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

2.2 On the System Administrator forms access screen click on 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.

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. VALIDATE, UPDATE AND COMPLETE WORKFLOW

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

4.2 In the new form section that opens up, scroll down to the bottom area, with the section heading as Non-Macquarie Supervisor list

1. Scroll down to the section Non-Macquarie Supervisor list
2. Click Cancel or Save to exit the form

Use the supervisor information on this section of the form and follow your usual business process for importing Adjunct Supervisor details into AMIS. Go to next step once the import has been completed.
4.3 Once all details are validated and updated in the system, click on the Send to HDR Admin button to complete the workflow task.