# REQUEST TO AUDIO-RECORD A CLASS INSTRUCTIONS

The Media Services Department now has as online request form to request services such as audio recording of classes. To request that your class be audio recorded:

- · Go to http://www.law.nyu.edu/technology/mediaservices/classrooms.
- · Click on "**Open a Ticket**."
- · Log in to the JIRA system using your NetID and Password.
- · Click "**Create Issue**."
- · Select "**Media Services**" from the Project dropdown menu.
- · Select "**Class Recording**" from the Issue Type dropdown menu.
- · In the **Summary** text box, enter the name and time of the class.
- · In the **Due Date** text box, select the date of the class.
- · In the **Description** text box, enter any additional notes.
- · In the **Location** text box, enter the building and room number.
- · Submit the form.

The Media Services Department will automatically receive the request form and will send a confirmation immediately upon receipt.