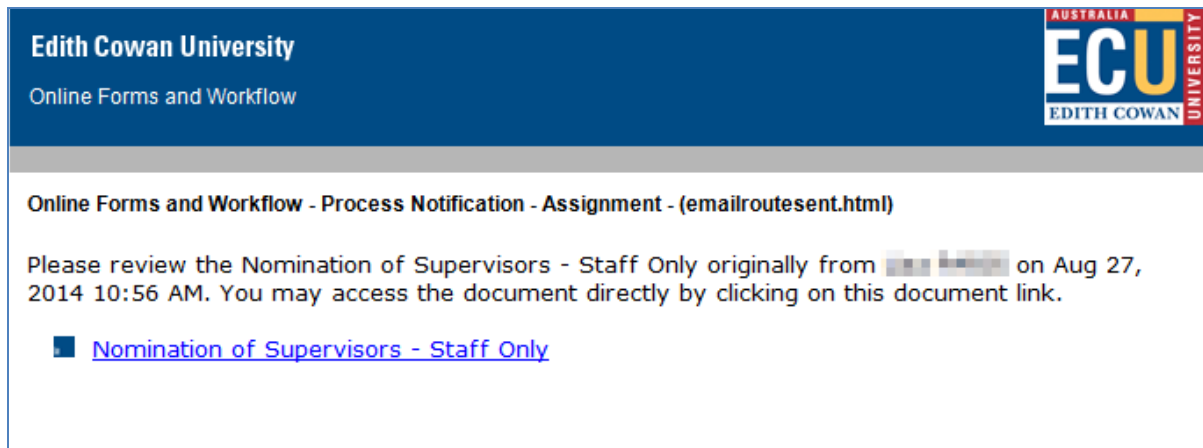


Nominate Head of School

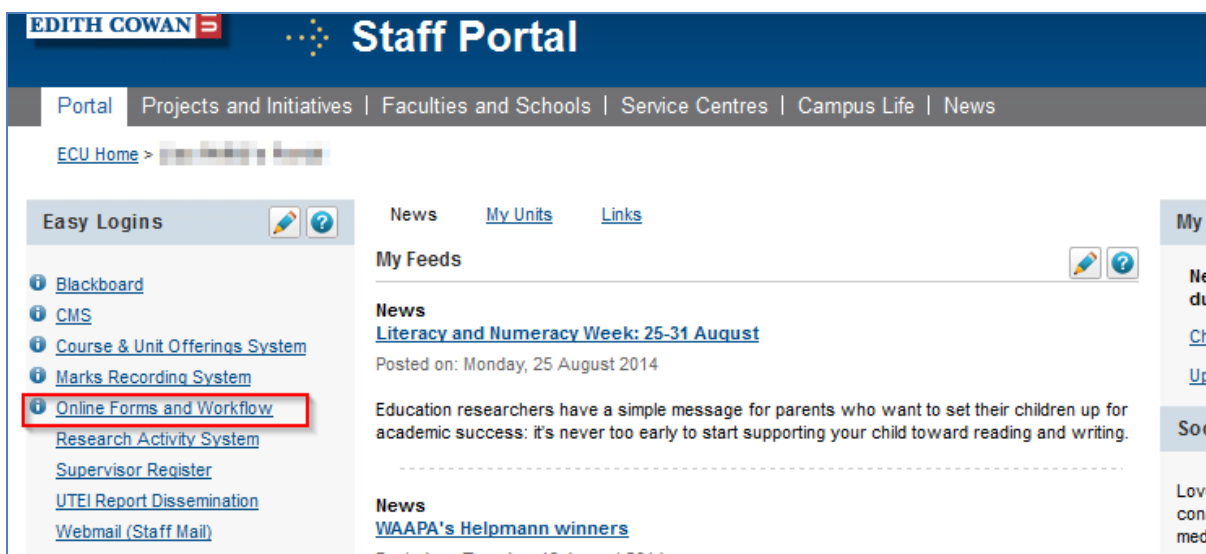
Once the Nomination of Supervisor has been accepted by all supervisors on the supervisory panel, the originator of the form is sent an email notification for review and selection of Head of School.



Getting Started

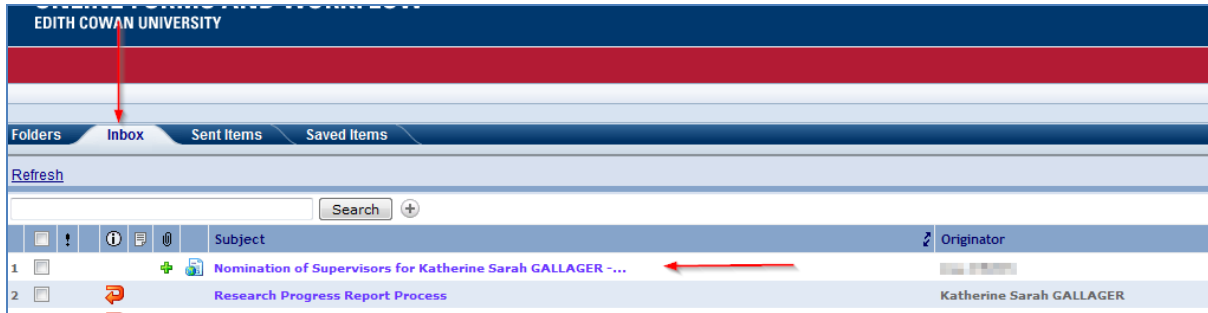
The form can be accessed via the link provided in the notification email, alternatively, it can be accessed via Online Forms and Workflow, following the steps below.

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*.

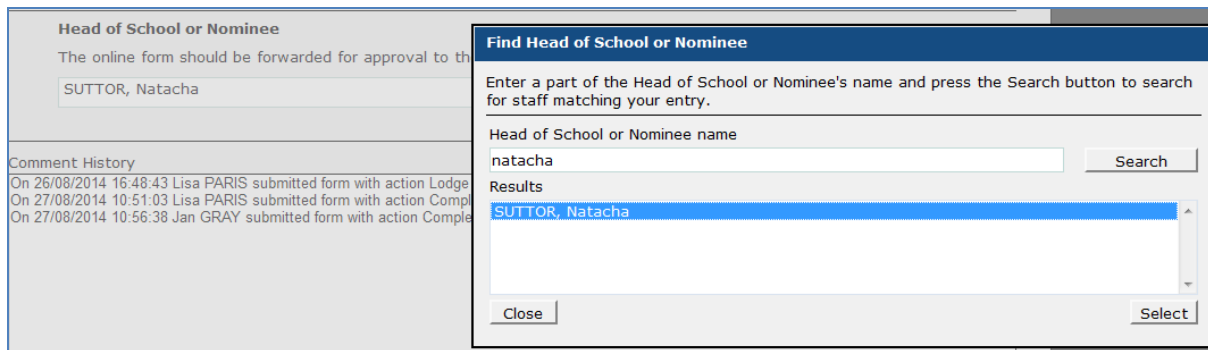


Note: If this link does not appear in the Easy Logins menu, click the pencil icon next to easy Logins. Click the checkbox next to Online Forms and Workflow and click Apply. The OFW link will then become available under the Easy Logins menu.

- 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.



- Click on the *Form* tab and, select *Nominate Head of School* as the Action
- Student details, new supervision details, acceptance or rejection and comments made by supervisors will be displayed on the form.
- Scroll down to the green *Action required* Sticker in the *Head of school or Nominee* section.
- Click on the *Search* button and type in the name of the Head of School or Nominee and Click *Select*.



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

- Comments can be added 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.
- Click the *Submit* button at the bottom of the form.
- The form will now be sent to the Head of School for acceptance.

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.