

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

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.