**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:** Select the video you would like captioned from your Mediasite video library. Your request will be placed in a queue and someone from 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/](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 verified by ITS your captions will be delivered to your Mediasite video library within 4 business days of ITS contacting you.