Requesting Captioning Instructional Materials on Service Now

STEP 1:

Login to Service Now (https://csueastbay.service-now.com/sp) with your Net ID and Password. Then select on select on the "**ITILView**"
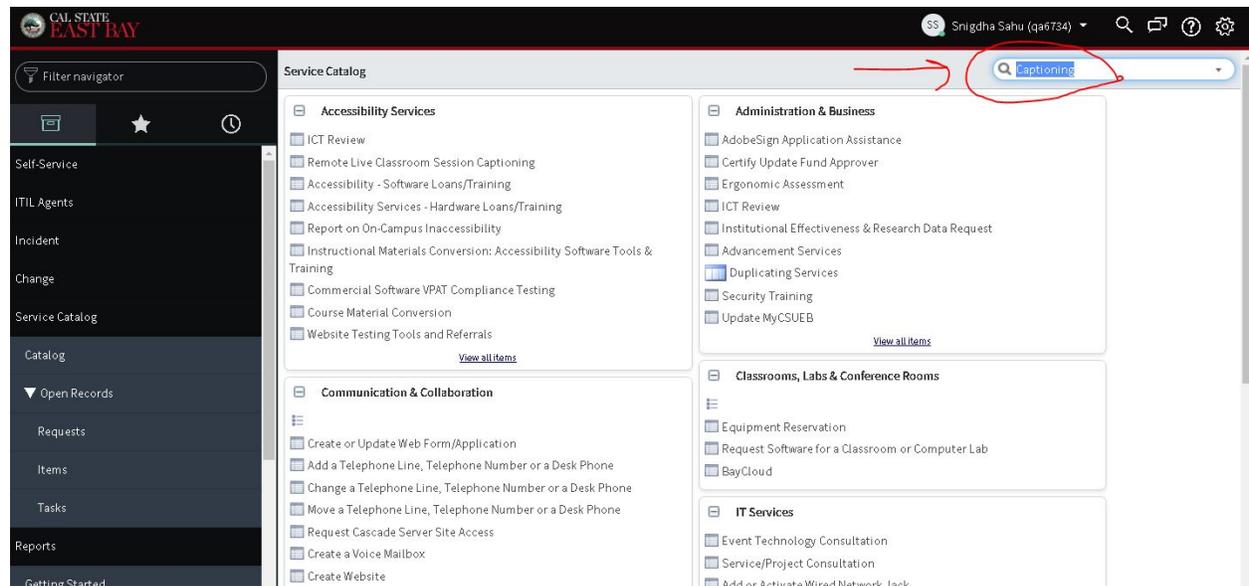
STEP 2:

Select **"Catalog"** as seen in the image below.
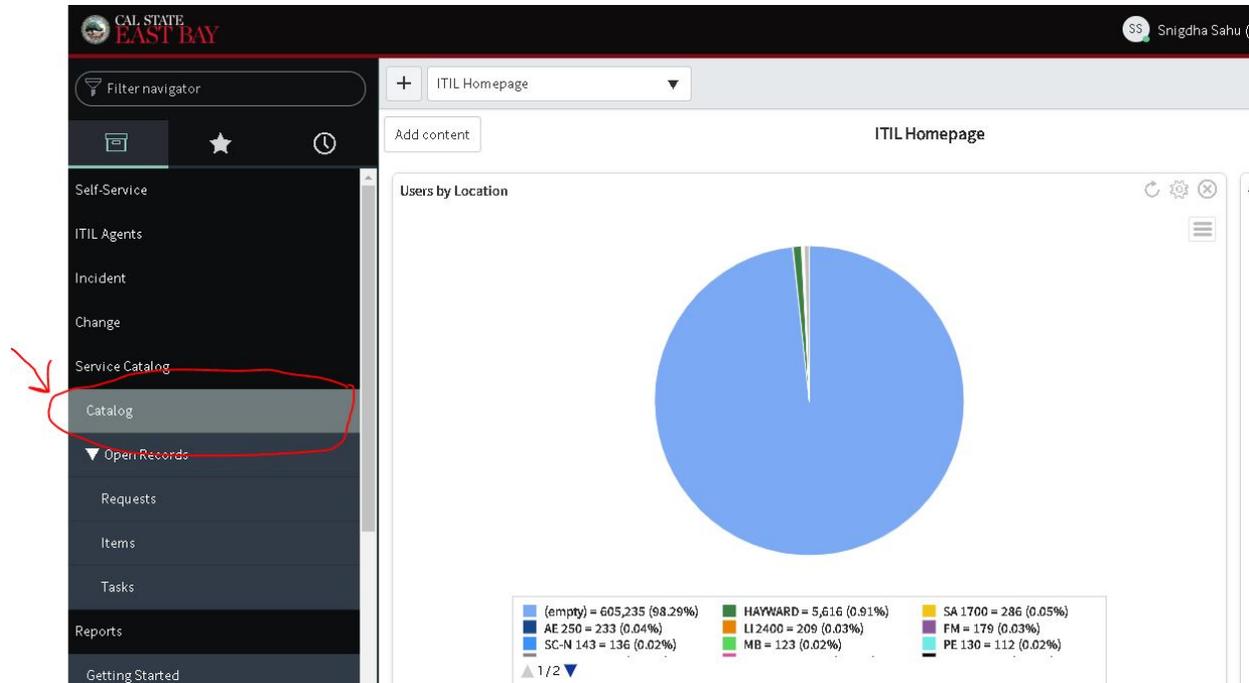
STEP 3:

Type **"Captioning"** on the Search Bar.

STEP 4:

Select **"Captioning Instructional Materials"** as shown below:

STEP 5:

Provide all your captioning details (include links to the videos) as shown below and then "**Add to Cart**" and "**Proceed to Checkout**" and your request would be submitted to Assistive Technology Department.