

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

The screenshot displays the WorkZone interface. At the top, a navigation bar includes 'All Workspaces', a 'select workspace' dropdown, 'Document Manager', 'Project Tracker', 'Project Requests' (circled in red), 'Calendar', 'Reports', 'Setup', and 'Favorites'. Below this, the 'Active Project Requests' section is visible, with 'All Workspaces' selected. To the right of this section are filters for 'STATUS' (Active (Accepted + Pending)), 'REQUESTED BY' (All), 'PROJECT TYPE' (All), and 'FORM ACCESS' (All). At the bottom left, a toolbar contains five buttons: '+ Request New Project' (circled in red), 'Copy', 'Accept Request', 'Close Request', and 'Email'.

3. Click on the green “+ Request New Project” on the left

Submission Process Through WorkZone

4. Select your appropriate “Workspace”
5. In the “Project Type” dropdown menu, select “Request for Brand Approval”

New Project Request

Requested by: Sasha Palazzo Request date: Oct 19, 2015

Workspace
(AA) Academic Affairs

Project Type

- ✓ Select a project type
- New Graphics Only Project
- New Multi-Component Project
- New Video Only Project
- Request for Brand Approval**
- WebDAM Submittal Request

Submission Process Through WorkZone

6. Complete request form and click the green “Submit project request” button

FOR PRINTED PIECES, SELECT ACCORDINGLY, N/A FOR DIGITAL/ELECTRONIC PIECES.

Number of Sides: *
 Single Sided Double Sided Other N/A-Digital/Electronic

Paper Type: *
 Gloss (coated) Matte (coated) Natural (uncoated) N/A-Digital/Electronic

Finishing Technique(s): *
 Custom Die Cut Perforations Scores/Folds Perfect Bound Saddle Stitched Not Required
 N/A-Digital/Electronic

Any special instructions or additional notes
n/a

I have files to upload with this project request (done in next step)
(graphics, creative briefs, detailed specs, etc.)

Submit project request

Cancel

Submission Process Through WorkZone

7. Attach the piece for review and click the green “Upload” button

All Workspaces

select workspace ▾

Document Manager

Project Tracker

Project Re

Upload Files: Test

Choose File No file chosen

Upload

Create web link

or

Drag and drop files here...

(does not work on Internet Explorer 8/9)
get a browser that supports this

Cancel