Step 1: Pick a video from your Mediasite Video Library => Proceed to Step 3. If you don't have a video in your Mediasite Library proceed to Step 2.

Step 2: Upload your video to your Mediasite library. Follow the instructions on "How to Upload a Video to your Mediasite Library" for documentation on how to add a video to your Mediasite library.

Step 3: Send the video you selected to the caption queue. ITS will contact you within 1 business day.

Step 4: Complete your request by filling out the online caption request form online (https://web.uri.edu/its-training/captioning-information/) or by calling the Service Desk at 401-874-4357.

Step 5: Once your request has been submitted your captions will be delivered to your Mediasite video library within 4 business days.