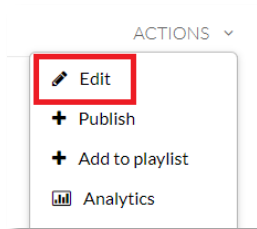
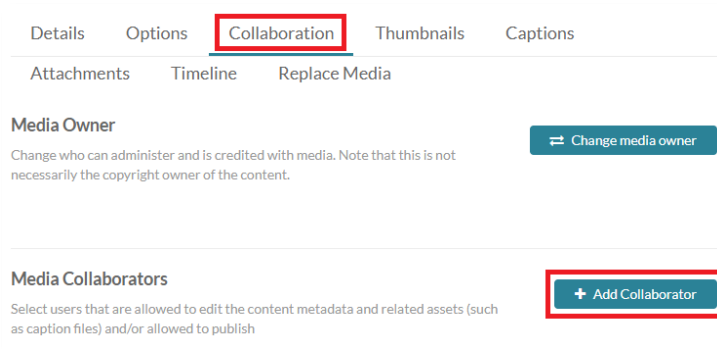


Instructions:

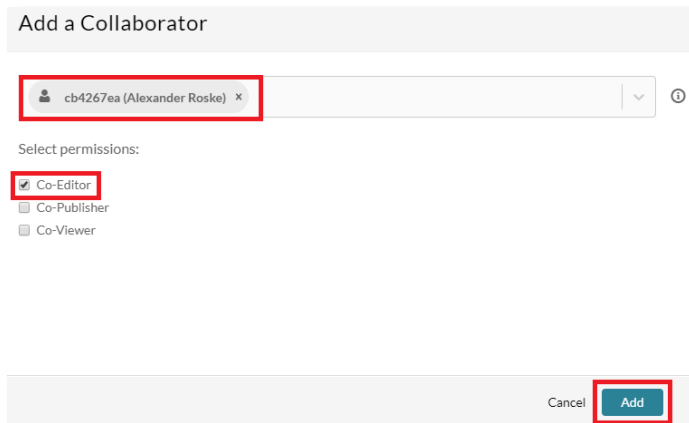
1. Login to [MediaSpace](https://mediaspace.minnstate.edu) [https://mediaspace.minnstate.edu]
2. From your "My Media" page, click on the title of the video
3. Click the "Actions" drop-down menu below the video and select "Edit"



4. Click on the "Collaboration" tab, then click the "+ Add Collaborator" button



5. In the resulting pop-up, enter the desired collaborator's StarID [cb4267ea], and then click their profile in the box that populates below the search field
6. Check the "Co-Editor" box
7. Click the "Add" button



8. Fill out the [Caption Request Form](https://www.sctcc.edu/caption-request) [https://www.sctcc.edu/caption-request]