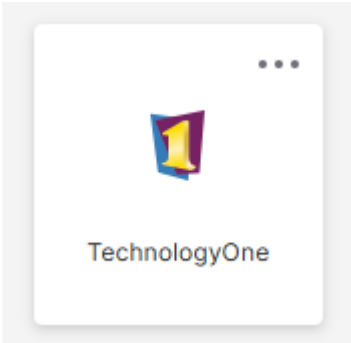
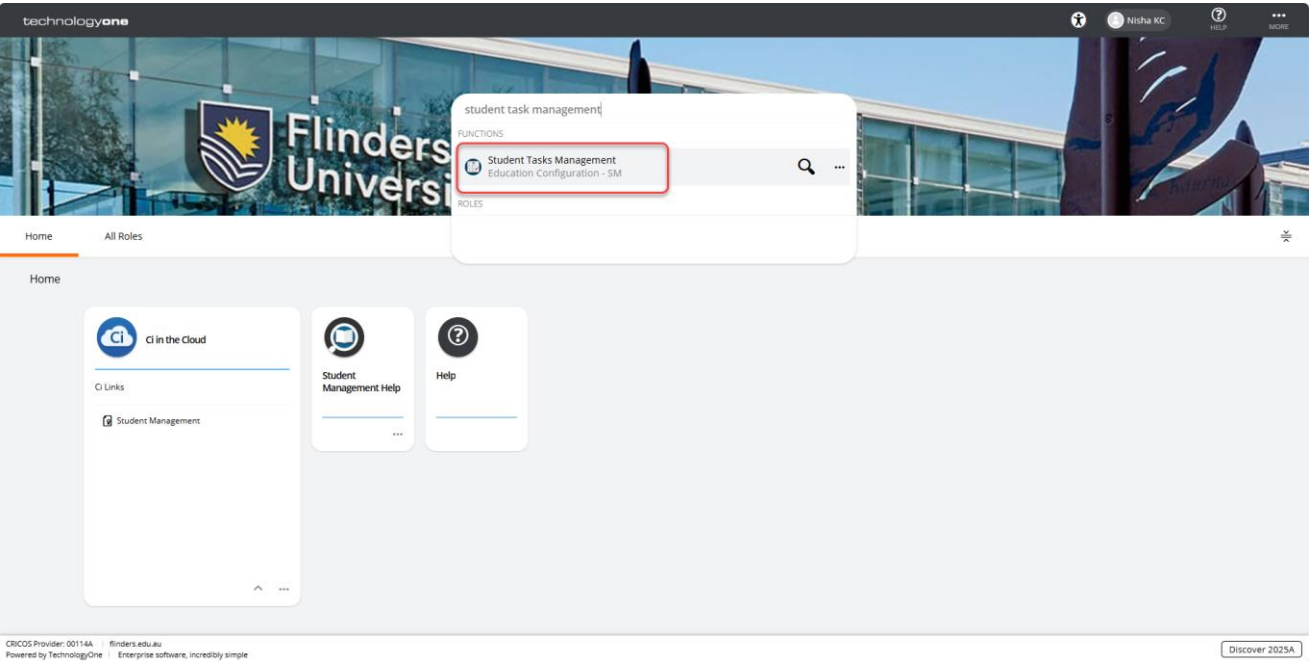


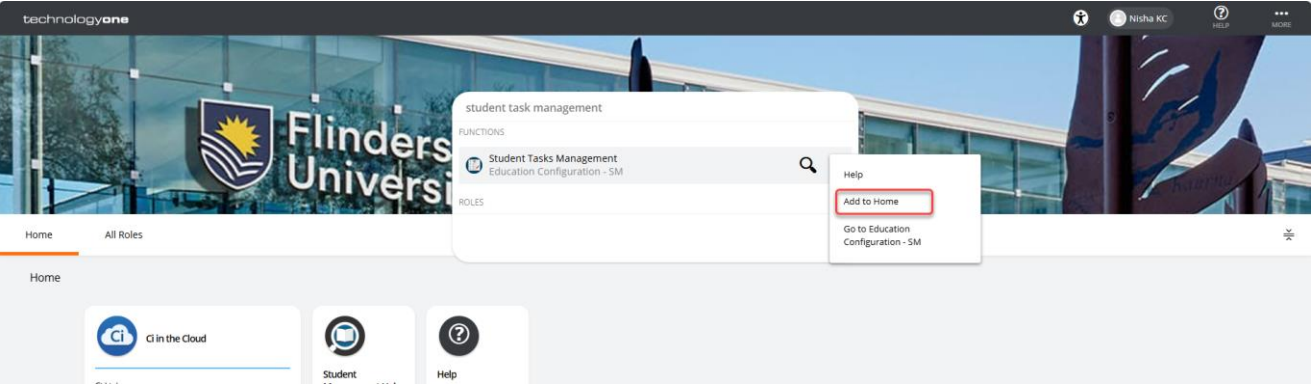
Navigate to CiA by selecting TechnologyOne on Okta



Enter 'Student Task Management' in Enterprise Search bar



Note: To add this function to your home screen, you can click “...” displayed along the option and select ‘Add to Home’ option.



Search for the student using their student ID

← technologyone > Student System Administration > Student Tasks Management

 2377589

Student Tasks

Student Task Details

Available Tasks

 >

Tips: For faster search results, enter ‘? Student ID is equal to Student ID’ in the search bar instead of ‘Student ID’.

Select the drop-down arrow next to the student ID, then select ‘View tasks’.

← technologyone > Student System Administration > Student Tasks Management

 ?Student ID is equal to 2377589

Student Tasks

Student Task Details

Available Tasks

 > 1 - 1 of 1 record.

☐	Student ID	Status	Given Name	Family Name	Date of Birth	Gender	Citizenship/Nationality	Email
☐	2377589	3 Outstanding	John	Test504	01-Jan-2005	Male/Man	Australian	DoNotReply@flinders.edu.au
		View tasks						

In ‘Outstanding Tasks’ tab, select the drop-down next to the task that needs the action followed by selecting ‘Respond’.

← technologyone > Student System Administration > Student Tasks Management > Student Tasks

 Enterprise Search

 2377589 - John Test504
Australian | 01-Jan-2005 (20)

Outstanding Tasks

Responded Tasks

Student Summary
0 Sanctions

Outstanding Tasks

 > 1 - 3 of 3 records.

☐	Task Name	Description	Requested Date	Condition Type	Comment Code
☐	Cultural Details	Please confirm/update your cultural details	19-Sep-2025	Mandatory	
☐	USI Task - Domestic	Respond	19-Sep-2025	Mandatory	
☐	Government Assistance Request	Mark as completed	19-Sep-2025	Recommended	

Note: The task will also be removed as outstanding from student’s view in My Task tile.

Respond to the task as prompted.

technologyone > Student System Administration > Student Tasks Management > Student Tasks

2377589 - John Test504
Australian | 01-Jan-2005 (20)

Outstanding Tasks

Responded Tasks

Student Summary
0 Sanctions

Outstanding Tasks

1 - 3 of 3 records.

Task Name	Description
Cultural Details	Please confirm/update your cultural details
USI Task - Domestic	Please provide your Unique Student Identifier (USI) number
Government Assistance Request	Submit your Request for a SA-HELP loan

Outstanding Tasks

Cultural Details

Please confirm your displayed cultural details. If these details are no longer correct, visit My Details to update them. NOTE some details cannot be changed, in this case please visit AskFlinders for further information and to lodge a support request.
[Show less](#)

Cultural Details

Main Language Spoken at Permanent Home Residence *
[English \(EN\)](#)

Aboriginal or Torres Strait Islander *
Neither Aboriginal or Torres Strait Islander

Confirm

After you save, a green 'Saved' badge appears in the top of the page header, confirming your changes.

technologyone > Education Configuration > Student Tasks Management > Student Tasks **Saved**

1 SAVED MESSAGE

Successfully saved.

Once responded, the task gets removed from 'Outstanding Task' tab and is visible in 'Responded Task'.

technologyone > Student System Administration > Student Tasks Management > Student Tasks

2377589 - John Test504
Australian | 01-Jan-2005 (20)

Outstanding Tasks

Responded Tasks

Student Summary
0 Sanctions

Responded Tasks

1 - 11 of 11 records.

Requested Date	Task Name	Condition Type
19-Sep-2025	Agreement To Latest Institution Terms And Conditions	Mandatory
19-Sep-2025	Other Contact Details	Mandatory
19-Sep-2025	Date Of Birth Details	Mandatory
19-Sep-2025	Address Details	Mandatory
19-Sep-2025	Citizenship Details	Mandatory
19-Sep-2025	Cultural Details	Mandatory