ROLE – CENTRAL HDR ADMINISTRATOR

1. ACCESSING THE CI ANYWHERE PORTAL

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

1. Enter your Username
2. Enter your Password
2. Click on 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 access

Login using your OneID Username and Password

2.2 On the HDR admin for access to tasks and forms screen 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 list 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

4.2 In the new form section that opens up, scroll down to the bottom area, with the section heading as Central HDR Admin review
5. APPROVING THE EWS EXTENSION REQUEST

5.1 Click on the dropdown on the Central HDR Admin review section

5.2 Select Approve the Request

For adding a New EWS date, See 5.3
5.2.1
Add all details, Click Save and
Go to complete workflow

For adding a new EWS date, See 5.3

5.3
Select Approve the request with New EWS date and add all details, Click Save
Go to Complete Workflow
6. REJECTING THE EWS EXTENSION REQUEST

6.1 Select Not Approve the Request and Save
   Go to Complete Workflow

For adding a New EWS date, See 5.3

6.2 Add comments and Click Save
   Go to complete Workflow
7. COMPLETING THE WORKFLOW

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