

ROLE – ITSST

1. ACCESSING THE CI ANYWHERE PORTAL

1.1

Go to the Ci Anywhere portal and click on **Login using the OnelD**

1. Click on Login with OnelD

GO TO THE Ci Anywhere portal

1.2

Enter your
- Username
- Password and
- Click Sign in.

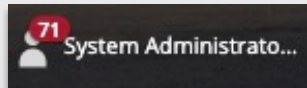
*If you have trouble signing in,
contact the relevant department*

Login using your OnelD Username and Password

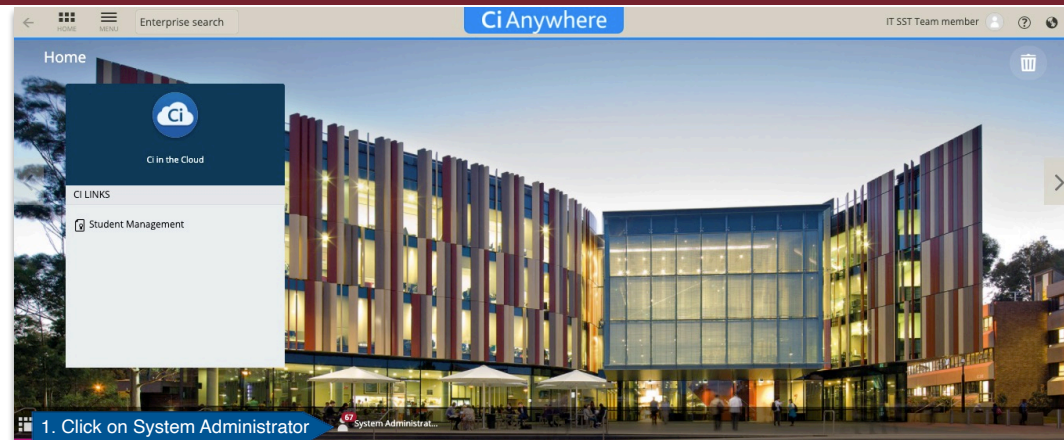
2. ACCESSING MY TASKS

2.1

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

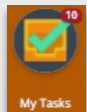


Accessing My tasks

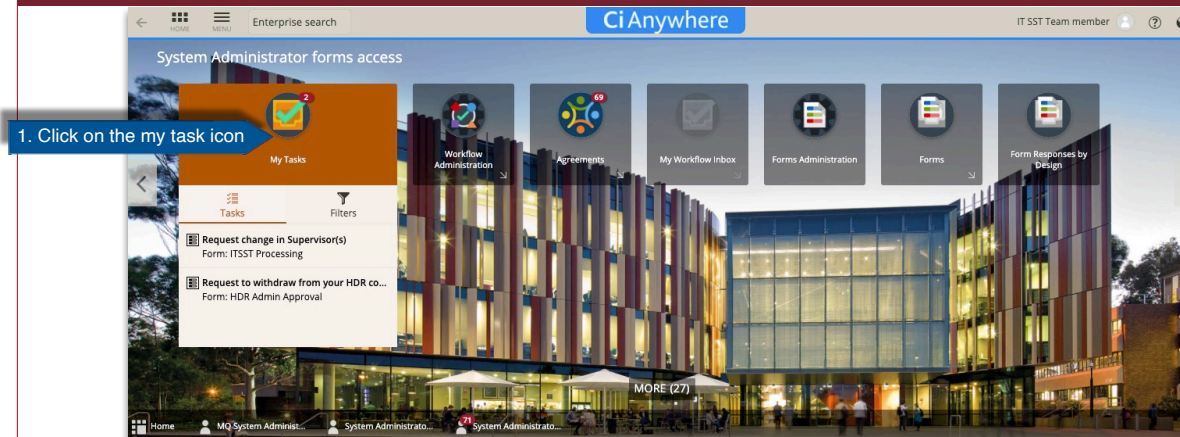


2.2

On the **System Administrator forms access** screen click on My tasks



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 IT SST Team member

Assigned to me (2)

Search

Request change in Supervisor(s)
Form: ITSST Processing
From: HDR Admin
With pool: IT SST Pool THURSDAY

Request to withdraw from your HDR course
Form: HDR Admin Approval
From: Bellinda-jane St Clair-Fenech
With pool: Default Workflow Pool LAST MONTH

Request change in Supervisor(s) Send to HDR Admin

Summary

Task Description
ITSST Processing

Assigned to
IT SST Pool

Received
20-Aug-2020 15:40:32

Process View

Workflow Information

Process
HDR Request Change in Supervisor

Originator
Yungchul Kim

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

Assigned to me (2)

Search

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Request to withdraw from your HDR course
Form: HDR Admin Approval
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With pool: Default Workflow Pool LAST MONTH

Right hand pane

Request change in Supervisor(s) Send to HDR Admin

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4. VALIDATE, UPDATE AND COMPLETE WORKFLOW

4.1

Select the task you want to open
Click on the  icon

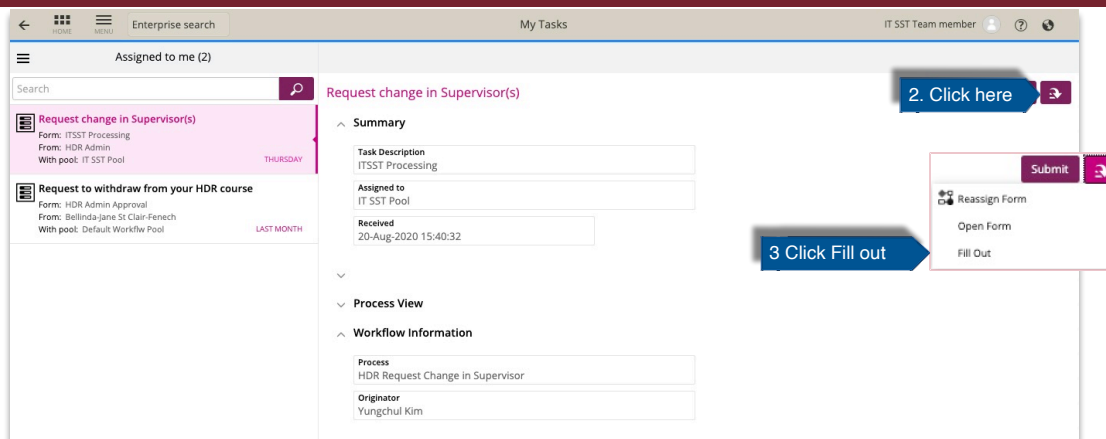
From the options shown after clicking the  icon


Click on the Fill out option


Fill Out

1. Select task

Complete workflow - Validate and Update



2. Click here 

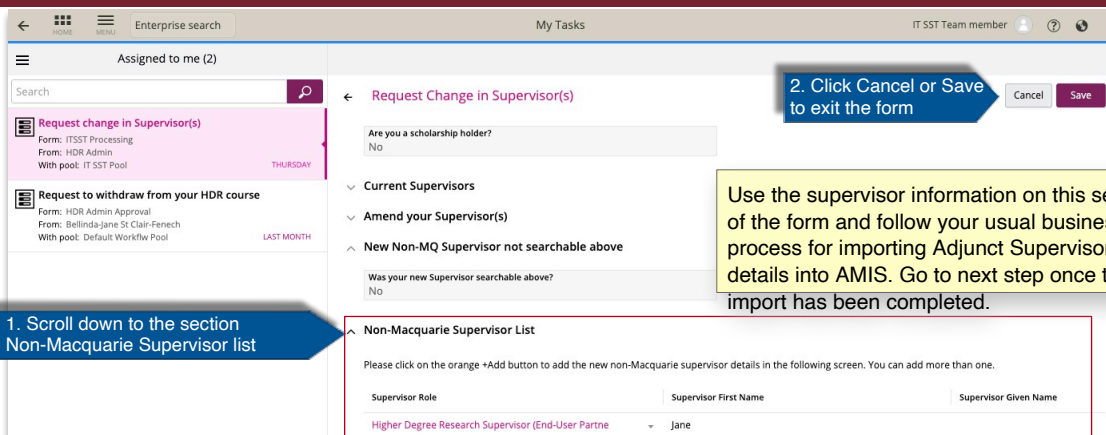
3 Click Fill out 


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

Complete workflow - Validate and Update



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.

Once all details are validated and updated in the system. Click on the Send to HDR Admin button to complete the workflow task.

The screenshot displays the ITSS Task Manager interface. At the top, there is a navigation bar with a back arrow, a hamburger menu, and the text 'Enterprise search'. On the right side of the navigation bar, it says 'My Tasks' and 'IT SST Team member' with a user profile icon and a help icon. Below the navigation bar, the main content area is titled 'Assigned to me (2)'. There is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar, there are two task cards. The first card is titled 'Request change in Supervisor(s)' and has a pink background. It contains the text 'Form: ITSS Processing', 'From: HDR Admin', and 'With pool: IT SST Pool'. To the right of this card, there is a blue arrow pointing to the card title with the text '1. Click here' next to it. To the right of the card, there is a button labeled 'Send to HDR Admin' with a download icon. The second card is titled 'Request to withdraw from your HDR course' and has a white background. It contains the text 'Form: HDR Admin Approval', 'From: Bellinda Jane St Clair-Fenech', and 'With pool: Default Workflow Pool'. To the right of this card, there is a button labeled 'LAST MONTH'. Below the task cards, there is a section titled 'Request change in Supervisor(s)' with a dropdown arrow. This section contains three sub-sections: 'Summary', 'Process View', and 'Workflow Information'. The 'Summary' section contains three text boxes: 'Task Description' with the value 'ITSS Processing', 'Assigned to' with the value 'IT SST Pool', and 'Received' with the value '20-Aug-2020 15:40:32'. The 'Process View' section is currently collapsed. The 'Workflow Information' section contains two text boxes: 'Process' with the value 'HDR Request Change in Supervisor' and 'Originator' with the value 'Yungchul Kim'.