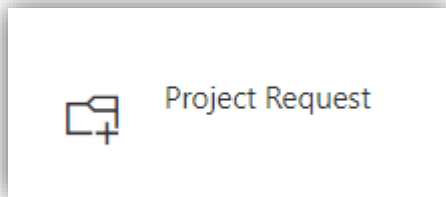


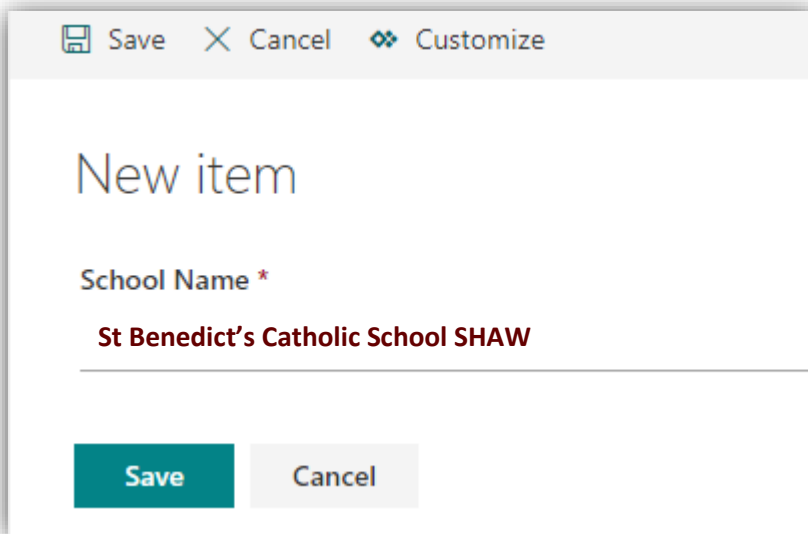
How to create school project

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

1. Click "Project Request" icon



2. Enter School Name* (this is a mandatory field)
Format: **School Name SUBURB** (do not use dashes or commas)

A screenshot of a SharePoint "New item" form. The form has a title bar with "Save", "Cancel", and "Customize" buttons. The main content area has the heading "New item" and a text input field labeled "School Name *". The input field contains the text "St Benedict's Catholic School SHAW". At the bottom of the form are two buttons: "Save" (in a teal box) and "Cancel" (in a grey box).

3. Click "Save"
4. An email is sent to QCEC Capital Team