

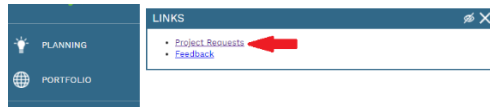
[Submit an Initiative Request in PMWeb](#)

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.

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, 0 Fenway Campus, or 0 All Boston-Area Campuses.)*

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 project in the **Description** field, for example “Office paint and carpet”.

9. Enter a description of the work you are requesting in the **Scope** section.

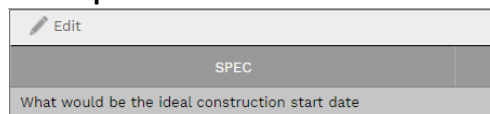
10. Click the save button  at the top of the page.

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. 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).