

How to create a new Workspace

Guide for the organization customer's Workspace admin on how to create a new workspace.

Create a new workspace (suomeksi)

1. Go to Eduuni-workspace: <https://tt.eduuni.fi>
2. Choose 'Create a New Site - Luo uusi sivusto'




3. Fill up the form with appropriate information. "Title" and "Url name" are mandatory sections.

A form titled 'Create a New Site'. It contains four input fields: 'Title *' with the value 'Testausta varten', 'Description' (empty), 'URL name *' with the value 'testisivusto', and 'Site Template *' with a dropdown menu showing 'CSC-teamsite-fi'. Below the 'URL name' field, there is explanatory text: 'URL name combined with organisation name is part of the web site address. e.g. https://tt.eduuni.fi/sites/csc-URLname'. At the bottom right of the form are two buttons: 'Save' and 'Cancel'.

going to be:../sites/csc-**testisivusto**

In this example the URL name is

 In the URL name the Letters å, ä or ö will change to: a, a or o. Spaces will change to _ underline characters. Avoid using comma character in the URL!

4. Choose 'Save'
5. It takes a while to generate the new site. You can see the progress in the "Status" column.
6. The site is ready when the Status changes from "working on it" to "Created"

Sites Created by You				
⊕ new item				
All Items	...	Find an item		
Title	Site URL	Status	Modified	Delete Site
Testausta varten	https://tt.eduuni.fi/sites/csc-testisivusto	Created	19.9.2018	Delete

7. Go to the site you created from the link under "Site URL"
8. Remember to give access at least to the site owner: Site settings site permissions

All new sites you create can be found on the same List "Sites created by you - Luomasi sivustot" from the home page of [Eduuni-workspaces](#).