Submit a Project Request in PMWeb

1. Navigate to URL: https://bu.pmweb.com/PMWeb. Select "click here" as shown.
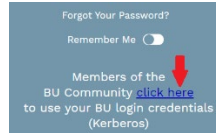
2. Log in using your BU username & Kerberos password.

3. You will arrive at the *projects*@BU Landing Page. Click the **Project Requests** link.
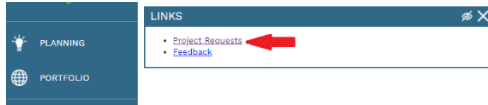
4. You will arrive at the Project Request List view. Click the Add ➕ button at the top. *(Note: if this is your first project request, skip this step.)*

5. The Project Request window opens.

6. Select the street address where the requested work will take place from the **Location** drop down. *(If you don't know the address, or the project will occur in multiple buildings, select 0 Charles River Campus, 0 Medical Campus, or 0 Fenway Campus.)*
   TIP: The location field can be searched by typing the street number or name in the box.

7. In the **Type** Field select "Academic" if you report to a Provost, or "Non-Academic" if you report to an Administrative Vice President.

8. Enter a brief, informative name for the project in the **Description** field, for example "Office paint and carpet".

9. Enter a description of the work you are requesting in the **Scope** section.

10. Click the save button 💾 at the top of the page.

11. Click the "Specifications" view at the top-right of the page.

12. Enter additional information on the **Required Fields** tab. To edit these fields:
    a. Click the first line.
    b. Hold Shift and click the last line. *(The selected rows turn grey.)*
    c. Click the Edit button.
    d. When done, click the **Update Records** button

13. Click on the **Scope** tab. Open the fields for editing *(see steps 12a-d above)* and click the checkbox in the data column next to any work you expect the project may include.

14. To Submit the request:
    a. Click the Submit button at the top of the page.
    b. The Submit window opens.
    c. Click the Save and Exit 🔄 button.
    (The fields in the Project Request will be locked once the request has been submitted.)
    To request access please email ithelp@bu.edu. For other questions, please email Gerry Broderick (geraldb@bu.edu).