

How-to Have a Team Site Created

Purpose:

How to have a new Team Site created for your division, section or unit.

Requests for new Team Sites should be sent to ITDCustomerServices@wsp.wa.gov or through the HEAT Self Service System with a brief summary of the following information:

Purpose – What is the purpose of the new site that needs to be created?

Audience – Who will need access or be restricted from using the site?

Site Owner – Who will be the primary contact and author for the site?

NOTE: The Web Support Team will be available to assist with setting up specific site settings such as the theme, permissions and other SharePoint details.

Requesting to become an Agency Web Author

If you wish to become a SharePoint Web Author, please coordinate with your department supervisor and the currently assigned Web Author (if there is one). Once approved, have your supervisor submit a formal request for you to be added to the authors group of the specified site to:

- Customer Services Group itdcustomerservicesgroup@wsp.wa.gov
- Please cc to the Web Support Team itdwebsupport@wsp.wa.gov

Once it is confirmed that you have been added as an author to the specified site, the Web Support Team will add you to the SharePoint Authors roster and the LISTSERV so that you will be able to receive important communications and notices concerning IWSP SharePoint. The Web Support Team will also be available to answer any additional questions or concerns you may have.