

## How to start a Project Management request

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



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

	Please sign in using your LaGuardia campus credentials
Type Here	Username Password
Click Here	Login

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

𝒫 Quick Links	~	weicome			
		We're thrilled to have you he looking for administrative s	ere. This hub is designed to p upport or general informatio	rovide you with all the n, you'll find everything	essential resources and information you need to ensu you need right here.
CUNYFirst					
Campus Updates		eTools	Collaboration Sites	Faculty Resource	s
Employee Labor Law		0.00 C			
Faculty Technology Resources		Local Apps		c	UNY Apps
Grants Office		Academic Forms (Grade	Change/Faculty Overload Re	quest) B	lackboard
Human Resources		Data Store (Analytics/Re	ports)	c	UNYfirst
Research Foundation		ePortfolio / Digication		c	UNY Virtual Desktop Applications
	_	Faculty Scholarship		E	AB Navigate
G Request Support	~	Faculty End of the Seme	ster Documents	E	mail - Outlook Microsoft 365 Web Access
		Health Center		D	egreeWorks
Department of Information Technology (DoIT) HelpDonk		Library Resources		E	ACTS
Pulldings One Work Request System		Student Communication	s Request Form	N	IS Office 365 / CUNY One Drive
Darrali		Student Scholarship		c	UNY Zoom Instructions
Payton Human Danauran					
Fuent Space Dequaet					
Drint Shon		Divisional Resource	s		
Project Management Office Request Form					
Property Management		Academic Affairs			
Telephone Services		Administration and Finan	nce		
Lindate Password					
opune i autoria		Adult and Continuing Ed	ucation		

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 w If you do no	th your <u>CUNY Login credentials</u> of have a CUNYfirst account, see the <u>FAQs</u> .	
	Username	
	@login.cuny.edu	
Type Here	Password	
	Log in	Click Here
N	ew 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	
Select Here	* Division Select	* Department	Type Here
_	* Email Address		
	*		

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

	Project Overvlew
Type Here	* Project Title Placeholder
	* Project Description
Type Here	

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

	Does it have a defined start and end date?		Does it involve cross-functional teams / departmen
Optional Fields	Select	Ŧ	Select
	Does it require substantial resources?		Will it result in a unique product, service or result?
	Select		Select
	Is there a Project Sponsor (VP/Senior Leader)?		
	Select		
	Select		
Click Here		SUBMI	T 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.