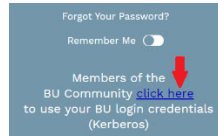


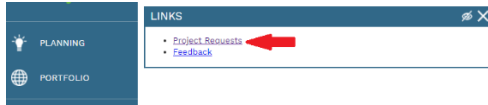
[Submit an Initiative Request in PMWeb](#)


1. Navigate to URL: <https://bu.pmweb.com/PMWeb>. To log in, select “click here” as shown.



2. Enter 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 **Category** Fields select “**Operations Initiative.**”

8. Enter a brief, informative name for the initiative 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:


- Click the first line.
- Hold Shift and click the last line. *(The selected rows turn grey.)*
- Click the Edit button.
- When done, click the **Update Records** button



Note: Once you submit a request, you cannot alter the Department of the Project Request, and will need to withdraw and re-submit.

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:

- Click the Submit button at the top of the page.
- The Submit window opens.
- 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).