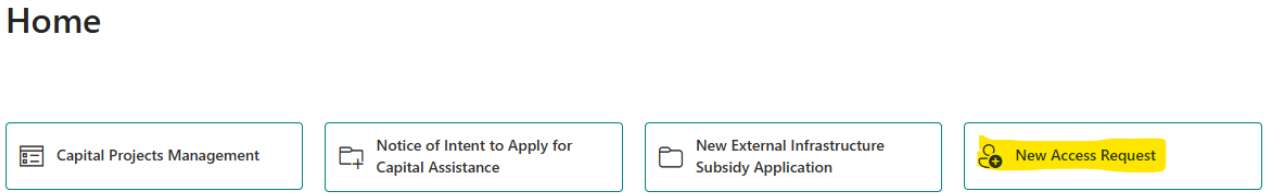
Requesting Access to Capital Project application Contributors

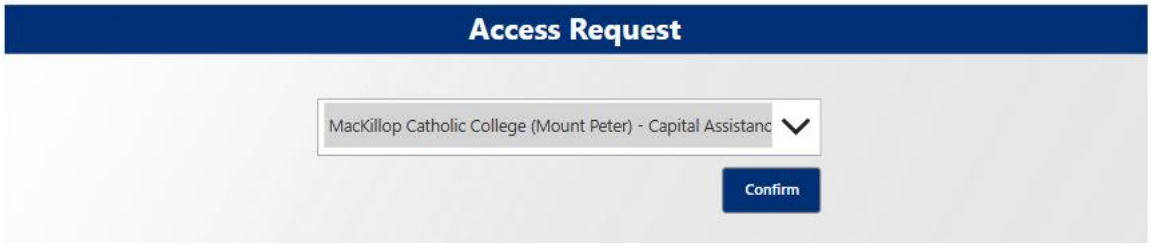
Only Catholic School Authorities (CSAs) can request access for Contributors (i.e. Principals / Architects / Quantity Surveyors etc) to have access to a specific school project in the Capital Projects Portal.

Go to Capital Projects Home page:
https://qcec.sharepoint.com/sites/CapitalProjects/SitePages/Home.aspx

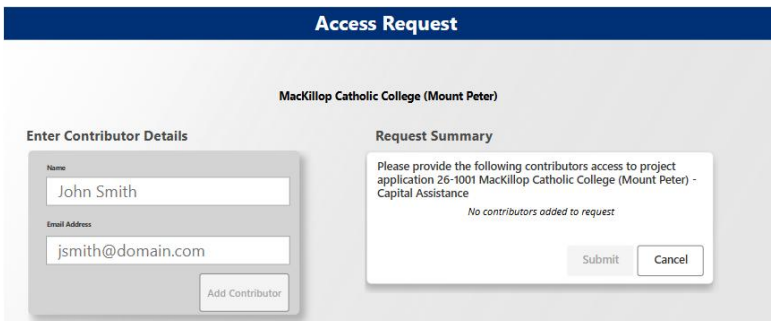
1. Click "New Access Request" icon



2. Click on the drop down and find the school you wish to provide access to and confirm.



3. Enter Contributor Details and make sure it is the correct school in the Request Summary and add contributor. You can add multiple access requests to a school for contributors by just repeating the process.



NB: Contributor email address must be individual address and a not a generic email address eg.

jsmith@example.com

4. Notification of the request will be sent to CEQL to review and approval. Once the request has been approved the Contributor will receive an email advising they have access and a link will be provided to take them straight to the application.