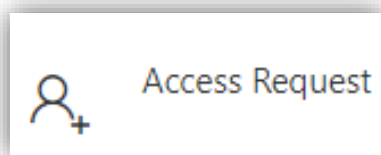


How to request access for contributors

Only Catholic School Authorities 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 "Access Request" icon



2. Enter Contributors Name (this is a mandatory field)
 - School Principal name
 - Architect name
 - Quantity Surveyor etc

Note: You may enter more than one name

3. Enter Contributors email (this is a mandatory field)

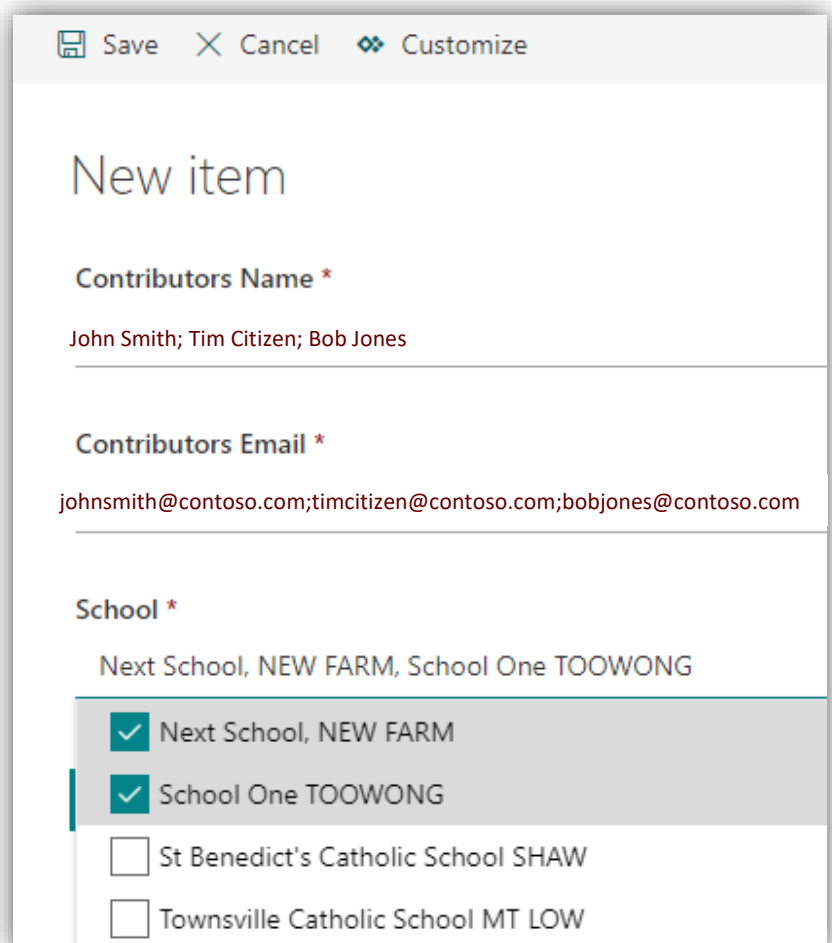
Note: Separate email address with a semi colon (;)

4. Select School project from drop down list

Note: You may enter more than one school

5. Click "Save"

6. An email is generated and sent to the QCEC Capital Team to action.

A screenshot of a SharePoint 'New item' form. The form has a title bar with 'Save', 'Cancel', and 'Customize' buttons. The main content area is titled 'New item'. There are three main sections: 'Contributors Name *' with the text 'John Smith; Tim Citizen; Bob Jones'; 'Contributors Email *' with the text 'johnsmith@contoso.com;timcitizen@contoso.com;bobjones@contoso.com'; and 'School *' with a dropdown menu. The dropdown menu is open, showing a list of schools: 'Next School, NEW FARM', 'School One TOOWONG', 'St Benedict's Catholic School SHAW', and 'Townsville Catholic School MT LOW'. The first two options are selected with green checkmarks.