ROLE – SUPERVISOR

1. ACCESSING THE CI ANYWHERE PORTAL

1.1 Go to the Ci Anywhere portal and click on Login using the OneID

1.1.1 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 THE 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 Approver

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.

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. OPENING A TASK

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

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

5.2 From the available options in the dropdown, click Approve the request

Go to
- Add ASQ
- Change to FOR codes

Supervisor Approval

I have read this form and have discussed the change with the candidate. If my candidate is from a Sanction Country and if applicable I have completed the Autonomous Sanction Questionnaire (ASQ) and and uploaded it.

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

Approve the request

Not Approve the request
5.4
From the available options in the dropdown, click Yes
If ASQ is not required, select NO and go to step 5.5

5.4.1
In the Please upload completed ASQ for this request, click on
+ Add

If ASQ is not required, select NO and go to step 5.5
5.4.2
Use either of these options to add the ASQ:

1. Add from a local drive - 5.4.3
2. Add as a note - 5.4.4
3. Add as a URL - 5.4.5

5.4.3
1. Clicking on \[\text{\textbf{ }}\] to add a file from your local computer
2. Add Notes if required
3. Click ok to save the details
5.4.4
1. Add Name
2. Add Notes if required
3. Click ok to save the details

5.4.5
1. Add Name
2. Add URL
3. Add Notes if required
4. Click ok to save the details
5.5 In order to add or update Field of Research Code, click on **Add**. If no Field of Research code change is required, proceed to Step 7.1 - Completing the Workflow.

5.6
1. Select the FOR code by using the dropdown
2. Add Field of Research
3. Add Percentage
4. Click Save

To proceed to Step 7.1 - Completing the Workflow:

- **Changes to Field of Research (FOR) Codes**
  - **FOR Type**
  - **Field of Research**
  - **Percentage**
6. NOT APPROVE THE REQUEST

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

6.2 From the available options in the dropdown, click Not Approve the request

 Supervisor Approval

I have read this form and have discussed the change with the candidate. If my candidate is from a Sanction Country and if applicable I have completed the Autonomous Sanction Questionnaire (ASQ) and and uploaded it.

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

1. Click here

1. Click Not Approve the request

Supervisor Approval

I have read this form and have discussed the change with the candidate. If my candidate

Approve the request

Not Approve the request

1. Click Not Approve the request
6.3
Add comments for Not Approving the request

proceed to Step 7.1 - Completing the Workflow
7. COMPLETE THE WORKFLOW

7.1 Click Save, post making all the changes to the form

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