ROLE(S) – Faculty Assessor (Associate Deans (ADs); MRes Directors; Department Directors and Heads (HoDs); RT Directors; Supervisors)

NOTES: The short videos of HDR_ApplicantPortal_Supervisor.mp4 and HDR_ApplicantPortal_DepartmentHead_FacultyAD.mp4 help to further show this information as well. Also, there are specific documents that go over how to search applications and offers; tips and tricks and login related issues and setup.

Please use only the Forward action and/or Finalise button when sending your referral to others (upper left corner). The Forward action is for sending to other staff in your faculty. The supervisor will only use the Forward action not the Finalise button. The Finalise button is for the last reviewer in the faculty (i.e. Faculty AD; Department Director; Head of Department; MRes Director) which sends the referral to GRA Central (the GRA pre-candidature team).
The **GRA Application Referral Assessor** is the AMIS system role which grants everyone access in the faculties (Associate Deans, MRes Directors, Department Heads and Supervisors) for the Applicant Portal (My Tasks; Applications & Offers and GRA Help Centre tiles). Since the **Applicant Portal is shared** with domestic coursework and Study Link (Macquarie International’s system), all of HDR information is prefixed by GRA and in the case of requirements (INT for Internal and Z for External).
ACCESSING THE HDR APPLICANT PORTAL

1) Login to HDR Applicant Portal

   ![Login Screen]

   - Log on using OneID
   - User name or email address
   - Password
   - Log On
   - Keep me logged on
   - Accessibility Mode
   - Forgotten password?

2) Search for “gra app” and select:

   “GRA Application Referral Assessor”

   ![CiAnywhere Screen]
3) You have 3 tiles that are the most important here

My Tasks for acting on the Referrals assigned to you

Applications & Offers when you need to search for ones you have already forwarded onward and/or export information

GRE Help Centre for Manuals and Videos to guide you
1) After going into My Tasks for those referrals assigned to you select the Referral and “Open Referral” by using the menu option (upper right corner)
2) You are presented with the Referral Summary first which has the GRA Help Centre at the top. This is currently being rebranded by marketing and will be fully available with short videos and manuals prior to the holidays 2021.

The main areas that you will use are the following:

✓ Upper left menu options of Create Application PDF if you want a downloadable copy of the complete referral

✓ Forward and Finalise. The Forward is for sending the referral within your own faculty and the Finalise is for sending to the GRA Central team. **The Finalise is the last reviewer in the faculty** (Faculty AD, MRes Director, Department Director or Head, RT Director). **Supervisors will only use the Forward action not the Finalise.**
✓ Requirements where you review the specific areas that pertain to the students and Application Contents which houses those same Requirements and the Assessment Recommendation (for the Course).

3) Application Contents is the main area that you will be using where you can review the Requirements and make the Assessment Recommendation (qualified or unqualified against the Course). This will become the history in terms of the comments and will help to direct reviewers and GRA Central.

You must add an Assessment Recommendation. Select "Qualified" if you are recommending the program they are applying for.

Select "Not Qualified" if you are counter offering (e.g. student
applied for PhD, but you recommend MRes Yr2) or rejecting. Please ensure notes are included (e.g. conditional on completion of current degree) as well as the session offering if it's different to what they have applied for. Put in the Assessment Type as follows:

If Supervisors then GRA Supervisor
If Department Directors / Heads; RT Directors then GRA Department
If Faculty ADs or MRes Directors then GRA Faculty

It helps to collapse the sections initially so that you can find the two areas that you will be working with. The sections will stay collapsed while you remain logged in for a session.
4) The Forward is shown here to send within your faculty. Note that all pools start with GRA and the one shown here is for ARTS. This would be used for example by a Faculty assessor that forwards to a supervisor for further review and comments.

*Comments here are optional for further instructions to the next reviewer.*

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5) The Finalise button is used when ready to send back to GRA Central (pre-candidature team). The Finalise is the last reviewer in the Faculty (Faculty AD, MRes Director, Department Director or Head, RT Director). Supervisors will only use the Forward action not the Finalise button.

*Comments here are optional for further instructions to the GRA Central team.*
1) Application submitted by student via Applicant Portal, awaiting action in GRA Pre-Assessment pool
2) Application claimed by GRA Team member, commencing Assessment stage of application (including request for further information and Referrals).
3) Application progressed 'To Finalise' ready for final Assessment Recommendation.
4) Application progressed ‘To Set Outcome’ ready for Final Assessment Outcome to be set (i.e., Successful or Not Successful).
5) Application Assessment workflow ‘Complete’ and ready to progress to Offer Management workflow.
6) Offer released to student to be responded to in the Portal.