ROLE – SUPERVISOR

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 Supervisor and Dept. access to tasks and forms 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. OPENING A 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

4.2 In the new form section that opens up, scroll down to the bottom area, with the section heading as Supervisor Support
5. SUPPORTING THE EWS REQUEST

5.1 Click on the dropdown to see the available list of options

5.2 From the available list options of the dropdown, select Support the request.
5.3
Post selecting the relevant decision, Add comments to justify or explain your decision

Go to Step 8
6. NOT SUPPORTING THE REQUEST

6.1 Click on the dropdown to see the available list of options

6.2 From the available list options of the dropdown, select Not Support the request.
6.3 Post selecting the relevant decision, Add comments to justify or explain your decision

Go to Step 8
7. REQUESTING FURTHER INFORMATION

7.1 Click on the dropdown to see the available list of options

7.2 From the available list options of the dropdown, select Request further information from the student
7.3 Post selecting the relevant decision, Add comments to justify or explain your decision. Go to Step 8.
8. COMPLETING THE WORKFLOW

8.1 Click **Save**, post making all the changes to the form

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