

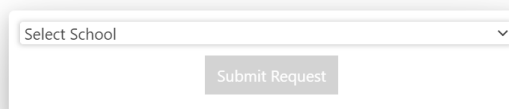
How to create school project

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

1. Click "New Project Request"

New Project Request

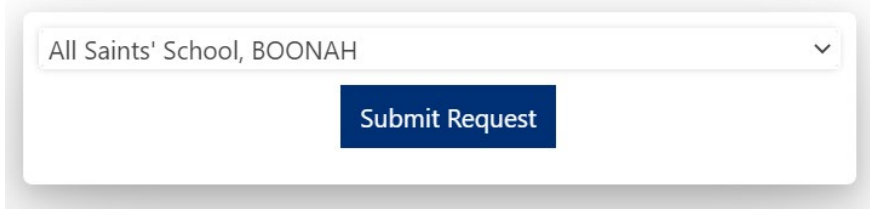
2. Click on Drop down box* and select school
New Project Application Request



Select School ▼

Submit Request

3. Click "Submit Request"



All Saints' School, BOONAH ▼

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)