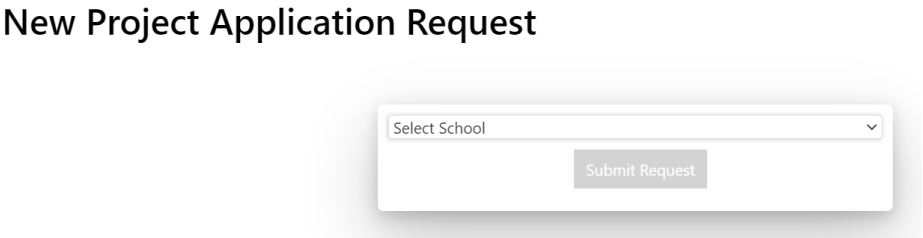
How to create school project

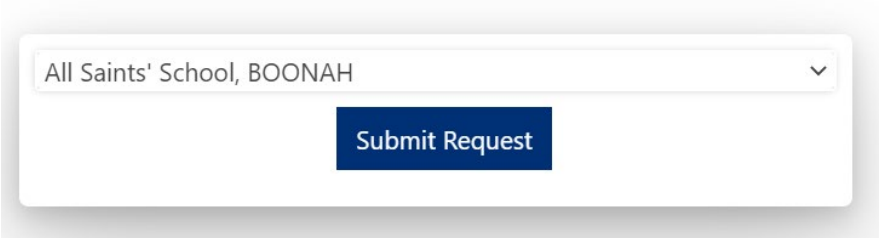
Go to Capital Projects Home page: https://qcec.sharepoint.com/sites/CapitalProjects

1. Click “New Project Request”

2. Click on Drop down box* and select school



3. Click “Submit Request”



4. An email is sent to QCEC Capital Team for action

5. Once approved by the Capital Team an email is generated to the Catholic School Authority (CSA)