Instructions for HDR Students completing 2014 Annual Report through eCentre

The following instructions may help you to complete your report online. This form needs to be completed by each student prior to FRIDAY 5 DECEMBER, 2014.

Please note: the 2015 re-enrolment form needs to be completed as a separate process and once completed this needs to be emailed to research.degrees@cdu.edu.au.

INSTRUCTIONS FOR COMPLETING ANNUAL REPORT

1. You will need to log into e centre to get access to your Annual report form.
3. If you don’t have a computer account, please click on

4. Go to **Forms and Requests** on the top left hand corner

5. Select **Research Student Annual Report**

6. All fields marked with a red asterix *(see screen shot below) require completion.

7. You are required to choose your Principal supervisor from the drop box on the Annual report form and your form will be sent to this supervisor once you submit your completed form. Please note: we have had an issue where not all external supervisors appear to be in the drop down box. If this happens please either complete the form, save and exit and let us know the missing supervisors name so that we can arrange to have them added to eCentre. Alternately you can choose one of our teams names, eg Tracy Hooker, Shanthi Bandara or Lee-Ann Cole, and we will correct this from the administration function at a later date.

8. You can **Save and Exit** your report at any time and continue at another time convenient to you.

9. Once you have completed your report you need to choose **Submit (Workflow)**.

10. The report will then automatically be delivered to your principal supervisor.

11. The form should be completed and submitted online by **5 December 2014**.

If you have any trouble completing your form, please contact us on research.degrees@cdu.edu.au