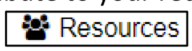
# A Short Guide to the Web-Based Project Request System

## Accessing the System

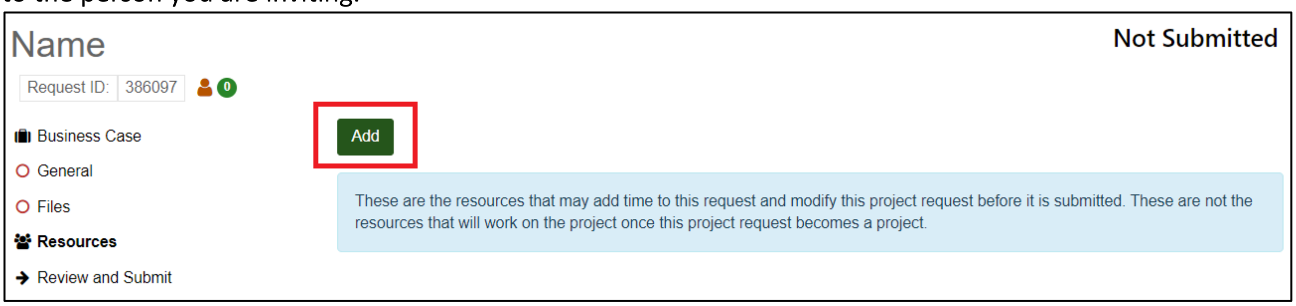
Just click on any *Project Requests* link on the ITS Project Office website. You can also access the form by clicking this link: [Access Project Request Form.]() Note that, to create additional project requests during the same work session, you need to return to this link to open a new blank request form.

If you're logged into myHumboldt, the form will open up right away; if not, you'll be presented with the myHumboldt login screen first and then taken to the form.

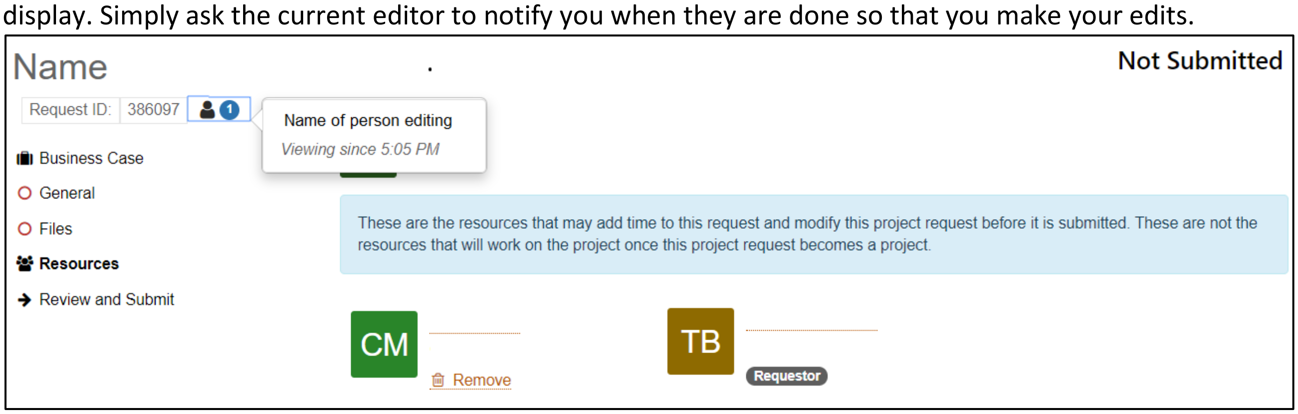
## Collaborating With Others

You can request others to contribute to your request. Once you save your request, click on the Resources link on the left side of the form. 


Now click Add and select your contributor to have an invite sent to them. You can add also add a message to the person you are inviting.




Be sure to work with your contributors so that you can each take your turn making changes to the project request. You can do this by clicking on the person icon in the upper left hand corner to see if someone else is currently editing the project request. If someone is editing the project request, their name will display. Simply ask the current editor to notify you when they are done so that you make your edits.




## Completing the Project Request Form

You don't need to complete the entire form in one session; you can start, save, and return to the form at any time before you submit it. To continue working on an incomplete request form, just bookmark its location or return to the [ITS Project Office site]() and click on the *View My Project Request* link. This link will also show you the status of your requests, and other requests you or your department are associated with, as they make their way through the prioritization cycle after they've been submitted.

The web-based project request form largely follows the same format and terminology as the old PDF form, and we've included hints and tips for completing each field; however, there are couple of items new to this process:

- The *Submitter* is the name of the person completing the form, who may or may not be the same person as the *Requestor*
- The *Acct/Dept* field entry defaults to the department associated with the *Submitter*, but can be changed.

There are two information-gathering sections to the form – *General* and *Files* – shown in the left margin of the screen. *General* refers to the form itself, and *Files* lets you add attachments to the request in support of your proposal.

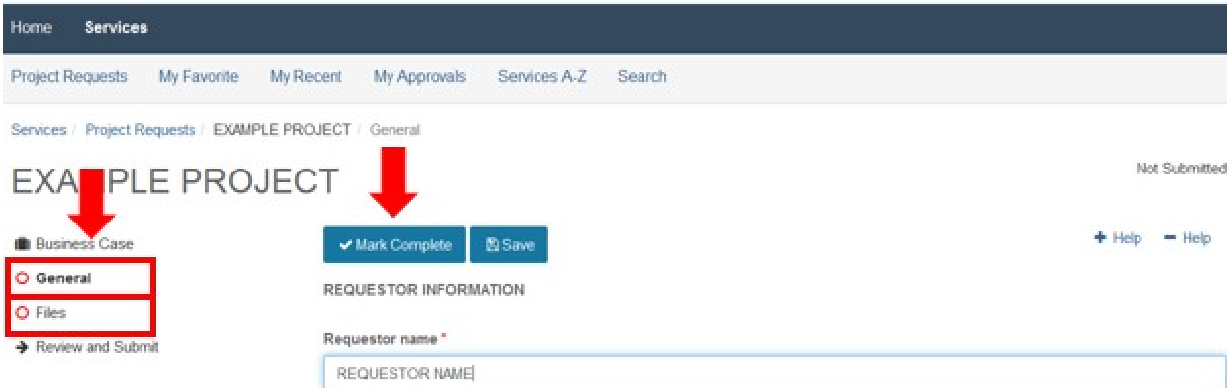
**Tip: You need to save the form before you can attach files to the request.**

To save the form and continue later, the following fields must be completed:

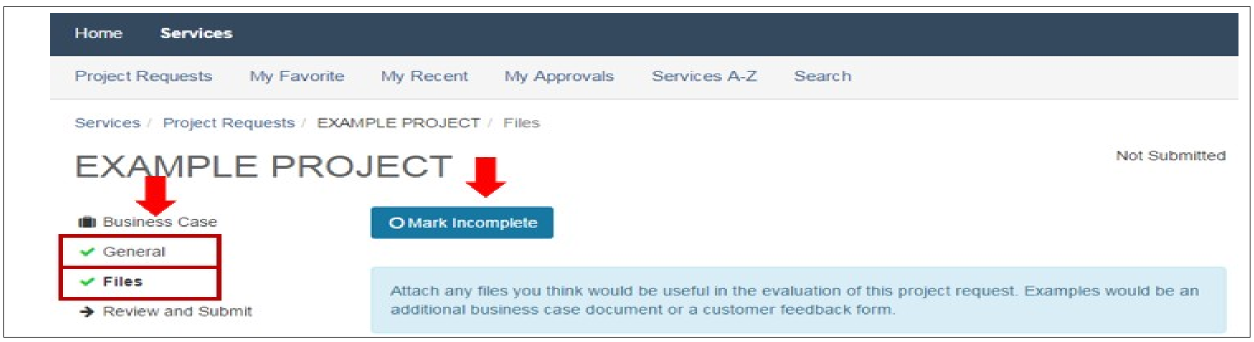
- *Submitter*
- *Requestor Name*
- *Project Name*
- *Acct/Dept*

**Tip: All fields can be edited until you submit the form.**

Once you've completed the form, click the *Mark Complete* button. You'll then be taken to another screen where you should *Mark Complete* the *General* and *Files* sections.



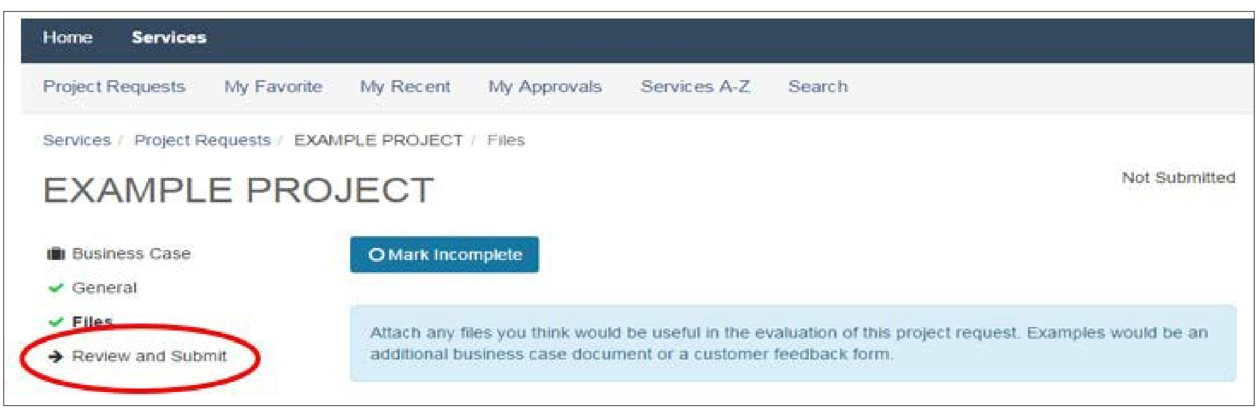

If you make a mistake, just click the *Mark Incomplete* button, make the corrections and click the *Mark Complete* button again.



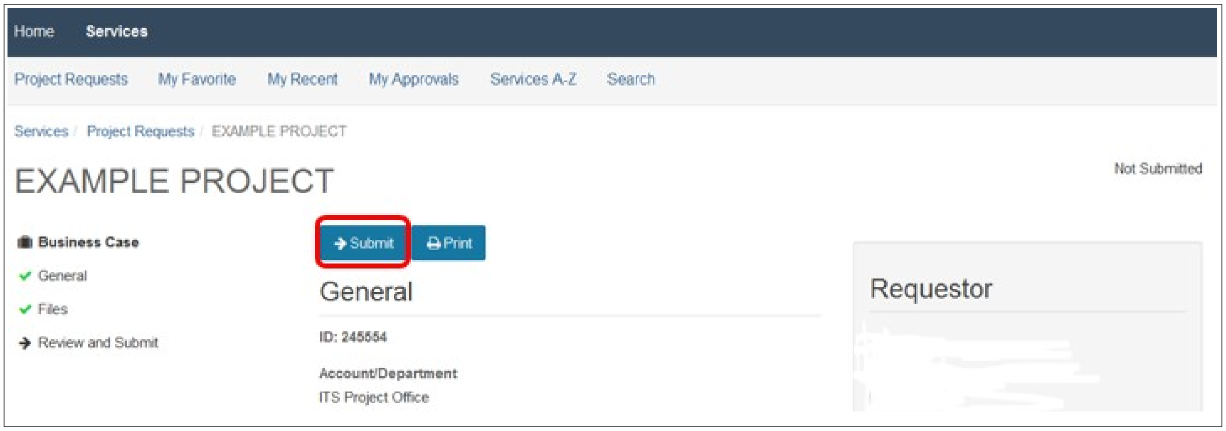

If you want to print the form out at any time, for example to discuss any of the content with a colleague, simply click the Print button found under the *Business Case* in the left hand-menu options.

## Finalizing and Submitting the Form

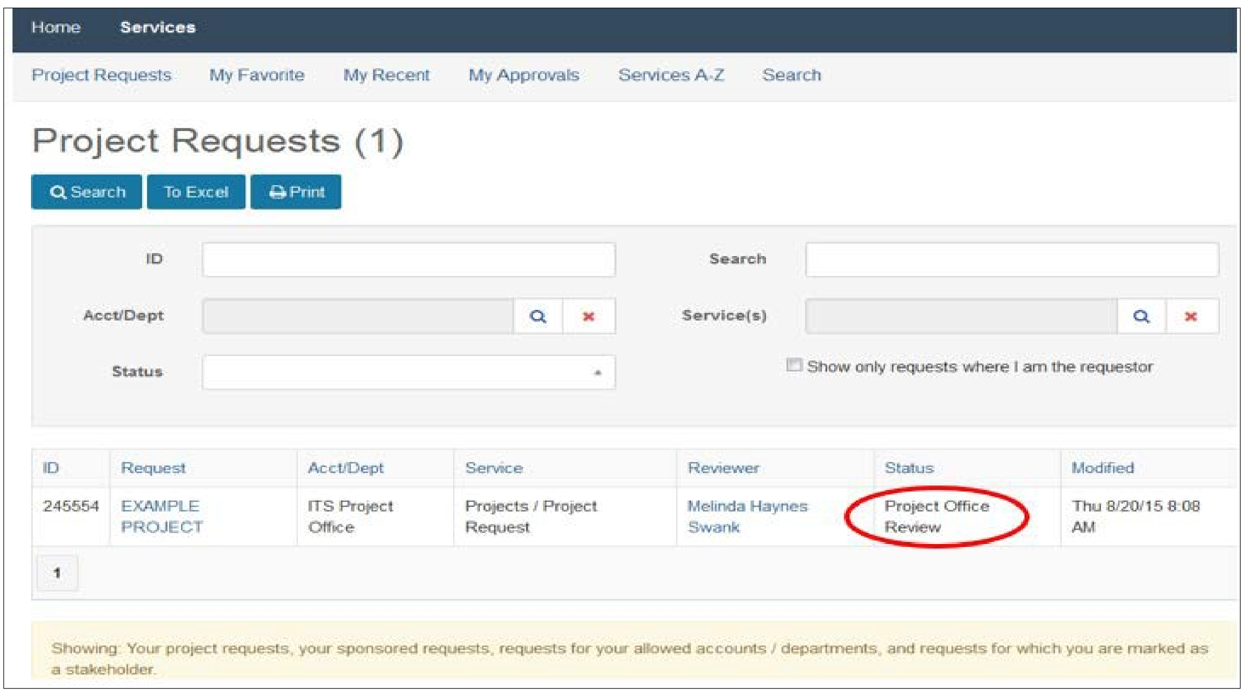
Once you've marked each section complete, you're ready for a final review and submission. Make any final changes using the *Mark Incomplete/Mark Complete* cycle described above.




Once you're satisfied with the form, you may want to print a reference copy before clicking the *Submit* button. Once you click *Submit*, your project request enters the prioritization workflow and **can no longer be edited**.




You will, however, be able to see your request form and monitor its status as it moves through the prioritization process by clicking the View My Project Request link on the [ITS Project Office website](#).




At the close of the project prioritization cycle, you will no longer be able to view your request.

Once the committee has completed its assessment and the Vice Presidents have made their recommendations, the Submitter will receive an email with a link to the results on the ITS Project Office website.

## GOOD LUCK WITH YOUR PROPOSAL!