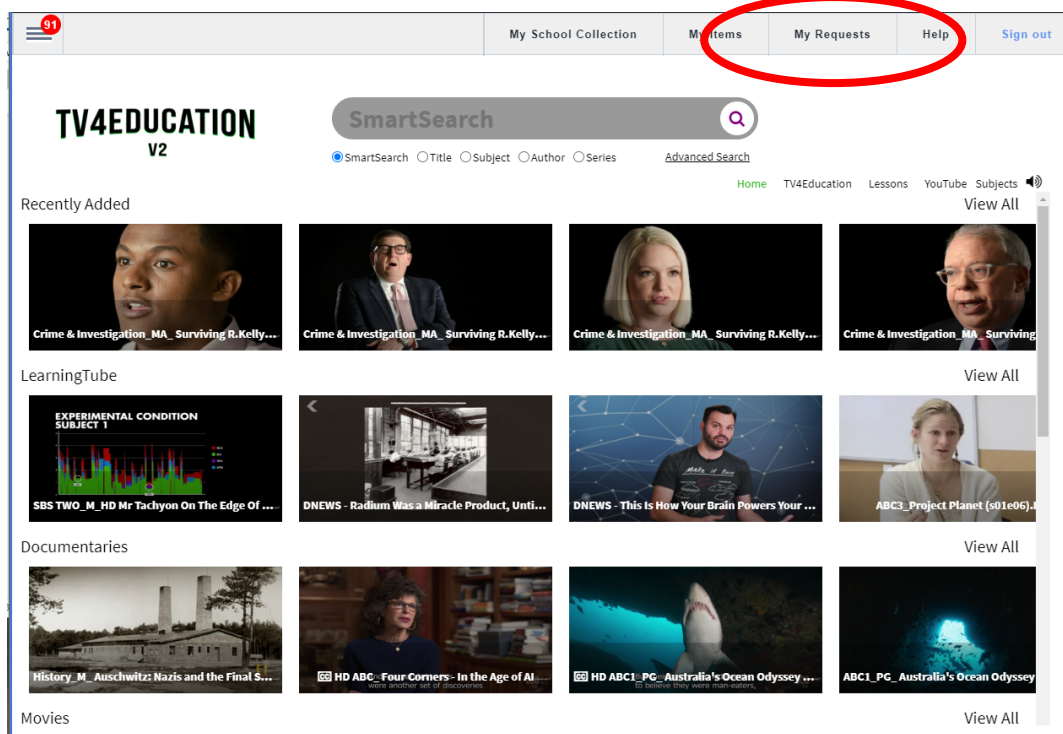
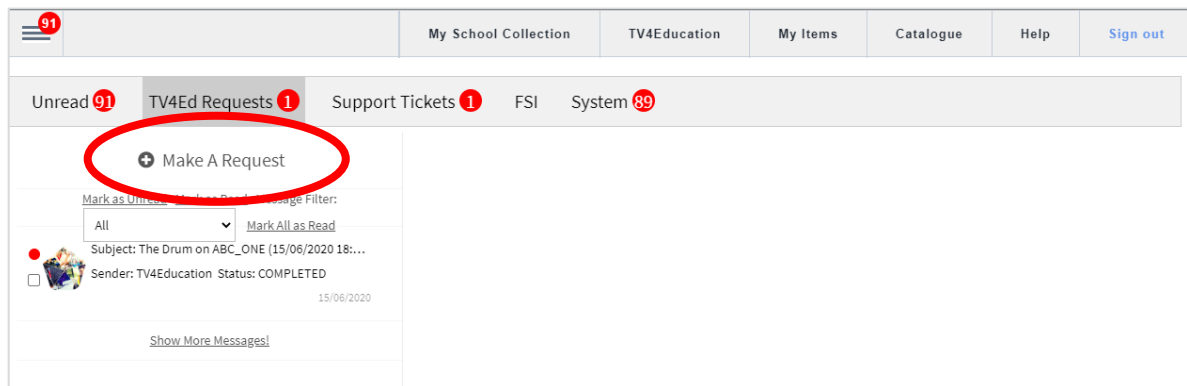


**1** From the main screen, click on My Requests. A new window will open.

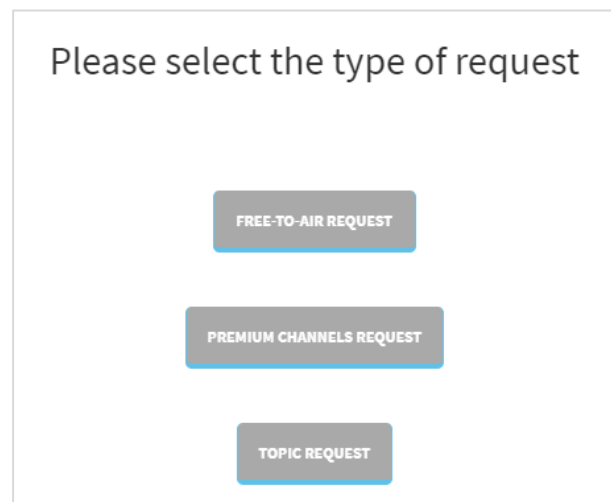


**2** Click on + Make a Request



**3** Select from one of three options:

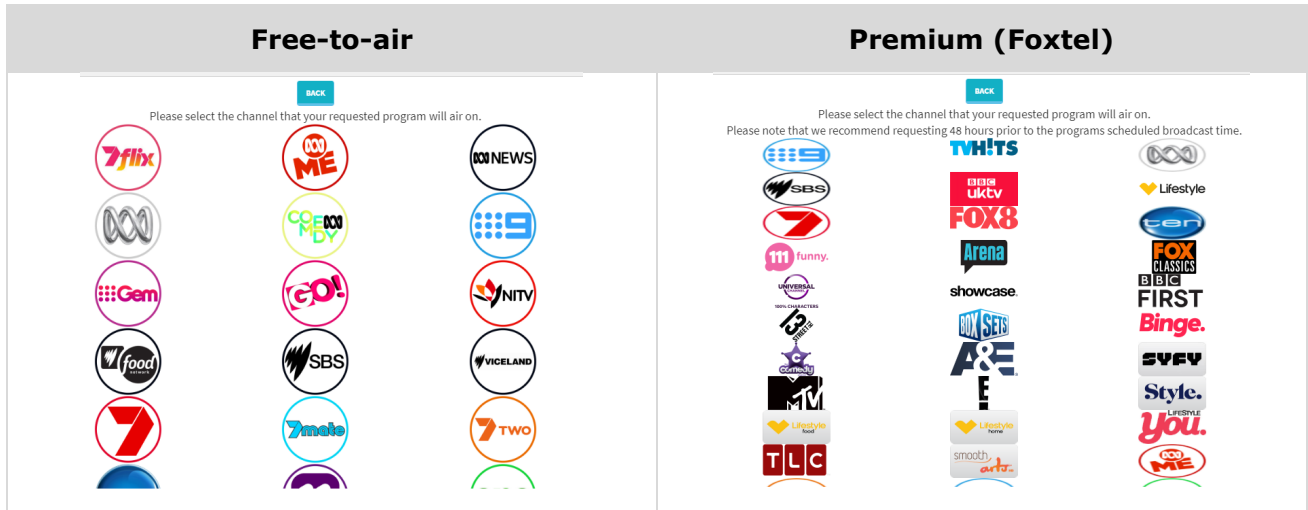
- Free-to-air
- Premium channel (Foxtel)
- Topic



**4** Select the channel on which the programme will be or has been broadcast.

Important points for Premium channels:

- There are many more channels available than shown in this diagram.
- Functional Solutions recommend requesting programmes at least 48 hours prior to their broadcast



**5** Fill out the form and press submit.

Channel: **A&E**

Program Title \*

Series

Season Episode

Start Date \*

Start Time \* HH:MM

Hour Min 24hr

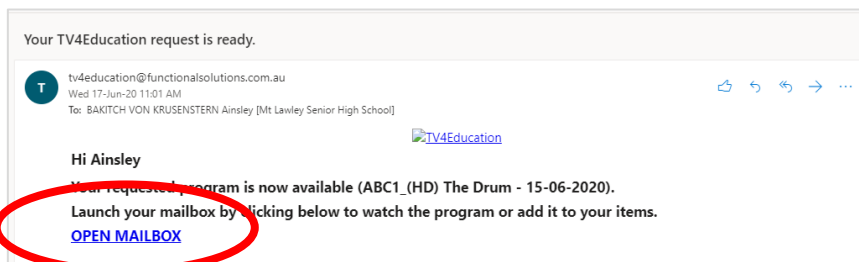
Duration \*

Min

Provide this request with closed captions if available.

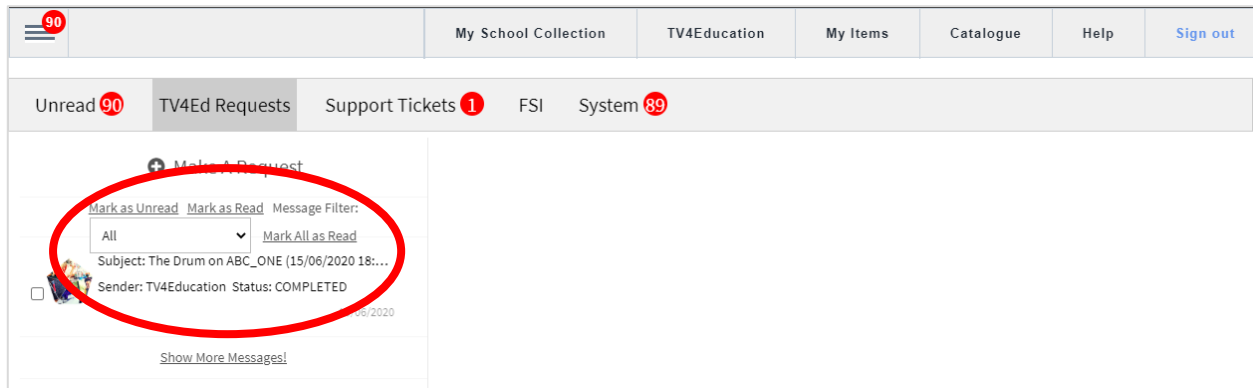
Submit BACK

**6** Once your video is available, you will receive an email from TV4Education.

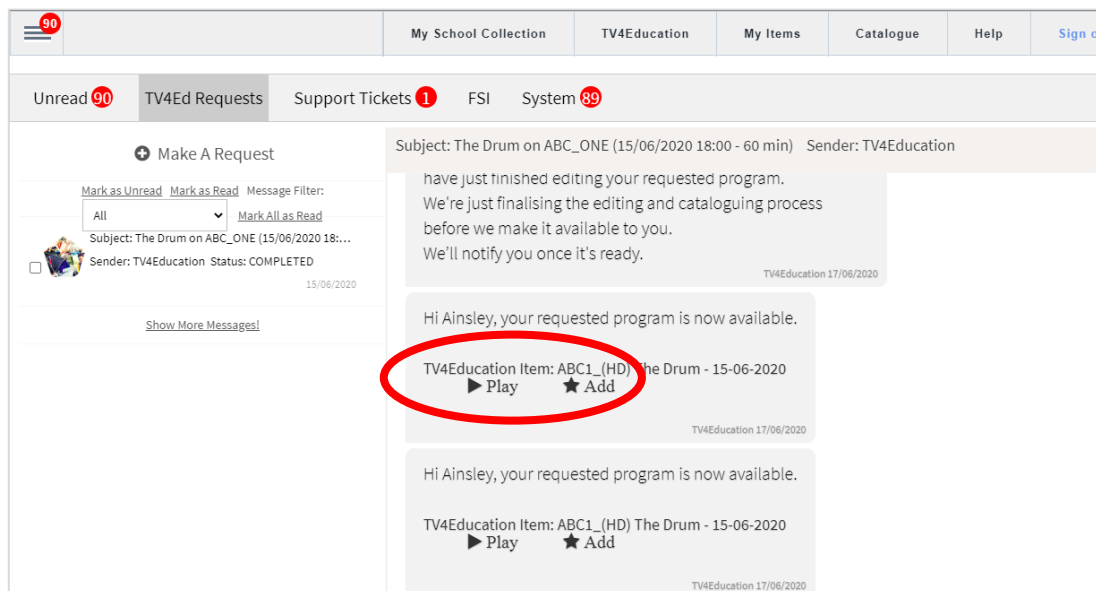


Click on the **OPEN MAILBOX** link in the email.

**7** Click on the message on the left-hand side of the screen.



**8** Click on the Play icon to access your video



For support and assistance with TV4Education contact Ainsley Bakitch

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