

How to request access for contributors

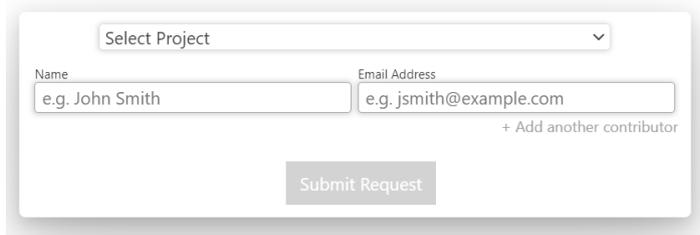
Only Catholic School Authorities(CSAs) can request access for Contributors (i.e. Principals /Architects /Quantity Surveyors etc) to have access to specific school projects.

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

1. Click “New Access Request” icon

New Access Request

2. Click on drop down box and select school to give access to Contributors
 - Type in Name of Contributor
 - Type in Email address of Contributor
 - Click on “add another contributor” to enter in more than one



The screenshot shows a web form for requesting access. At the top is a dropdown menu labeled 'Select Project'. Below it are two input fields: 'Name' with the example 'e.g. John Smith' and 'Email Address' with the example 'e.g. jsmith@example.com'. To the right of the email field is a link that says '+ Add another contributor'. At the bottom center of the form is a button labeled 'Submit Request'.

Note: Email address must be individual address and not a generic email address eg. Jbrown@qcec.catholic.edu

3. Click on “Submit request”

Note: Email request is sent to QCXEC Capital Team for action

4. Once approved by the Capital Team a notification email access request will be sent to the Contributor with a link to the project. The CSA will be cc in on the email notification