

## ROLE – SUPERVISOR

### 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

1. Enter your Username

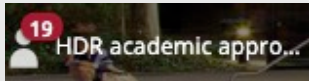
2. Enter your Password

3. Click on Sign in

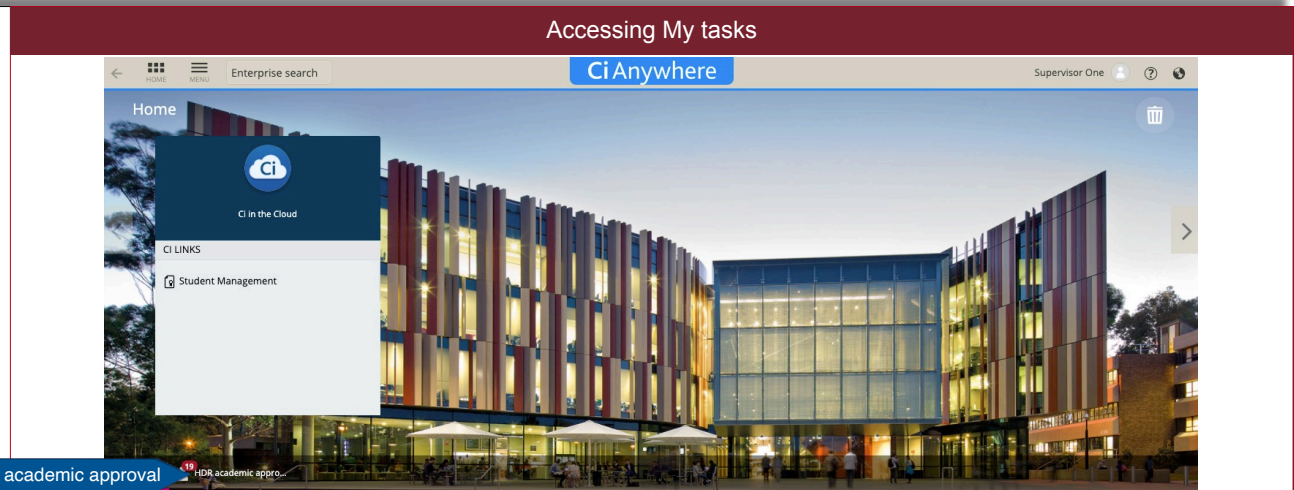
## 2. ACCESSING MY TASKS

### 2.1

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

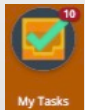


1. Click on HDR academic approval

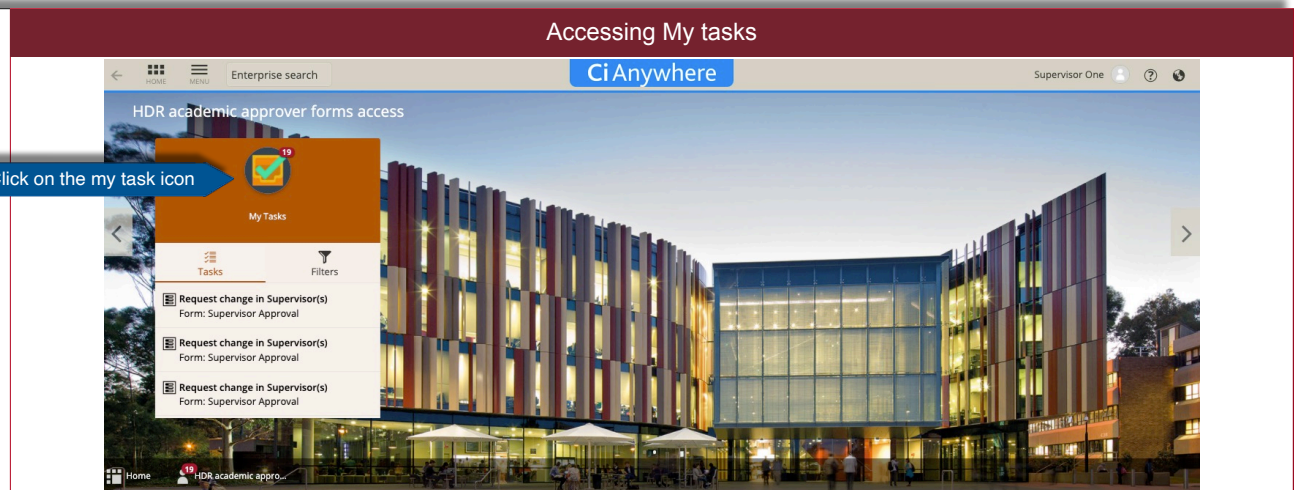


### 2.2

On the HDR academic approver forms access 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.

Search bar

Selected task

Tasks list, Scrollable

Accessing My tasks

Enterprise search My Tasks Profile Name Supervisor One

Assigned to me (19)

Search

Request change in Supervisor(s)

Form: Supervisor Approval From: HDR Admin TODAY

Request change in Supervisor(s)

Form: Supervisor Approval From: HDR Scholarship TODAY

Request change in Supervisor(s)

Form: Supervisor Approval From: Corrinne Sullivan FRIDAY

Request change in Supervisor(s)

Form: Supervisor Approval From: Corrinne Sullivan FRIDAY

Request to Extend EWS Date

Form: Supervisor Approval From: HDR Admin FRIDAY

Request to Extend EWS Date

Form: Supervisor Approval From: HDR Admin FRIDAY

Request change in Supervisor(s)

Form: Supervisor Approval From: HDR Admin TODAY

Summary

Task Description Supervisor Approval

Assigned to Supervisor One

Received 24-Aug-2020 09:11:49

Process View

Workflow Information

Process HDR Request Change in Supervisor

Originator HDR Admin

Submit

### 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

Accessing My tasks

Left hand pane Right hand pane

Assigned to me (19)

Search

Request change in Supervisor(s)

Form: Supervisor Approval From: HDR Admin TODAY

Request change in Supervisor(s)

Form: Supervisor Approval From: HDR Scholarship TODAY

Request change in Supervisor(s)

Form: Supervisor Approval From: Corrinne Sullivan FRIDAY

Request change in Supervisor(s)

Form: Supervisor Approval From: Corrinne Sullivan FRIDAY

Request to Extend EWS Date

Form: Supervisor Approval From: HDR Admin FRIDAY

Request to Extend EWS Date

Form: Supervisor Approval From: HDR Admin FRIDAY

Request change in Supervisor(s)

Form: Supervisor Approval From: HDR Admin TODAY

Summary

Task Description Supervisor Approval

Assigned to Supervisor One

Received 24-Aug-2020 09:11:49

Process View

Workflow Information


Process HDR Request Change in Supervisor


Originator HDR Admin

Submit

## 4. OPENING A REQUEST

### 4.1

Select the task you want to open  
Click on the  icon

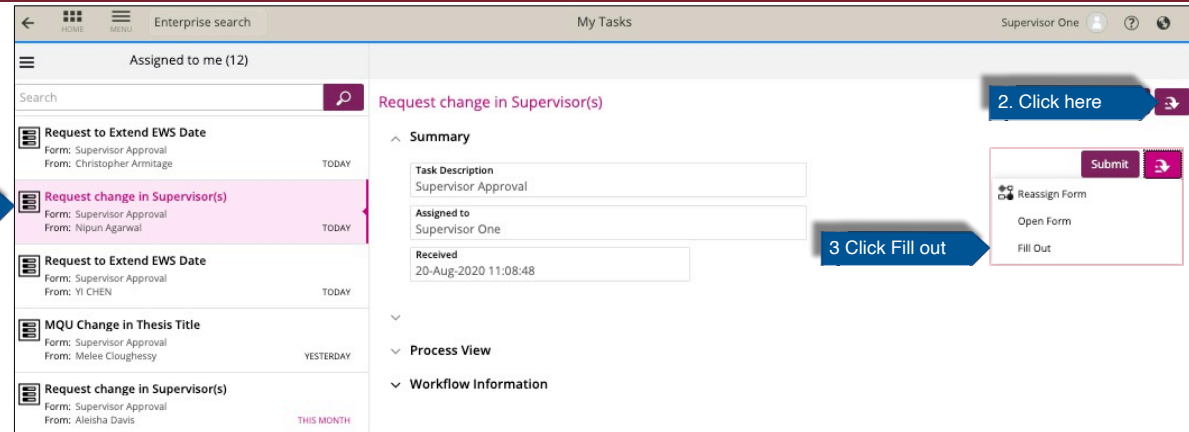
From the options shown after clicking the  icon

Click on the Fill out option

Fill Out

1. Select task

### Opening the Change in Supervisor Task



Enterprise search My Tasks Supervisor One

Assigned to me (12)

Search

Request change in Supervisor(s)

Form: Supervisor Approval From: Nipun Agarwal TODAY

Request to Extend EWS Date

Form: Supervisor Approval From: Yi CHEN TODAY

Request to Extend EWS Date

Form: Supervisor Approval From: Christopher Armitage TODAY

Request to Extend EWS Date

Form: Supervisor Approval From: Mele Cloughessy YESTERDAY

Request change in Supervisor(s)

Form: Supervisor Approval From: Aleisha Davis THIS MONTH

Request change in Supervisor(s)

Task Description Supervisor Approval

Assigned to Supervisor One

Received 20-Aug-2020 11:08:48

Process View

Workflow Information

Submit

Reassign Form

Open Form

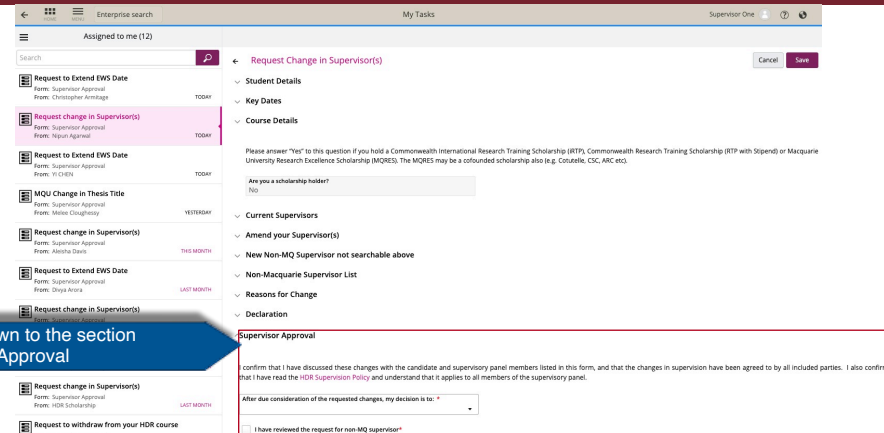
Fill Out

### 4.2

In the new form section that opens up, scroll down to the bottom area, with the section heading as Supervisor Approval

1. Scroll down to the section Supervisor Approval

### Opening the Change in Supervisor Task



Enterprise search My Tasks Supervisor One

Assigned to me (12)

Search

Request change in Supervisor(s)

Form: Supervisor Approval From: Nipun Agarwal TODAY

Request to Extend EWS Date

Form: Supervisor Approval From: Yi CHEN TODAY

Request to Extend EWS Date

Form: Supervisor Approval From: Christopher Armitage TODAY

Request to Extend EWS Date

Form: Supervisor Approval From: Mele Cloughessy YESTERDAY

Request change in Supervisor(s)

Form: Supervisor Approval From: Aleisha Davis THIS MONTH

Request to Extend EWS Date

Form: Supervisor Approval From: Deepa Arora LAST MONTH

Request change in Supervisor(s)

Form: Supervisor Approval From: HDR Scholarship LAST MONTH

Request to withdraw from your HDR course

Form: HDR Withdraw Approval

Request Change in Supervisor(s)

Cancel Save

Student Details

Key Dates

Course Details

Please answer "Yes" to this question if you hold a Commonwealth International Research Training Scholarship (IRTP), Commonwealth Research Training Scholarship (RTP with Stipend) or Macquarie University Research Excellence Scholarship (MQRES). The MQRES may be a cotutored scholarship also (e.g. Coursete, CSC, ARC, etc).

Are you a scholarship holder?

No

Current Supervisors

Amend your Supervisor(s)

New Non-MQ Supervisor not searchable above

Non-Macquarie Supervisor List

Reasons for Change

Declaration

Supervisor Approval

I confirm that I have discussed these changes with the candidate and supervisory panel members listed in this form, and that the changes in supervision have been agreed to by all included parties. I also confirm that I have read the HDR Supervision Policy and understand that it applies to all members of the supervisory panel.

After due consideration of the requested changes, my decision is to:

I have reviewed the request for non-MQ supervisor

## 5. APPROVE THE REQUEST

### 5.1

In the Supervisor Approval section of the form click on the dropdown

After due consideration of the requested changes, my decision is to:

1. Click here

### Approve the Change in Supervisor request

#### ^ Supervisor Approval

I confirm that I have discussed these changes with the candidate and supervisory panel members listed in this form, and that the changes in supervision have been agreed to by all included parties. I also confirm that I have read the **HDR Supervision Policy** and understand that it applies to all members of the supervisory panel.

After due consideration of the requested changes, my decision is to: \*

☐ I have reviewed the request for non-MQ supervisor\*

### 5.2

From the available list of dropdown options, select Approve the request.

*Go to Save and Proceed*

*For other options, see the sections 6 - 8*

1. Select Approve the request

### Approve the Change in Supervisor request

Approve the request

Not approve the request

Request further information

Partially approve the request

...ory panel members listed in this form, and that the changes in supervision have been  
**Supervision Policy** and understand that it applies to all members of the supervisory

## 6. NOT APPROVE THE REQUEST

### 6.1

In the Supervisor Approval section of the form click on the dropdown

After due consideration of the requested changes, my decision is

1. Click here

### Not Approve the Change in Supervisor request

#### ^ Supervisor Approval

I confirm that I have discussed these changes with the candidate and supervisory panel members listed in this form, and that the changes in supervision have been agreed to by all included parties. I also confirm that I have read the **HDR Supervision Policy** and understand that it applies to all members of the supervisory panel.

After due consideration of the requested changes, my decision is to: \*

☐ I have reviewed the request for non-MQ supervisor\*

### 6.2

From the available list of dropdown options, select Not Approve the request.

1. Select Not Approve the request

### Not Approve the Change in Supervisor request

^

- Approve the request
- Not approve the request
- Request further information
- Partially approve the request

...ory panel members listed in this form, and that the changes in supervision have been  
**Supervision Policy** and understand that it applies to all members of the supervisory



## 6.3

Add comments justifying or explaining, why the request was not Approved

*Go to 8.4 - Save and  
9.1 - Proceed*

1. Add comments

### Not Approve the Change in Supervisor request

#### Supervisor Approval

I confirm that I have discussed these changes with the candidate and supervisory panel members listed in this form, and that the changes in supervision have been agreed to by all included parties. I also confirm that I have read the [HDR Supervision Policy](#) and understand that it applies to all members of the supervisory panel.

After due consideration of the requested changes, my decision is to: \*

Not approve the request



Provide details as to why the request was not approved \*

## 7. REQUEST FURTHER INFORMATION

### 7.1

In the Supervisor Approval section of the form click on the dropdown

After due consideration of the requested changes, my decision is

1. Click here

### Request further information for the Change in Supervisor request

#### ^ Supervisor Approval

I confirm that I have discussed these changes with the candidate and supervisory panel members listed in this form, and that the changes in supervision have been agreed to by all included parties. I also confirm that I have read the [HDR Supervision Policy](#) and understand that it applies to all members of the supervisory panel.

After due consideration of the requested changes, my decision is to: \*

☐ I have reviewed the request for non-MQ supervisor\*

### 7.2

From the available list of dropdown options, select Request further information

1. Select Request further information

### Request further information for the Change in Supervisor request

^

- Approve the request
- Not approve the request
- Request further information
- Partially approve the request

...ory panel members listed in this form, and that the changes in supervision have been  
[supervision Policy](#) and understand that it applies to all members of the supervisory



## 7.3

Post selecting the request for further information option, Add comments in the new section

*Go to 8.4 - Save and 9.1 - Proceed*

*For other options, see the sections 6 - 8*

1. Add comments

### Request further information for the Change in Supervisor request

#### ^ Supervisor Approval

I confirm that I have discussed these changes with the candidate and supervisory panel members listed in this form, and that the changes in supervision have been agreed to by all included parties. I also confirm that I have read the [HDR Supervision Policy](#) and understand that it applies to all members of the supervisory panel.

After due consideration of the requested changes, my decision is to: \*  
Request further information

#### ^ Further Information Requested by Supervisor

Please detail the additional information you require in the comment box below. This information will be visible to the candidate when the form is returned to them.

Further Information Requested \*

## 7.3.1

Upon submitting a further information request, Student responses can be reviewed by going to the section as shown.

*The request decision needs to be updated based on the review of information provided*

Review further information provided, by clicking on the attachments

### Request further information for the Change in Supervisor request

#### ^ Further Information Requested by Supervisor

Please detail the additional information you require in the comment box below. This information will be visible to the candidate when the form is returned to them.

Further Information Requested \*  
Provide details on Candidature

Your supervisor has requested additional information to support your request (please refer to comments above). Please upload a word document containing the requested information.

#### ^ Further information provided by the student

Attachments

...

## 8. PARTIALLY APPROVE THE REQUEST

### 8.1

In the Supervisor Approval section of the form click on the dropdown

After due consideration of the requested changes, my decision is

1. Click here

### Partially Approve the Change in Supervisor request

#### ^ Supervisor Approval

I confirm that I have discussed these changes with the candidate and supervisory panel members listed in this form, and that the changes in supervision have been agreed to by all included parties. I also confirm that I have read the **HDR Supervision Policy** and understand that it applies to all members of the supervisory panel.

After due consideration of the requested changes, my decision is to: \*

☐ I have reviewed the request for non-MQ supervisor\*

### 8.2

From the available list of dropdown options, select Partially approve the request

1. Select Partially approve the request

### Partially Approve the Change in Supervisor request

^

Approve the request
Not approve the request
Request further information
Partially approve the request

...ory panel members listed in this form, and that the changes in supervision have been  
**Supervision Policy** and understand that it applies to all members of the supervisory

## 8.3

Post selecting the request for further information option, Add comments in the new section

*Go to 8.4 - Save and 9.1 - Proceed*

1. Add comments

## Partially Approve the Change in Supervisor request

### Supervisor Approval

I confirm that I have discussed these changes with the candidate and supervisory panel members listed in this form, and that the changes in supervision have been agreed to by all included parties. I also confirm that I have read the [HDR Supervision Policy](#) and understand that it applies to all members of the supervisory panel.

After due consideration of the requested changes, my decision is to: \*

Partially approve the request

Provide details of partial approval. Please specify changes that are approved and the ones that are not approved. \*

## 8.4

Click Save, post making all the changes to the form

## Save the Form

The screenshot shows the 'Save the Form' step in the HDR E FORM interface. The top navigation bar includes 'Enterprise search' and 'My Tasks'. The sidebar on the left lists tasks assigned to the user, including 'Request to Extend EWS Date' and 'MQU Change in Thesis Title'. The main content area displays instructions for completing the form, a 'Click Save' button, and a 'Student Details' section with fields for Student ID and Course.

**Assigned to me (38)**

- Request to Extend EWS Date (Form: Supervisor Approval From: Tanya Appleby) TODAY
- MQU Change in Thesis Title (Form: Supervisor Approval From: Josua Dahmen) FRIDAY
- Request to Extend EWS Date (Form: Supervisor Approval From: Adam Chalkos) LAST MONTH
- Request to Extend EWS Date (Form: Supervisor Approval From: Gabriella Chan) LAST MONTH
- Request to Extend EWS Date (Form: Supervisor Approval From: Laya Jose) LAST MONTH
- MQU Change in Thesis Title (Form: Supervisor Approval From: Emmanuel Prikas) LAST MONTH

**Request to Extend EWS Date**

Please ensure you read the [HDR Variations of Candidature Policy](#) and the Extension Guidelines on the [Changes to Candidature website](#) before completing this form. **Note this form is for MRes Y2, MPhil and PhD candidates only** who are enrolled or on a Leave of Absence. Candidates who are under examination or completing a Revise and Resubmit should contact [hdrexam@mq.edu.au](mailto:hdrexam@mq.edu.au) for advice.

NOTE: If applying for the COVID-19 EXTENSION SCHOLARSHIP SCHEME please do not use this form, and instead complete the pdf form that can be downloaded from the [HDRO Forms webpage](#) under the SCHOLARSHIP FORMS section.

If you are an International candidate, please discuss the impact of an extension on your visa eligibility with the HDR Office prior to lodging this form.

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 [hdrcurrent@mq.edu.au](mailto:hdrcurrent@mq.edu.au) if any of the details are incorrect.

**Student**  
31730477 (Mrs Tanya Appleby)

**Course**  
18287126 (PHD;EDST (1) - Doctor of Philosophy in Educational Studies)

**Student Details**

## 9. COMPLETING THE WORKFLOW

### 9.1

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

### Completing the workflow

Enterprise search

My Tasks

Supervisor One

Assigned to me (38)

Search

Request to Extend EWS Date

Form: Supervisor Approval  
From: Tanya Appleby

TODAY

MQU Change in Thesis Title

Form: Supervisor Approval  
From: Josua Dahmen

FRIDAY

Request to Extend EWS Date

Form: Supervisor Approval  
From: Adam Chakos

LAST MONTH

Request to Extend EWS Date

Form: Supervisor Approval  
From: Gabriella Chan

LAST MONTH

Request to Extend EWS Date

Form: Supervisor Approval  
From: Laya Jose

LAST MONTH

MQU Change in Thesis Title

Form: Supervisor Approval  
From: Emmanuel Priskas

LAST MONTH

Request to Extend EWS Date

Summary

Task Description  
Supervisor Approval

Assigned to  
Supervisor One

Received  
07-Sep-2020 10:57:17

Process View

Workflow Information

Process  
MQ CEF Workflow


Originator  
Tanya Appleby

Click Proceed

Proceed

## 10. REASSIGN FORM

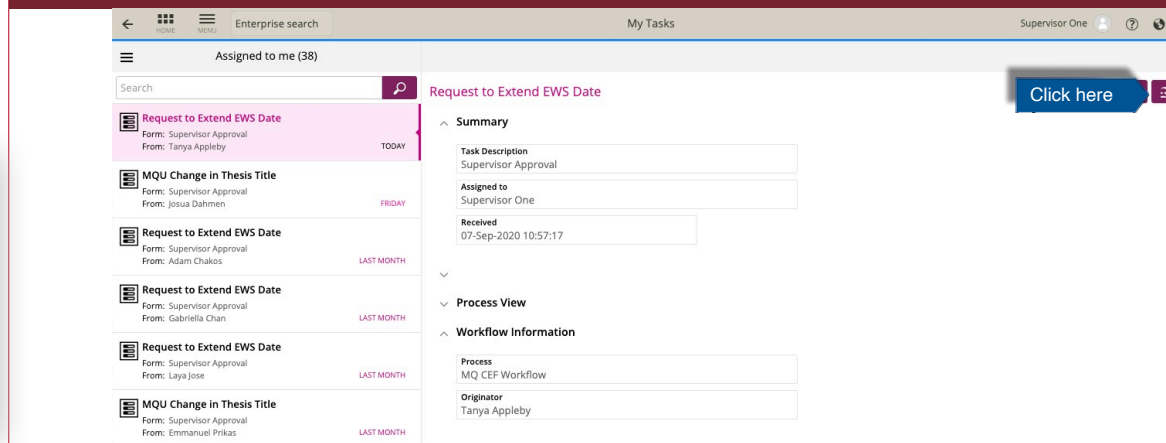
### 10.1

In the request to be reassigned, click on the icon 

On change of supervisor form, reassign will be used for the following scenarios:

1. Phd/MPhil Student - Requests to Change Principal Supervisor
2. Phd/MPhil Student - Requests to Change Acting Principal Supervisor
3. MRes Student - Requests to Change Research Masters Supervisor
4. MRes Student - Request to Change Acting Research Masters Supervisor

### Assign to a New Supervisor



The screenshot shows the 'Assign to a New Supervisor' form. The left pane lists tasks assigned to the user (38 total). The right pane shows details for the selected task, 'Request to Extend EWS Date'. A blue arrow points to the 'Click here' button next to the task name in the list.

Task Name	Form	From	Due Date
Request to Extend EWS Date	Form: Supervisor Approval	From: Tanya Appleby	TODAY
MQU Change in Thesis Title	Form: Supervisor Approval	From: Josua Dahmen	FRIDAY
Request to Extend EWS Date	Form: Supervisor Approval	From: Adam Chakos	LAST MONTH
Request to Extend EWS Date	Form: Supervisor Approval	From: Gabriella Chan	LAST MONTH
Request to Extend EWS Date	Form: Supervisor Approval	From: Laya Jose	LAST MONTH
MQU Change in Thesis Title	Form: Supervisor Approval	From: Emmanuel Prikas	LAST MONTH

**Request to Extend EWS Date**

**Summary**

Task Description: Supervisor Approval

Assigned to: Supervisor One

Received: 07-Sep-2020 10:57:17

**Process View**

**Workflow Information**

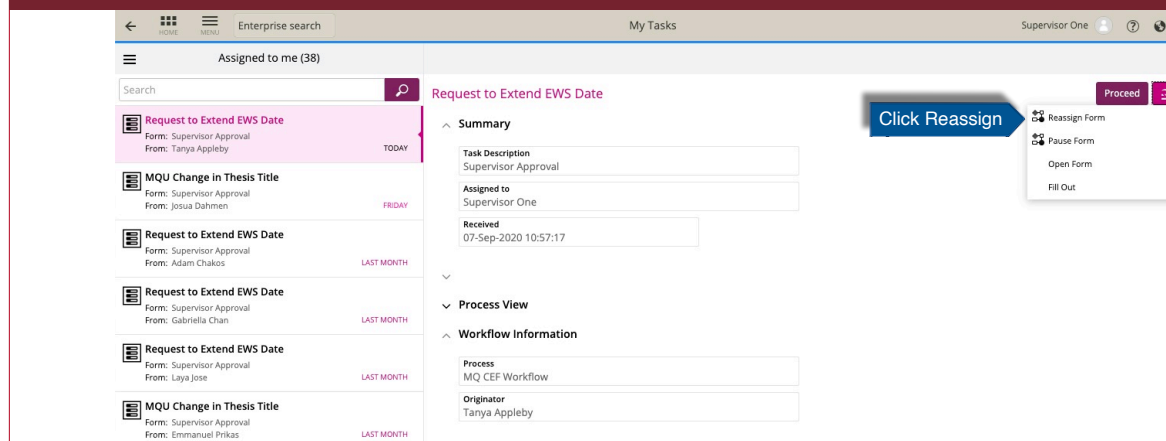
Process: MQ CEF Workflow

Originator: Tanya Appleby

### 10.2

Click Reassign Form

### Assign to a New Supervisor



The screenshot shows the 'Assign to a New Supervisor' form. The left pane lists tasks assigned to the user (38 total). The right pane shows details for the selected task, 'Request to Extend EWS Date'. A blue arrow points to the 'Click Reassign' button next to the task name in the list.

Task Name	Form	From	Due Date
Request to Extend EWS Date	Form: Supervisor Approval	From: Tanya Appleby	TODAY
MQU Change in Thesis Title	Form: Supervisor Approval	From: Josua Dahmen	FRIDAY
Request to Extend EWS Date	Form: Supervisor Approval	From: Adam Chakos	LAST MONTH
Request to Extend EWS Date	Form: Supervisor Approval	From: Gabriella Chan	LAST MONTH
Request to Extend EWS Date	Form: Supervisor Approval	From: Laya Jose	LAST MONTH
MQU Change in Thesis Title	Form: Supervisor Approval	From: Emmanuel Prikas	LAST MONTH

**Request to Extend EWS Date**

**Summary**

Task Description: Supervisor Approval

Assigned to: Supervisor One

Received: 07-Sep-2020 10:57:17

**Process View**

**Workflow Information**

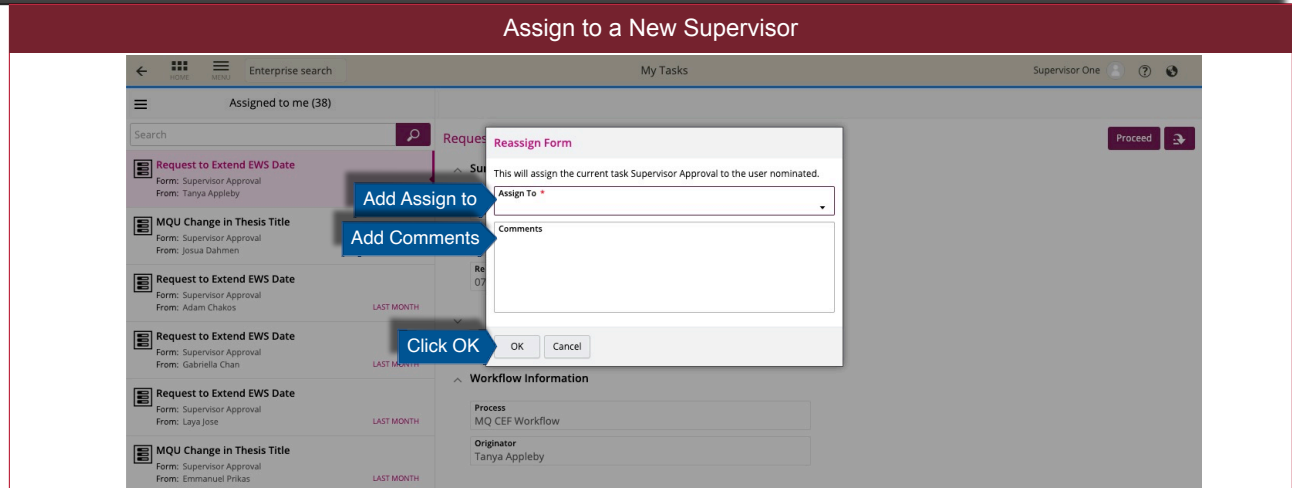
Process: MQ CEF Workflow

Originator: Tanya Appleby

## 10.3

### Add details for the New Supervisor

**Assign to a New Supervisor**



Enterprise search My Tasks Supervisor One

Assigned to me (38)

Search

Request to Extend EWS Date  
Form: Supervisor Approval  
From: Tanya Appleby

MQU Change in Thesis Title  
Form: Supervisor Approval  
From: Joshua Dahmen

Request to Extend EWS Date  
Form: Supervisor Approval  
From: Adam Chakos

Request to Extend EWS Date  
Form: Supervisor Approval  
From: Gabriella Chan

Request to Extend EWS Date  
Form: Supervisor Approval  
From: Laya Jose

MQU Change in Thesis Title  
Form: Supervisor Approval  
From: Emmanuel Prikas

Reassign Form

This will assign the current task Supervisor Approval to the user nominated.

Assign To \*

Comments

OK Cancel

Workflow Information

Process  
MQ CEF Workflow

Originator  
Tanya Appleby

Proceed

Add Assign to

Add Comments

Click OK