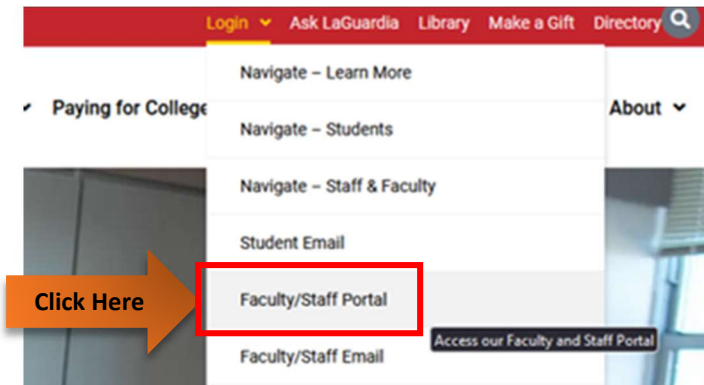
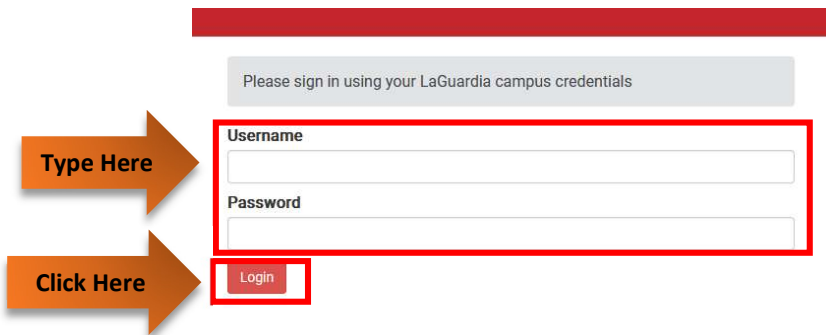


# How to start a Project Management request

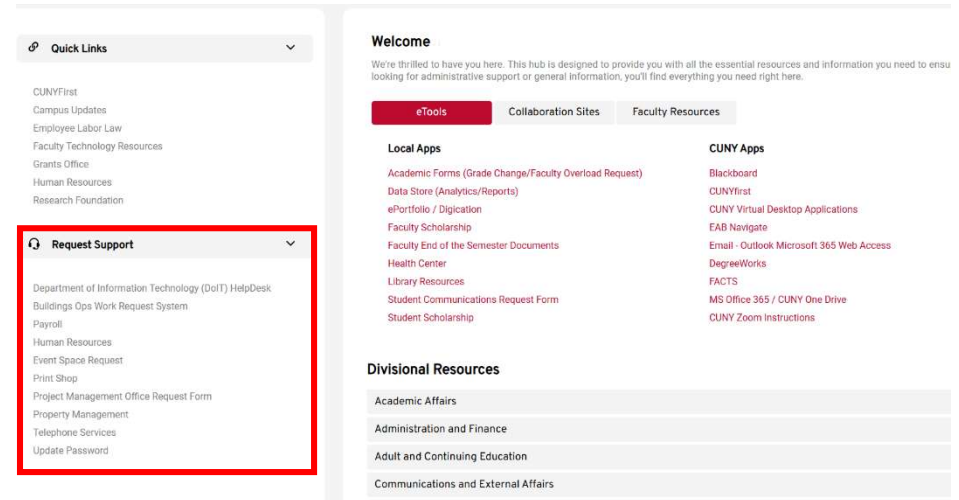
**Step 1:** Go to the LaGuardia Home Page <https://www.laguardia.edu/> click **Login** then select **Faculty / Staff portal**.



**Step 2:** Enter your LaGuardia staff credentials and click **Login**.



**Step 3:** Once the Faculty staff Portal opens go to the left side of the page to the section **Request Support**.



**Step 4:** Under the section **Request Support** click **Project Management Office Request Form**.



**Step 5:** You will be directed to a CUNY login page and type in your **CUNY credentials** and click **Login**.



**CUNY Login**  
 Log in with your [CUNY Login credentials](#)  
 If you do not have a CUNYfirst account, see the [FAQs](#)

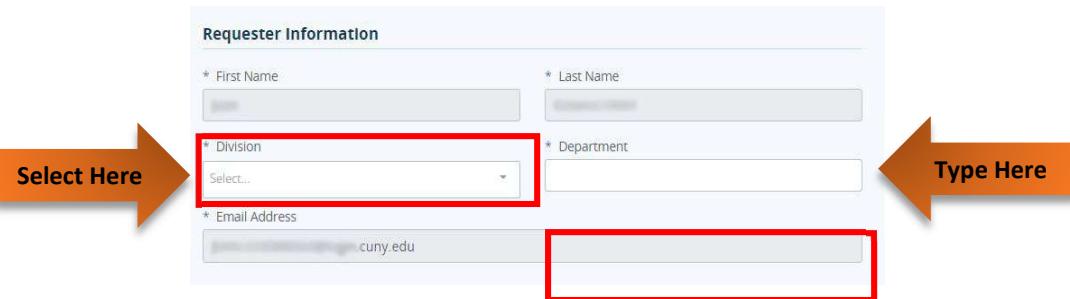
Username  
 @login.cuny.edu

Password

Log in

[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

**Step 6:** Once the form displays the Request information will require for you to select the **Division** and to type the **Department**.



**Requester Information**

\* First Name

\* Last Name

\* Division

\* Department

\* Email Address

**Step 7:** Under Project Overview enter the **Project Title** accordingly and as much details possible for the **Project Description**.

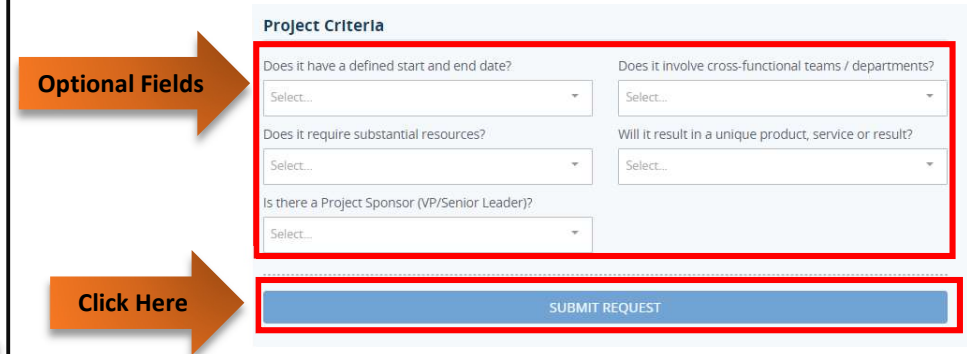


**Project Overview**

\* Project Title

\* Project Description

**Step 8:** Under Project Criteria the **dropdown menus are optional**, then once complete you can press **Submit**.



**Project Criteria**

Does it have a defined start and end date?

Does it involve cross-functional teams / departments?

Does it require substantial resources?

Will it result in a unique product, service or result?

Is there a Project Sponsor (VP/Senior Leader)?

SUBMIT REQUEST

**Step 9:** The form has now been sent and an email message will be received once the request has been evaluated by the **Project Management Office**.