REQUEST TO AUDIO-RECORD A CLASS INSTRUCTIONS

The Media Services Department now has an 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.