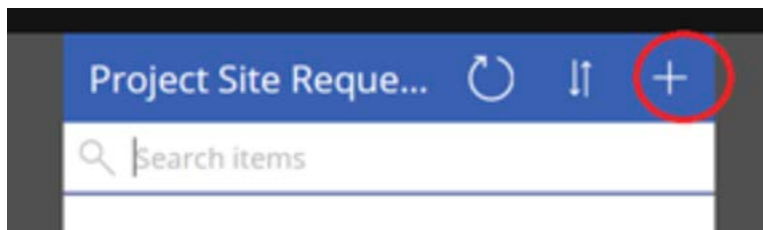

Brightspace: Project Site Requests

Follow the instructions here to **Create a Project Site Request**.

PowerApp: [VLE Project Sites Request](#)

- Launch the VLE Project Site Requests Power App
- Click the Plus icon on the top bar to create a new site.



This will open a new form and please complete the form with the following instructions –

- Enter the Site Code - must be letters A-Z, 0-9 or underscores, with no spaces.
- Enter the Site Name - ideally a short name that helps uniquely identify the site
- Enter the Site Purpose - brief outline
- Select the correct Faculty from the drop-down as appropriate or Non-Faculty Site- if required
- Click the tick when completed.

Note: This process is currently running every 2 hours during the working day.

×

New Project Site

✓

*

Site Code

*

Site Name

Site Purpose?

*

Faculty

<Select Faculty>

▼