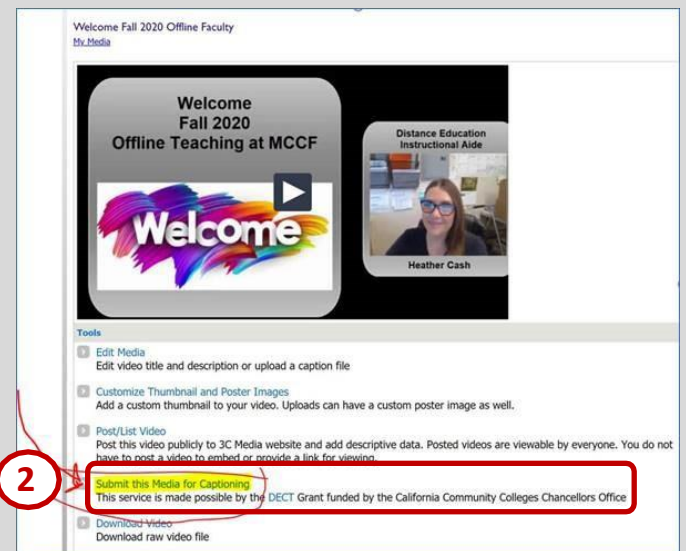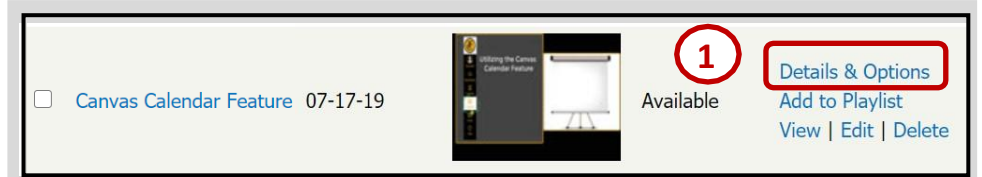# Requesting Video Captions in 3CMedia

1. Click on the **details & options** lettering of the video you'd like to request captions for.
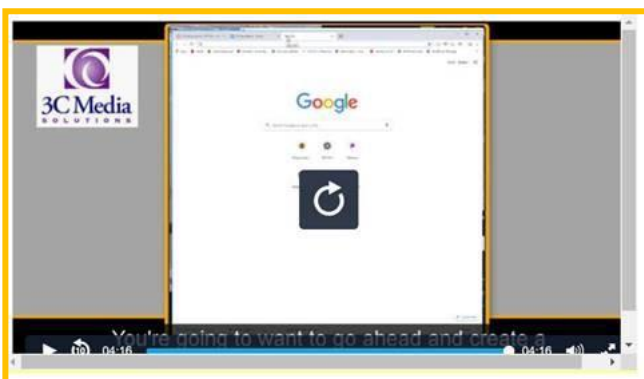
2. On the details & options page, scroll down to find the "**Submit this Media for Captioning**" option. Click it.

3. The Caption request box will open. **Fill out all the details**. Title, Length in minutes, author will be you, CRN of the class this video is

4. **Submit the request.** You can start using your video share codes now. Share cods are found at the bottom of the details & options page. Captions will be added as soon as they are finished being processed.

Video Resource- How to Request Captions in 3CMedia

Scroll to the bottom of the linked page and watch this video for the exact **steps of requesting captioning**.

Jump to 2:44 of the video for the steps. The beginning of the video walks you through signing up for a 3C Media account.

For help click here to contact DE

Distance Education

Going the Distance for our students!