1. ACCESSING THE CI ANYWHERE PORTAL

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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

Accessing 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.

- Search bar
- Selected task
- Tasks list, Scrollable

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 THE EWS EXTENSION 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
5. **FINALISE THE 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 Click Finalise