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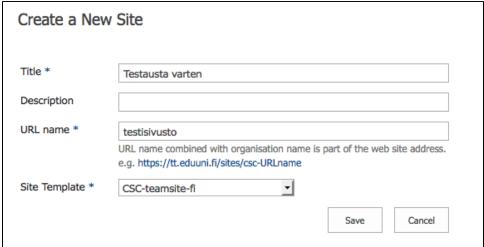
Guide for the organization customer's Workspace admin on how to create a new workspace.

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.

*In this example the URL name is going to be:../sites/csc-**testisivusto***

> ⓘ 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**"

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.