes to Field of Research (FOR) Codes
- Faculty HDR Admin
- Central HDR Admin Review**

Based on the information provided, this request should *

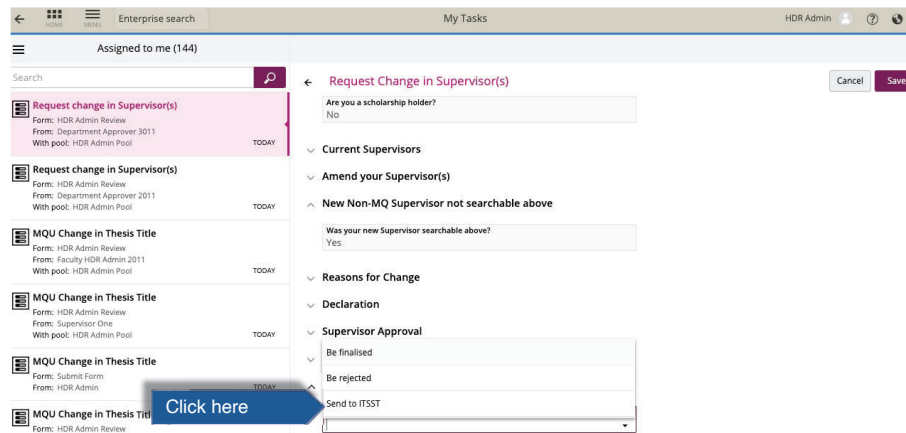
Click here

7.3

Select Send to ITSST

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

Send to ITSST



Enterprise search My Tasks HDR Admin

Assigned to me (144)

Search

Request change in Supervisor(s)
Form: HDR Admin Review
From: Department Approver 3011
With pool: HDR Admin Pool TODAY

Request change in Supervisor(s)
Form: HDR Admin Review
From: Department Approver 2011
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Faculty HDR Admin 2011
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool TODAY

MQU Change in Thesis Title
Form: Submit Form
From: HDR Admin TODAY

MQU Change in Thesis Title
Form: HDR Admin Review

Request Change in Supervisor(s) Cancel Save

Are you a scholarship holder?
No

Current Supervisors

Amend your Supervisor(s)

New Non-MQ Supervisor not searchable above

Was your new Supervisor searchable above?
Yes

Reasons for Change

Declaration

Supervisor Approval

Be finalised

Be rejected

Send to ITSST

Click here

8. COMPLETING THE WORKFLOW

8.1

Click Save, post making all the changes to the form

Save the Form

Enterprise search My Tasks HDR Admin

Assigned to me (144)

Search

Request change in Supervisor(s)
Form: HDR Admin Review
From: Department Approver 3011
With pool: HDR Admin Pool
TODAY

Request change in Supervisor(s)
Form: HDR Admin Review
From: Department Approver 2011
With pool: HDR Admin Pool
TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Faculty HDR Admin 2011
With pool: HDR Admin Pool
TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
TODAY

MQU Change in Thesis Title
Form: Submit Form
From: HDR Admin
TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Faculty HDR Admin 3011
With pool: HDR Admin Pool
TODAY

Request change in Supervisor(s)

Are you a scholarship holder?
No

Current Supervisors

Amend your Supervisor(s)

New Non-MQ Supervisor not searchable above

Was your new Supervisor searchable above?
Yes

Reasons for Change

Declaration

Supervisor Approval

Head of Department Approval

Central HDR Admin Review

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

Click Save Save

8.2

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

Completing the workflow

Enterprise search My Tasks HDR Admin

Assigned to me (144)

Search

Request change in Supervisor(s)
Form: HDR Admin Review
From: Department Approver 3011
With pool: HDR Admin Pool
TODAY

Request change in Supervisor(s)
Form: HDR Admin Review
From: Department Approver 2011
With pool: HDR Admin Pool
TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Faculty HDR Admin 2011
With pool: HDR Admin Pool
TODAY

MQU Change in Thesis Title
Form: HDR Admin Review
From: Supervisor One
With pool: HDR Admin Pool
TODAY

MQU Change in Thesis Title
Form: Submit Form
From: HDR Admin
TODAY

Request change in Supervisor(s)

Summary

Task Description
HDR Admin Review

Assigned to
HDR Admin Pool

Received
24-Aug-2020 13:49:40

Process View

Workflow Information

Process
HDR Request Change in Supervisor

Originator
Amanda-Mei Fullerton

Click Submit Submit