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
- 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

1. Click on HDR Scholarships

2.2 On the HDR Scholarships forms access click on My Tasks

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

4.2 In the new form section that opens up, scroll down to the bottom area, with the section heading as HDR Scholarship Review
5. SUPPORTING THE EWS REQUEST

5.1 In the HDR Scholarship Review section of the form click on the dropdown

After due consideration of the request, my decision is to:

1. Click here

5.2 From the available list options of the dropdown, select Change to Scholarship required, if impacted by Change in Supervisor

Else select No change to Scholarship required

1. Select whether Change in Scholarship is required or not

After due consideration of the request, my decision is to:

- New non-my supervisor not searchable above
- Reasons for Change
- Declaration
- HDR Scholarship Review

The HDR Scholarships team should review the candidate's scholarship and determine if the change in supervision will impact the scholarship conditions. Once reviewed, please select the relevant option below.

1. Click here

Please provide comments to support your decision.
5.3 Post selecting the relevant decision, Add comments to justify or explain your decision

1. Click to add comments, after selecting relevant decision

5.4 Click Save, post making all the changes to the form
6. COMPLETING THE WORKFLOW

6.1 Click Proceed, post making all the changes to the form and when the form has been saved