

ROLE – HEAD OF DEPARTMENT

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*

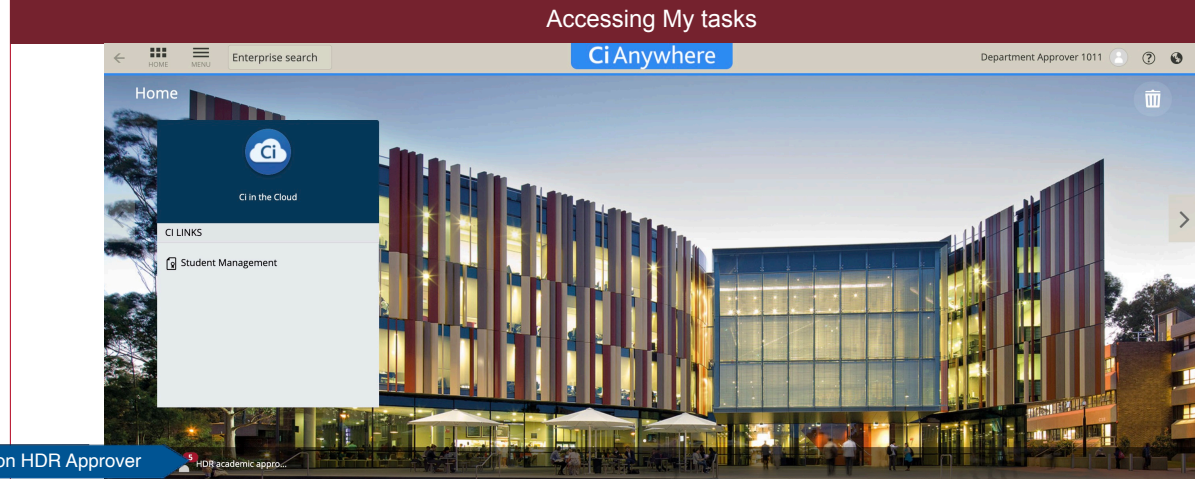
Login using your OneID Username and Password

2. ACCESSING MY TASKS

2.1

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

Click on HDR Approver

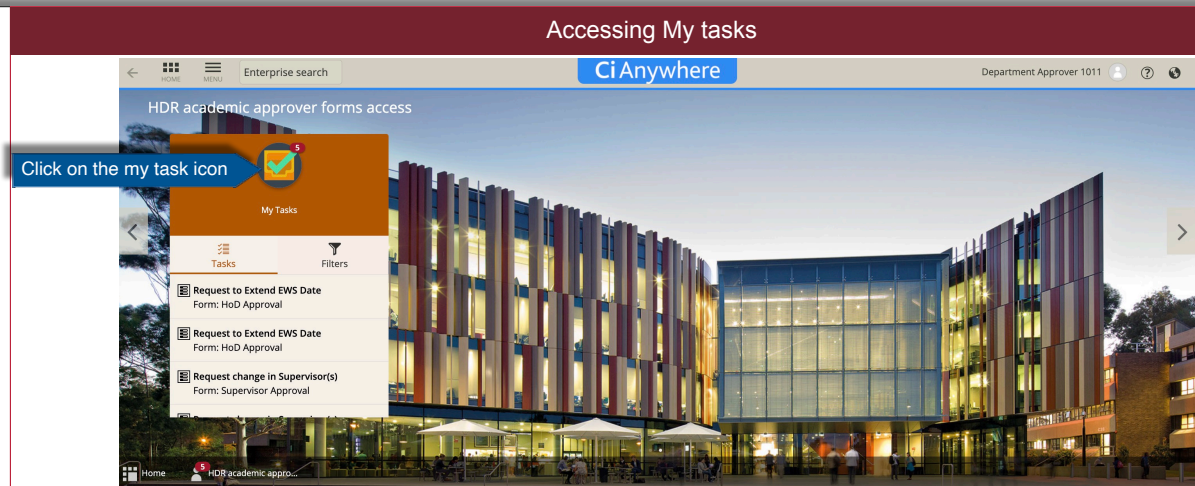


2.2

On the HDR Academic approver forms access screen click on My tasks



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

Navigating My tasks

Enterprise search My Tasks Profile Name Department Approver 1011

Assigned to me (5)

Search

Request to Extend EWS Date
Form: HoD Approval
From: Faculty HDR Admin 1011
TODAY

Request to Extend EWS Date
Form: HoD Approval
From: Faculty HDR Admin 1011
FRIDAY

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

Request change in Supervisor(s)
Form: HoD Approval
From: Faculty HDR Admin 1011
THIS MONTH

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 to Extend EWS Date

Proceed

Summary

Task Description
HoD Approval

Assigned to
Department Approver 1011

Received
31-Aug-2020 10:29:59

Process View

Workflow Information

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 (5)

Search

Request to Extend EWS Date
Form: HoD Approval
From: Faculty HDR Admin 1011
TODAY

Request to Extend EWS Date
Form: HoD Approval
From: Faculty HDR Admin 1011
FRIDAY

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

Request change in Supervisor(s)
Form: HoD Approval
From: Faculty HDR Admin 1011
THIS MONTH

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 to Extend EWS Date

Proceed

Summary

Task Description
HoD Approval

Assigned to
Department Approver 1011


Received
31-Aug-2020 10:29:59


Process View

Workflow Information

4. OPENING THE REQUEST

4.1

Select the task you want to open
Click on the  icon

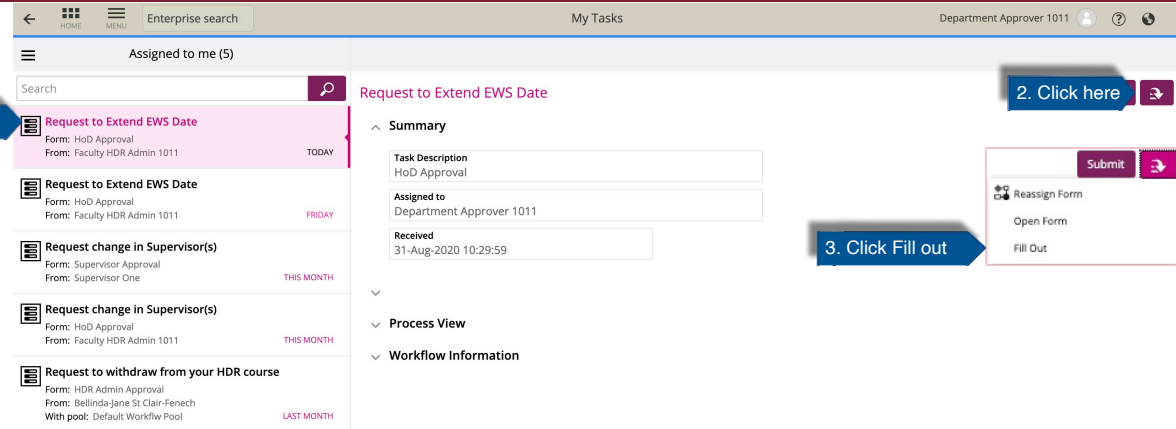
From the options shown after clicking the  icon

Click on the Fill out option

Fill Out

1. Select task

Opening the Request for EWS extension



Enterprise search My Tasks Department Approver 1011

Assigned to me (5)

Search

Request to Extend EWS Date
Form: HoD Approval
From: Faculty HDR Admin 1011 TODAY

Request to Extend EWS Date
Form: HoD Approval
From: Faculty HDR Admin 1011 FRIDAY

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

Request change in Supervisor(s)
Form: HoD Approval
From: Faculty HDR Admin 1011 THIS MONTH

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 to Extend EWS Date

Summary

Task Description
HoD Approval

Assigned to
Department Approver 1011

Received
31-Aug-2020 10:29:59

Process View

Workflow Information

Submit

Reassign Form

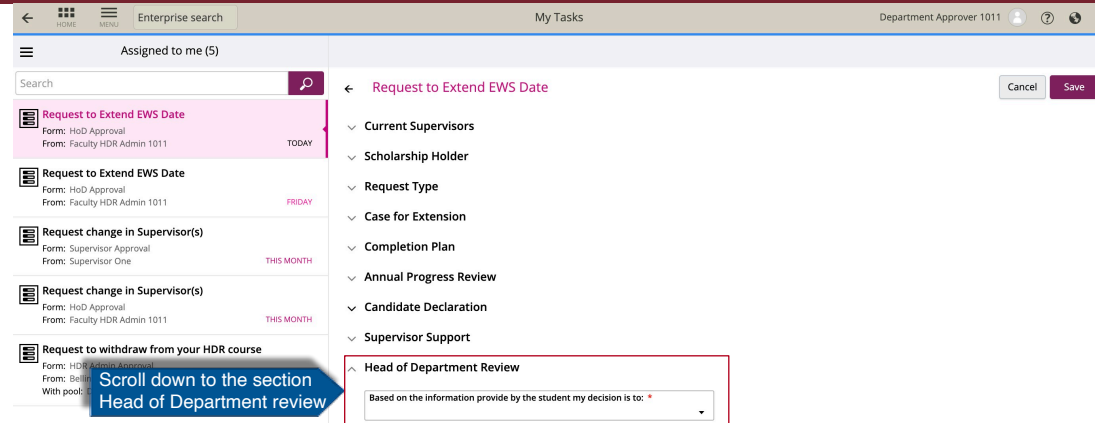
Open Form

Fill Out

4.2

In the new form section that opens up, scroll down to the bottom area, with the section heading as **Head of Department review**

Opening the Request for EWS extension



Enterprise search My Tasks Department Approver 1011

Assigned to me (5)

Search

Request to Extend EWS Date
Form: HoD Approval
From: Faculty HDR Admin 1011 TODAY

Request to Extend EWS Date
Form: HoD Approval
From: Faculty HDR Admin 1011 FRIDAY

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

Request change in Supervisor(s)
Form: HoD Approval
From: Faculty HDR Admin 1011 THIS MONTH

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 to Extend EWS Date

Cancel Save

Current Supervisors

Scholarship Holder

Request Type

Case for Extension

Completion Plan

Annual Progress Review

Candidate Declaration

Supervisor Support

Head of Department Review

Based on the information provide by the student my decision is to: *

Scroll down to the section
Head of Department review

5. ENDORSE THE REQUEST

5.1

Click on the dropdown to see the available list of options

Endorse the EWS extension request

Enterprise search My Tasks Department Approver 1011

Assigned to me (5)

Search

- Request to Extend EWS Date**
Form: HoD Approval
From: Faculty HDR Admin 1011 TODAY
- Request to Extend EWS Date**
Form: HoD Approval
From: Faculty HDR Admin 1011 FRIDAY
- Request change in Supervisor(s)**
Form: Supervisor Approval
From: Supervisor One THIS MONTH
- Request change in Supervisor(s)**
Form: HoD Approval
From: Faculty HDR Admin 1011 THIS MONTH
- Request to withdraw from your HDR course**
Form: HDR Admin Approval
From: Belinda-Jane St Clair-Fenech
With pool: Default Workflow Pool

Request to Extend EWS Date

Current Supervisors

Scholarship Holder

Request Type

Case for Extension

Completion Plan

Annual Progress Review

Candidate Declaration

Supervisor Support

Head of Department Review

Based on the information provide by the student my decision is to: *

Click dropdown

Cancel Save

5.2

From the available list options of the dropdown, select

Endorse the request and Save

Go to Complete Workflow

Endorse the EWS extension request

Enterprise search My Tasks Department Approver 1011

Assigned to me (4)

Search

- Request to Extend EWS Date**
Form: HoD Approval
From: Faculty HDR Admin 1011 LAST MONTH
- Request change in Supervisor(s)**
Form: Supervisor Approval
From: Supervisor One LAST MONTH
- Request change in Supervisor(s)**
Form: HoD Approval
From: Faculty HDR Admin 1011 LAST MONTH
- Request to withdraw from your HDR course**
Form: HDR Admin Approval
From: Belinda-Jane St Clair-Fenech
With pool: Default Workflow Pool 2 MONTHS AGO

Request to Extend EWS Date

When do you expect to submit your thesis?

Date
11-Jan-2021

Please outline how you will fund your extended period at Macquarie including paying tuition fees and living expenses.

Funding Intentions
Please also extend my scholarship for 3 months

Case for Extension

Completion Plan

Annual Progress Review

Candidate Declaration

Supervisor Support

Endorse the request

Not endorse the request

1. Select Endorse the request

2. Click Save

Save

6. NOT ENDORSING THE EWS REQUEST

6.1

Click on the dropdown to see the available list of options

Not Endorse the EWS extension request

Enterprise search My Tasks Department Approver 1011

Assigned to me (5)

Search

- Request to Extend EWS Date**
Form: HoD Approval
From: Faculty HDR Admin 1011 TODAY
- Request to Extend EWS Date**
Form: HoD Approval
From: Faculty HDR Admin 1011 FRIDAY
- Request change in Supervisor(s)**
Form: Supervisor Approval
From: Supervisor One THIS MONTH
- Request change in Supervisor(s)**
Form: HoD Approval
From: Faculty HDR Admin 1011 THIS MONTH
- Request to withdraw from your HDR course**
Form: HDR Admin Approval
From: Bellinda-jane St Clair-Fenech
With pool: Default Workflw Pool

Request to Extend EWS Date

Current Supervisors

Scholarship Holder

Request Type

Case for Extension

Completion Plan

Annual Progress Review

Candidate Declaration

Supervisor Support

Head of Department Review

Based on the information provide by the student my decision is to: *

Click dropdown

Cancel Save

6.2

From the available list options of the dropdown, select
Not Endorse the request

Not Endorse the EWS extension request

Enterprise search My Tasks Department Approver 1011

Assigned to me (4)

Search

- Request to Extend EWS Date**
Form: HoD Approval
From: Faculty HDR Admin 1011 LAST MONTH
- Request change in Supervisor(s)**
Form: Supervisor Approval
From: Supervisor One LAST MONTH
- Request change in Supervisor(s)**
Form: HoD Approval
From: Faculty HDR Admin 1011 LAST MONTH
- Request to withdraw from your HDR course**
Form: HDR Admin Approval
From: Bellinda-jane St Clair-Fenech
With pool: Default Workflw Pool 2 MONTHS AGO

Request to Extend EWS Date

When do you expect to submit your thesis?
Date
11-Jan-2021

Please outline how you will fund your extended period at Macquarie including paying tuition fees and living expenses.

Funding intentions
Please also extend my scholarship for 3 months

Case for Extension

Completion Plan

Annual Progress Review

Candidate Declaration

Supervisor Support

Endorse the request

Not endorse the request

1. Select Not Endorse the request

Cancel Save

6.3

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

Go to Complete Workflow

Not Approving the EWS extension request

Enterprise search My Tasks Department Approver 1011

Assigned to me (5)

Search

- Request to Extend EWS Date**
Form: HoD Approval
From: Faculty HDR Admin 1011 TODAY
- Request to Extend EWS Date**
Form: HoD Approval
From: Faculty HDR Admin 1011 FRIDAY
- Request change in Supervisor(s)**
Form: Supervisor Approval
From: Supervisor One THIS MONTH
- Request change in Supervisor(s)**
Form: HoD Approval
From: Faculty HDR Admin 1011 THIS MONTH
- Request**
Form: HDR
From: Bill
With pool: Research Training Pool

1. Add comments, after selecting relevant decision

2. Click Save

Request to Extend EWS Date

Annual Progress Review

Candidate Declaration

Supervisor Support

Head of Department Review

Based on the information provide by the student my decision is to: *

Not endorse the request

Please enter any additional notes to support your decision. Please note, these comments will be visible to all parties including the student.

Please enter any additional notes to support your decision.

7.1

Completing the workflow

Enterprise search
My Tasks
Department Approver 1011

Assigned to me (5)

- Request to Extend EWS Date**
Form: HoD Approval
From: Faculty HDR Admin 1011
TODAY
- Request to Extend EWS Date**
Form: HoD Approval
From: Faculty HDR Admin 1011
FRIDAY
- Request change in Supervisor(s)**
Form: Supervisor Approval
From: Supervisor One
THIS MONTH
- Request change in Supervisor(s)**
Form: HoD Approval
From: Faculty HDR Admin 1011
THIS MONTH
- 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 to Extend EWS Date

[Click Proceed](#) [Proceed](#)

Summary

Task Description
HoD Approval

Assigned to
Department Approver 1011

Received
31-Aug-2020 10:29:59

Process View

Workflow Information