
Brightspace: Site Merge Request

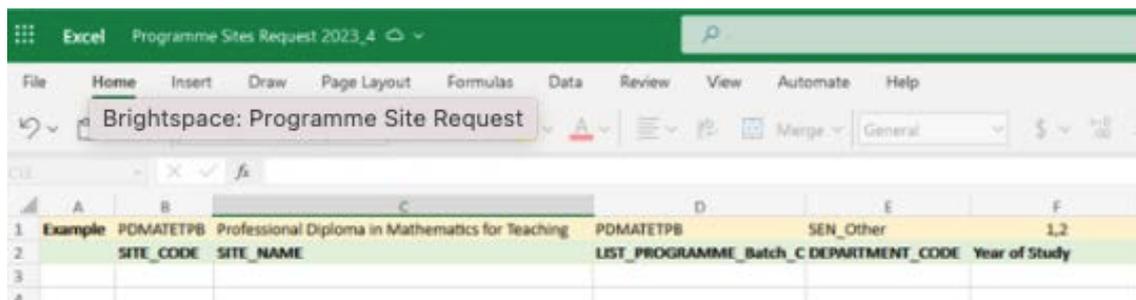
Follow the instructions here to **create a Site Merge Request**.

Download the [Merge Request Template Here](#)

Download the merge request form, fill it in correctly with the required details, and then upload it for processing.

Enter the details into the Excel document:

- Site Code – this will be the site code for the sites being merged
- Site Name – the name for the merged site
- List Module Codes – Existing site numbers separated with a comma
- Department Code
- Semester
- Save the file



	A	B	C	D	E	F
1	Example	PDMATETPB	Professional Diploma in Mathematics for Teaching	PDMATETPB	SEN_Other	1,2
2		SITE_CODE	SITE_NAME	LIST_PROGRAMME_Batch_C	DEPARTMENT_CODE	Year of Study
3						
4						

- Click the Attachment button and upload it.
 - Click Submit to submit your file
 - Requests will be processed as quickly as possible
- Upload the completed Site merge request form [here](#)