



# How to: Create a Site in a SharePoint Site Collection

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SAMPLE

# Creating sites in the HPIT/Sites site collection

## Create the site

From the HPIT/Sites collection

1. Click **Site Actions | Create Site**.
2. Enter a **title** for the site.
3. Enter a **description** for the home page (this can be done later by the sub site owner).
4. Enter the **URL** for the site.
5. Ensure **“Publishing site with workflow”** is selected under **Select a template**.
6. Click the radio button for **“Use unique permissions”** under **User Permissions**.
7. Ensure **“Yes”** is checked for **Navigation Inheritance – Use the top link bar from the parent site**.

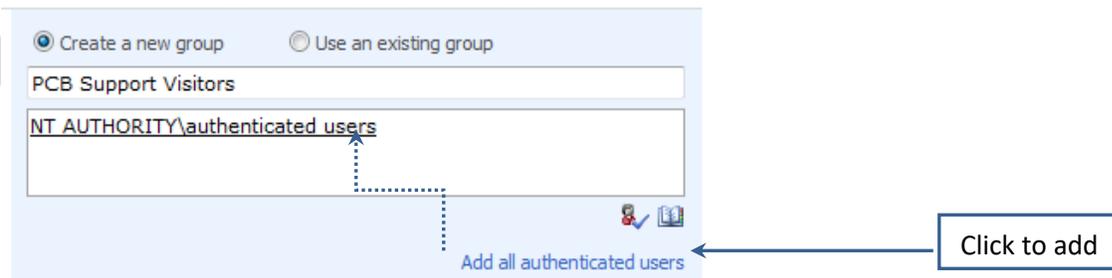


The screenshot shows two sections of a SharePoint form. The top section, titled "User Permissions:", contains two radio buttons: "Use same permissions as parent site" (unselected) and "Use unique permissions" (selected). The bottom section, titled "Use the top link bar from the parent site?", contains two radio buttons: "Yes" (selected) and "No" (unselected).

8. Click **Create**.

From Set up Groups for this Site

1. Ensure the radio button **“Create a new group”** is selected for Visitors to this site.
2. Click the link **“Add all authenticated users”**.



The screenshot shows a dialog box for adding users. At the top, there are two radio buttons: "Create a new group" (selected) and "Use an existing group" (unselected). Below this is a text input field containing "PCB Support Visitors". Underneath that is another text input field containing "NT AUTHORITY\authenticated users". At the bottom right of the dialog, there is a button labeled "Add all authenticated users" with a blue arrow pointing to it from a box labeled "Click to add".

3. Ensure the radio button **“Create a new group”** is selected for Members of this site (these are authors).
4. Click the **Browse icon** (open book).
5. Type the **requester’s name** (format: “last, first”) and click the **search icon**.
6. Select the **name from the display** and click the **Add button**.
7. Click **OK**.
8. Ensure the radio button **“Create a new group”** is selected for Owners of this site (these are authors).

9. Click the **Browse icon** (open book).
10. Type the **requester's name** (format: "last, first") and click the **search icon**.
11. Select the **name from the display** and click the **Add button**.
12. Click **OK, OK**.

## Initial setup

### Banner Setup

#### From the new site

1. Click **Site Actions | Site Settings | Modify All Site Settings**.
2. Click **Site Property Settings**.
3. Complete the following fields:
  - **FooterFeedbackPage** (set to mail to the site owner with subject – mailto:first.last@hp.com?subject=Site Name site feedback)
  - **LocalSupportPage** (set to mail to the site owner with subject – mailto:first.last@hp.com?subject=Site Name site support)
  - **SetBannerTitle** (add HP IT - to the beginning of the site name)

ExpandNavigation	True
FooterFeedbackPage	mailto: Holly Gage@hp.com&subject=HP IT site feedback
GreetingMessage	
LocalSupportPage	mailto: Holly Gage@hp.com&subject=HP IT site support
SetBannerTitle	HP IT - PL,AD&M IT - Marketing & Internal Platform Solutions IT
SetSearchID	
MirtID	<a href="#">Add Mirt ID</a>
SetLogin	False
ShowMyLinks	False
WarningMessage	

4. Click **OK**.

### Navigation Setup

1. Click **Site Actions | Site Settings | Modify Navigation**.

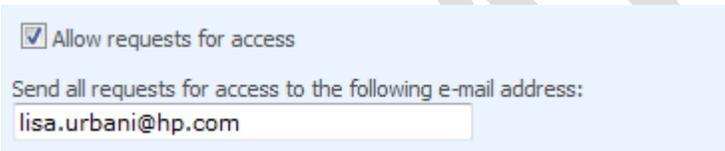
- Change the **Current Navigation** option to “**Display only the navigation item below the current site.**”



- Click **Add Link** in the Navigation Editing and Sorting section.
- Add a link for the site homepage using the format: Site Name Home (*NOTE: link to the root – this way no matter which file is selected as default, the link will work.*)
- Click **OK**.

### Advanced Permissions Setup (allow access requests email)

- Click **Site Actions | Site Settings | Modify All Site Settings**.
- Click **Advanced permissions** under **Users and Permissions**.
- Click **Settings | Access Request**.
- Ensure “**Allow requests for access**” is checked.
- Change the email address to the requester’s email address (can copy and paste from the request form).



### Workflow Setup (removing workflow)

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- Click **Site Actions | View All Site Content**.
- Click **Documents** under **Documents Libraries**.
- Click **Settings | Document Library Settings**.
- Click **Workflow Settings** under **Permissions and Management**.
- Click **Remove a Work flow** under **Workflows**.
- Select the radio button for **Remove**.



- Click **OK**.
- Repeat steps 1 – 7 for the Images folder.

## Update the Sites site collection Global and Current Navigation settings

From the Sites site collection homepage

1. Click **Site Actions | Site Settings | Modify Navigation**.
2. Scroll down to find the newly added site under **Global Navigation**.
3. Click to highlight ***the site name***.
4. Scroll back to the top of section.
5. Click **Hide**.
6. Scroll down to find the newly added site under **Current Navigation**.
7. Click to highlight ***the site name***.
8. Scroll back to the top of section.
9. Click **Move Up** to move the site name to position it alphabetically.
10. Click **Hide**.
11. Click **OK**.

### Notify the requester

1. Copy and paste the New Site Welcome Email into an email message
2. Modify the message for the specific requester and new site
3. Change the items in red in the email:

**Requester name,**

Your new site is available – **Place URL here**

I have added you to the **<Site name>** Members (editors/authors) and **<Site name>** Owners groups. The **<Site name>** Visitors group is set to allow all NT Authenticated users to view the site. You may change this if necessary.

4. Send the email to the requester.
5. Update the **request form**.

## Update the Sub Site Request form

<http://.../ITCO-Reports/ITCO-Requests/Lists/SubSite/AllItems.aspx>

1. Highlight the request and click **Edit** from the drop down menu.
2. Change the status to **Closed**.
3. Add comments to the **Site Collection Manager Comments** field using this format – LMU 10/15: created site and notified requester. (Include URL if different from what was requested.)
4. Click **Save & Close**.

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