Submission Process Through WorkZone

1. Log into the WorkZone system with your username and password at: https://calpoly.sharedwork.com
   - The link will be accessible from the University Marketing website under “Requests and Approvals” near the bottom of the homepage.

2. Click “Project Requests” from the top navigation bar

3. Click on the green “+ Request New Project” on the left
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4. Select your appropriate “Workspace”

5. In the “Project Type” dropdown menu, select “Request for Brand Approval”
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6. Complete request form and click the green “Submit project request” button.
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7. Attach the piece for review and click the green “Upload” button.