# Steps for Requesting Captioned Media through MyADS Faculty Portal

1. Start at [www.whatcom.edu/access](http://www.whatcom.edu/access) and using your WCC credentials log into **MyADS Faculty Portal** located in the right column under RELATED LINKS. You will arrive at the Instructor Authentication Page.



1. Please read through the box titled Reminders. Once you are finished, click the “**Continue to View Student Accommodations”** button
2. Navigate to the left side of the page where you will find a section titled Views and Tools: Click on “**Deaf and Hard of Hearing”**



1. Under the course name, click on “**Submit Video Captioning Requests”**



1. Complete the fields in the form. Once you have reviewed the form, you may submit it by clicking the “**Add Video List”** button at the bottom.

