

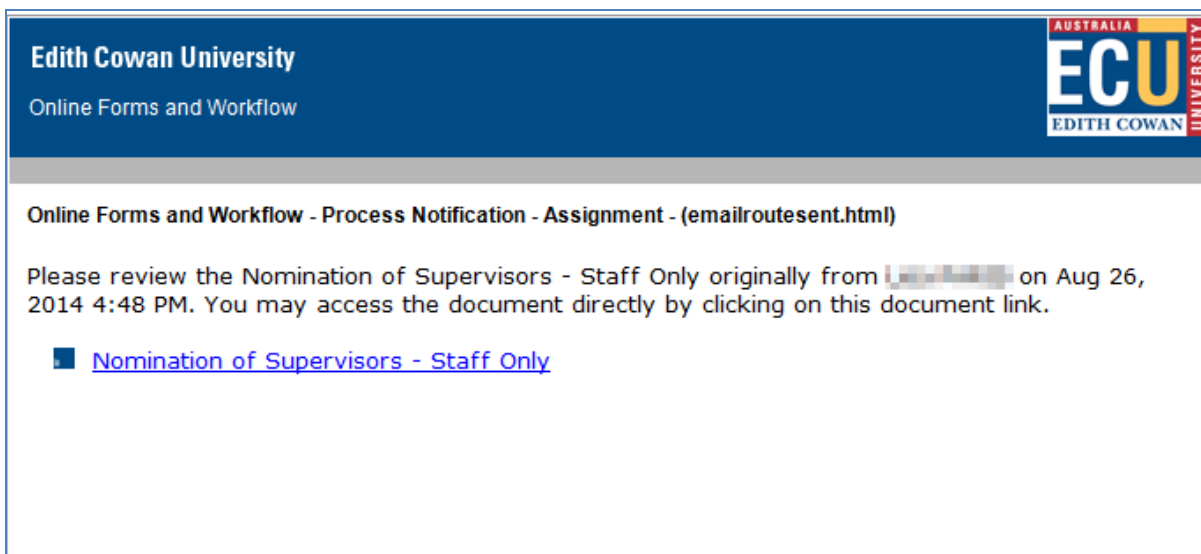
Accept or Decline Nomination

Once the Nomination of Supervisor form has been submitted, the workflow will then sequentially be assigned to each person in the supervision panel. The supervisors in the panel can choose to accept or decline the proposed supervision. If the supervisor accepts, the workflow will direct the form to the next supervisor; if declined the form will be returned to the Coordinator or Supervisor who originated the request.

While the form is with the supervisor, a daily reminder will be sent to indicate that action is required. After five working days, if there is still no action, the form will transfer back to the originator.

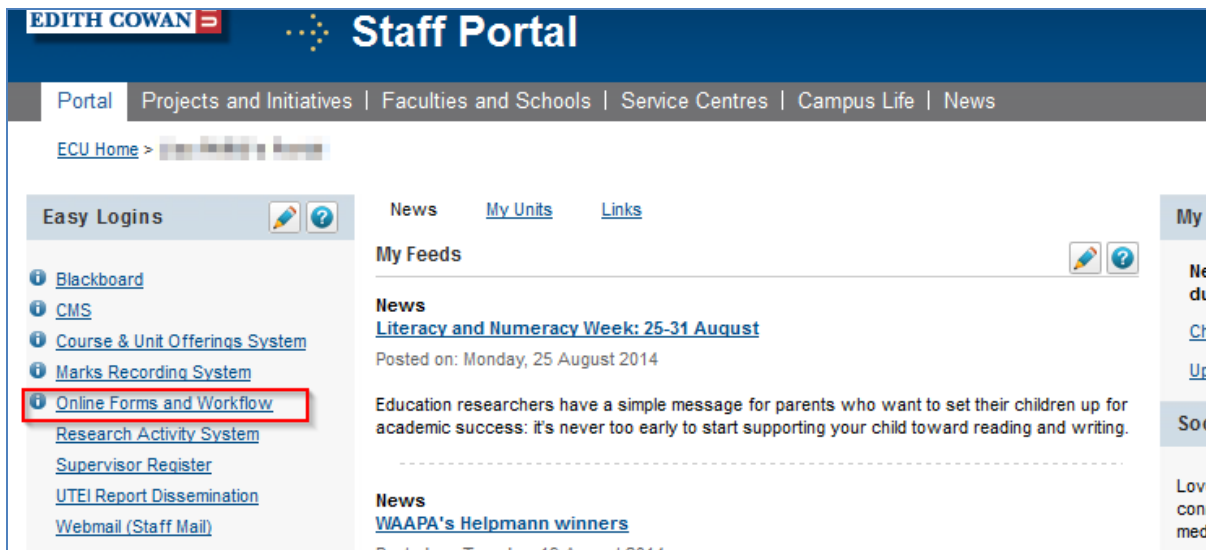
Getting Started

An email notification is received from onlineforms@ecu.edu.au stating that action is required by the nominated supervisor.



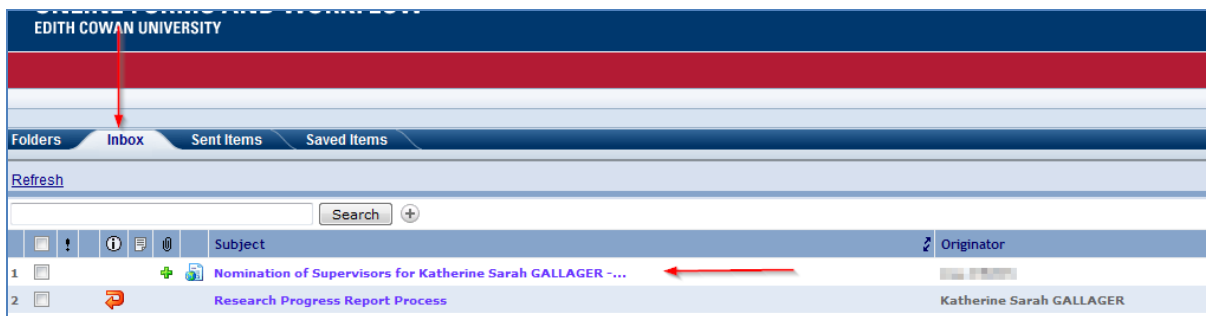
The form can be accessed via the link provided in the notification email, alternatively, the supervisor can access the form via Online Forms and Workflow, following the steps below.

1. On the ECU home page, locate and click the *Student and Staff Portal*
2. Enter your login details
3. Under the *Easy Logins* located on the left hand side of the Staff Portal, click the link entitled *Online Forms and Workflow*.



Note: If this link does not appear in the Easy Logins menu, click the pencil icon next to easy Logins. Click the checkbox next to Online Forms and Workflow and click Apply. The OFW link will then become available under the Easy Logins menu.

4. The *Online Forms and Workflow* desktop tool opens. Click on the *Inbox* tab and then click on the unread '*Nomination of Supervisors for ...*' message to open the form assigned to you.



5. Click on the *Form* tab and, select *Complete Supervisor Acceptance* as the Action
6. Student details and proposed supervision details will be displayed on the form.
7. Scroll down to the green *Action required* Sticker, you will now have to accept or decline the proposed supervision and tick the acknowledgement check boxes.

Dr PARIS, Lisa

Do you accept the proposed supervision as listed above:

No
 Yes

I acknowledge that by accepting this supervisory role, I will be responsible for completing the student's Research Progress Report.

I acknowledge that where applicable I have received acceptance from any External Supervisors.

Date: 27/08/2014

Note: Look for the green stickers to find out where action is required by the person completing the form.

8. All staff/supervisors should make comments as required in the *Comments* section at the end of the form so that a history can be kept. This comment history will not be shown to the students.
9. Click the *Submit* button at the bottom of the form.
10. The form will now be sent to the next supervisor for acceptance, once acceptance is received from all supervisors in the panel the workflow will forward the form to the originator of the form, who is then responsible for nominating the Head of School.

Assistance with the form

Technical Support

If you have a technical issue that is preventing you from accessing or completing the form, please report it to IT Service Desk, via email: itservicedesk@ecu.edu.au or phone extension 6000.

If the form is not proceeding as per the accepted process flow, contact Business Support for assistance, via email: Business.Support@ecu.edu.au or telephone 6304 3931.