

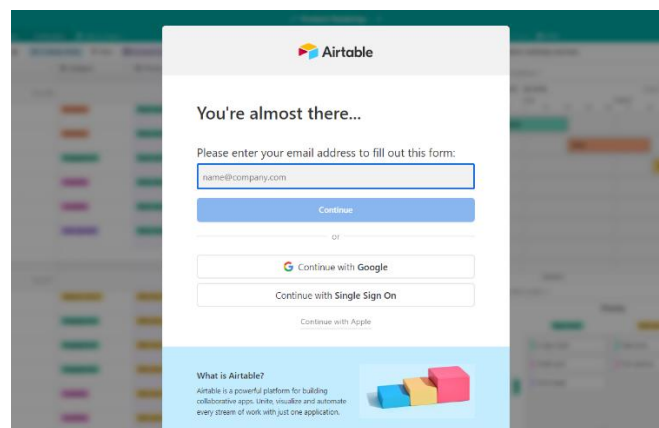


## Sign-In to Airtable Procedure

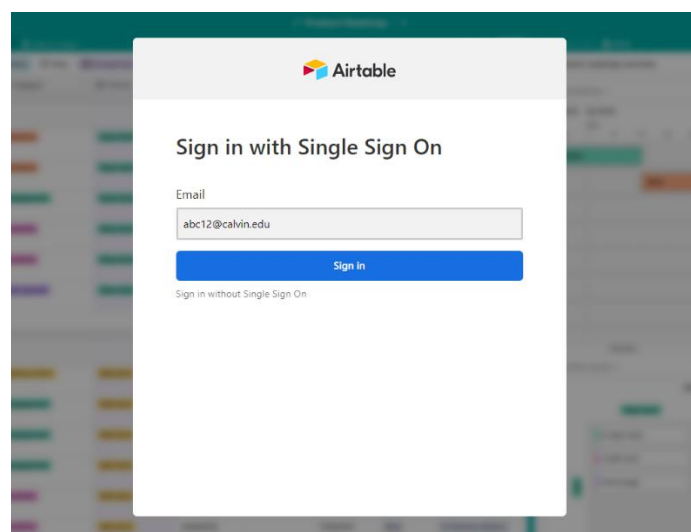
### Signing in to Airtable

<https://airtable.com/shrUKulB6iSlp22ls>

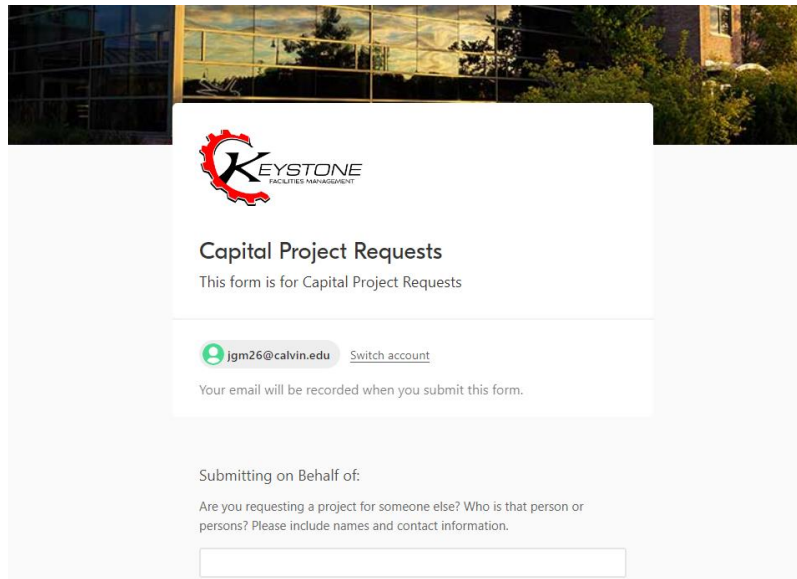
To create a new Capital Project Request, click on the link above. The link will bring you to a page that will look like this. Click on the “Continue with Single Sign On” box.




You will be prompted to a new page. It will look like this. You will need to sign in with your Calvin email address.




You will be prompted to this page. This is where you will enter your information for your new capital project request. Once all your information has been entered correctly, hit submit at the bottom of the form.





### Capital Project Requests

This form is for Capital Project Requests

 [jgm26@calvin.edu](#) [Switch account](#)

Your email will be recorded when you submit this form.

Submitting on Behalf of:

Are you requesting a project for someone else? Who is that person or persons? Please include names and contact information.