

ROLE – SCHOLARSHIP

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
- Password and
- Click Sign in.

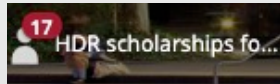
*If you have trouble signing in,
contact the relevant department*

Login using your OneID Username and Password

2. ACCESSING MY TASKS

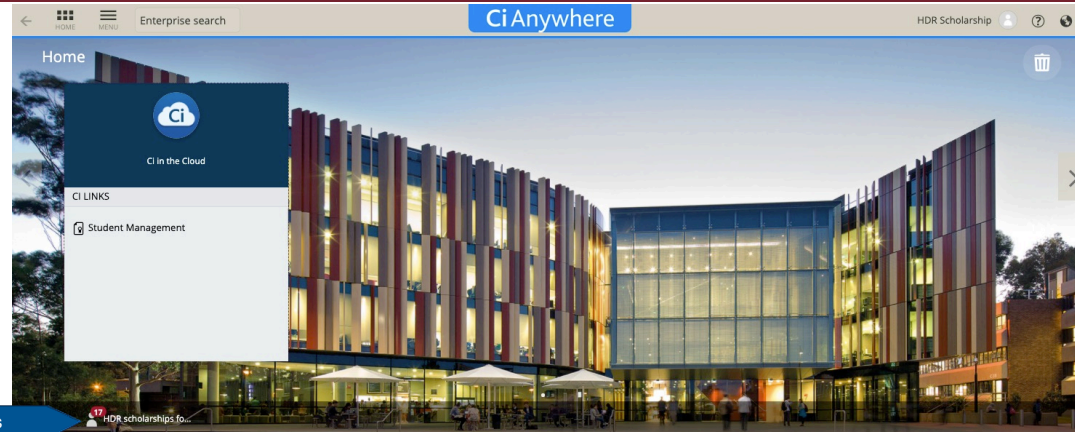
2.1

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



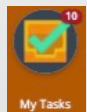
1. Click on HDR Scholarships

Accessing My tasks



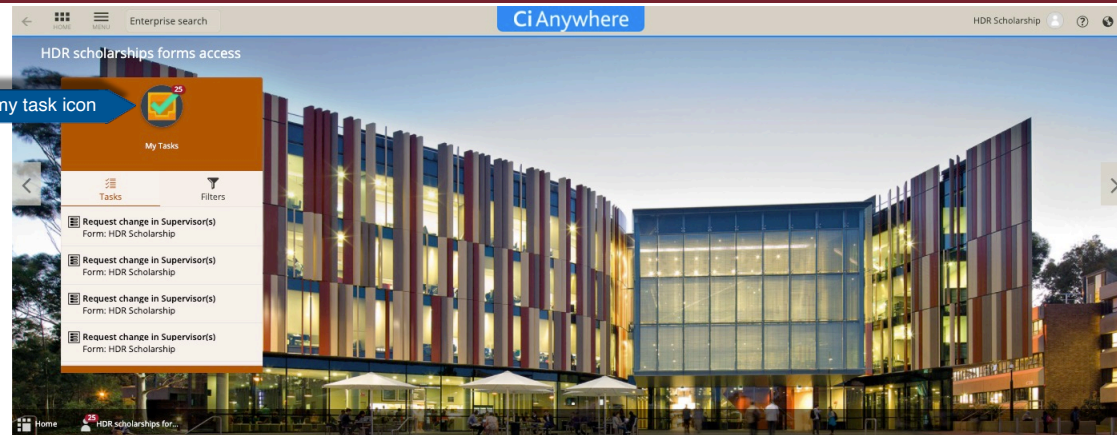
2.2

On the HDR Scholarships forms access click on My Tasks



1. Click on the my task icon

Accessing My tasks



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

Navigating My tasks

Enterprise search My Tasks Profile Name HDR Scholarship

Assigned to me (17)

Search

Request change in Supervisor(s)
Form: HDR Scholarship
From: Graham Fitzpatrick
With pool: HDR Scholarship THURSDAY

Request change in Supervisor(s)
Form: HDR Scholarship
From: Graham Fitzpatrick
With pool: HDR Scholarship THURSDAY

Request change in Supervisor(s)
Form: HDR Scholarship
From: Graham Fitzpatrick
With pool: HDR Scholarship THURSDAY

Request to Extend EWS Date
Form: Scholarship Review
From: Divya Arora
With pool: HDR Scholarship THIS MONTH

Request change in Supervisor(s)
Form: HDR Scholarship
From: Aleisha Davis

Request change in Supervisor(s)
Task Description: HDR Scholarship
Assigned to: HDR Scholarship
Received: 20-Aug-2020 22:31:37

Process View

Workflow Information

Process: HDR Request Change in Supervisor
Originator: Graham Fitzpatrick

Proceed

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

Navigating My tasks

Left hand pane Right hand pane

Assigned to me (12)

Search

Request to Extend EWS Date
Form: Supervisor Approval
From: Christopher Armitage TODAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: Nipun Agarwal TODAY

Request to Extend EWS Date
Form: Supervisor Approval
From: YI CHEN TODAY

MQU Change in Thesis Title
Form: Supervisor Approval
From: Melee Cloughessy YESTERDAY

Request change in Supervisor(s)
Form: Supervisor Approval
From: Aleisha Davis THIS MONTH

Request to Extend EWS Date
Form: Supervisor Approval
From: Divya Arora LAST MONTH

Request to Extend EWS Date
Task Description: Supervisor Approval
Assigned to: Supervisor One
Received: 20-Aug-2020 11:30:30

Process View


Workflow Information


Process: MQ CEF Workflow
Originator: Christopher Armitage

Proceed

4. OPENING A REQUEST

4.1

Select the task you want to open
Click on the  icon

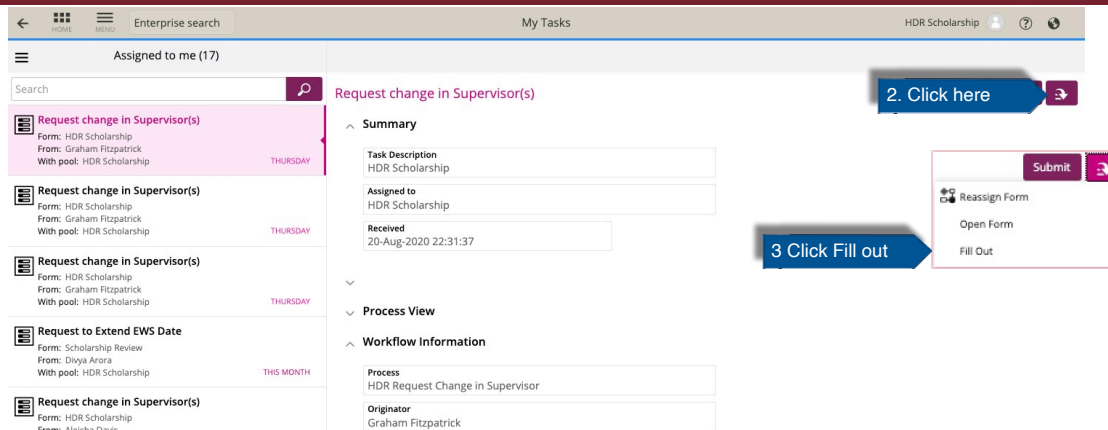
From the options shown after clicking the  icon

Click on the Fill out option

Fill Out

1. Select task

Opening the Change in Supervisor Task



Enterprise search My Tasks HDR Scholarship

Assigned to me (17)

Search

Request change in Supervisor(s)
Form: HDR Scholarship
From: Graham Fitzpatrick
With pool: HDR Scholarship THURSDAY

Request change in Supervisor(s)
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Form: Scholarship Review
From: Divya Arora
With pool: HDR Scholarship THIS MONTH

Request change in Supervisor(s)
Form: HDR Scholarship
From: Aleisha Davis

Request change in Supervisor(s)
Task Description
HDR Scholarship
Assigned to
HDR Scholarship
Received
20-Aug-2020 22:31:37

Summary

Process View

Workflow Information

Process
HDR Request Change in Supervisor

Originator
Graham Fitzpatrick

2. Click here

3 Click Fill out

Submit

Reassign Form

Open Form

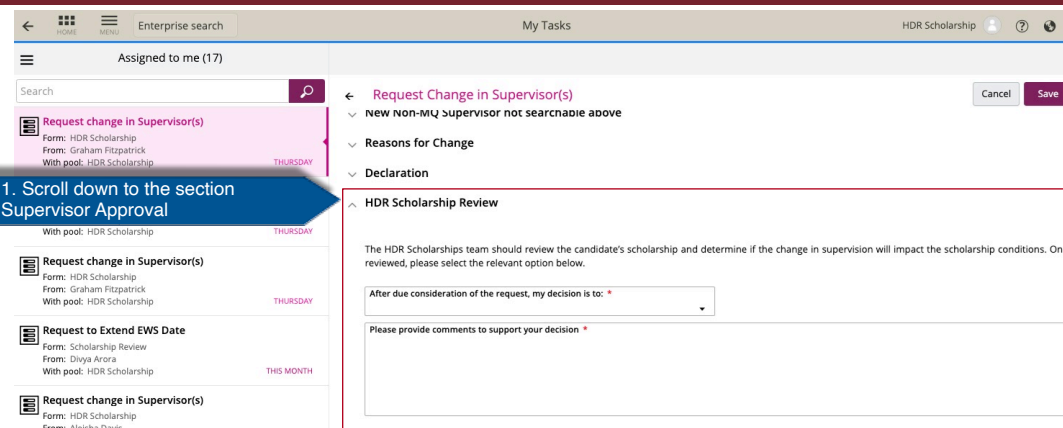
Fill Out

4.2

In the new form section that opens up, scroll down to the bottom area, with the section heading as HDR Scholarship Review

1. Scroll down to the section Supervisor Approval

Opening the Change in Supervisor Task



Enterprise search My Tasks HDR Scholarship

Assigned to me (17)

Search

Request change in Supervisor(s)
Form: HDR Scholarship
From: Graham Fitzpatrick
With pool: HDR Scholarship THURSDAY

Request change in Supervisor(s)
Form: HDR Scholarship
From: Graham Fitzpatrick
With pool: HDR Scholarship THURSDAY

Request to Extend EWS Date
Form: Scholarship Review
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With pool: HDR Scholarship THIS MONTH

Request change in Supervisor(s)
Form: HDR Scholarship
From: Aleisha Davis

Request Change in Supervisor(s)
New Non-MQ 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.

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

Please provide comments to support your decision *

Cancel Save

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: *

Change in Supervisor - Scholarship changes

- ← Request Change in Supervisor(s)
- ✓ New Non-MQ Supervisor not searchable above
- ✓ Reasons for Change
- ✓ Declaration
- ^ HDR Scholarship Review

Cancel Save

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

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

Please provide comments to support your decision *

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

Change in Supervisor - Scholarship changes

^ 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.

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

No change to scholarship required

Change to scholarship required

5.3

Post selecting the relevant decision, Add comments to justify or explain your decision

1. Click to add comments, after selecting relevant decision

Change in Supervisor - Scholarship changes

^ 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.

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

Change to scholarship required

Please provide comments to support your decision *

5.4

Click Save, post making all the changes to the form

Save the Form

Enterprise search

My Tasks

HDR Scholarship

Assigned to me (17)

Search

Request change in Supervisor(s)

Form: HDR Scholarship

From: Graham Fitzpatrick

With pool: HDR Scholarship

THURSDAY

Request change in Supervisor(s)

Form: HDR Scholarship

From: Graham Fitzpatrick

With pool: HDR Scholarship

THURSDAY

Request change in Supervisor(s)

Form: HDR Scholarship

From: Graham Fitzpatrick

With pool: HDR Scholarship

THURSDAY

Request to Extend EWS Date

Form: Scholarship Review

From: Divya Arora

With pool: HDR Scholarship

THIS MONTH

Request Change in Supervisor(s)

Click Save

Save

Please ensure you read the [HDR Supervision Policy](#) and the Changes to Supervisor Guidelines on the [Changes to Candidature website](#) before completing this form. **Note this form is for MRes Y2, MPhil, and PhD candidates only.**

You can save this Request Form at any time by clicking in the top right corner arrow and choosing "Save". Your Student Details will pre-populate below. Please email hdcrcurrent@mq.edu.au if any of the details are incorrect.

Student

31316123 (Mr Graham William Fitzpatrick)

Course

11259737 (PHD;AHST (3) - Doctor of Philosophy in Ancient History)

Student Details

Key Dates

Course Details

6. COMPLETING THE WORKFLOW

6.1

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

Completing the workflow

Enterprise search

My Tasks

Saved HDR Scholarship

Assigned to me (17)

Search

Request change in Supervisor(s)

Form: HDR Scholarship

From: Graham Fitzpatrick

With pool: HDR Scholarship

THURSDAY

Request change in Supervisor(s)

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Request change in Supervisor(s)

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THURSDAY

Request to Extend EWS Date

Form: Scholarship Review

From: Divya Arora

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THIS MONTH

Request change in Supervisor(s)

Form: HDR Scholarship

Request change in Supervisor(s)

Task Description

HDR Scholarship

Assigned to

HDR Scholarship

From

Graham Fitzpatrick

Received

20-Aug-2020 22:31:37

Process View

Workflow Information

Process

HDR Request Change in Supervisor

Click Proceed

Proceed