

My Mediasite: Getting Started

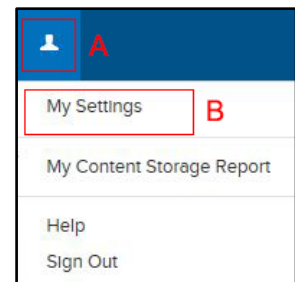
Before you start adding media and working inside MyMediasite, there a couple of settings you want to setup first. Follow these steps to get started.

Sign In to Mediasite

1. Go to **uhdmediasite.uhd.edu/mediasite/mymediasite**
2. Enter your UHD Username and Password.

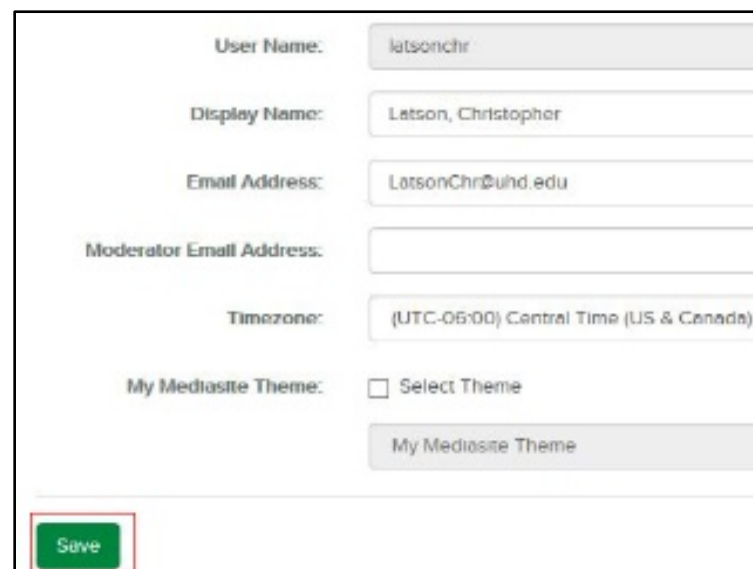
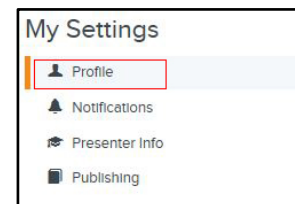
Access My Settings

1. Click the User Icon (A) located in the top navigation bar.
2. Select **My Settings** (B) from the drop-down menu



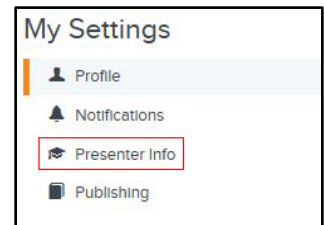
Verify Profile Information

1. Click **Profile** located in the left navigation bar
2. Verify that your **User Name, Display Name** and **Email Address** are correct.
3. Once you have verified these are all correct click **Save**.

A screenshot of the profile information form. The form contains the following fields and values: 'User Name: latsonchr', 'Display Name: Latson, Christopher', 'Email Address: LatsonChr@uhd.edu', 'Moderator Email Address: (empty)', 'Timezone: (UTC-06:00) Central Time (US & Canada)', and 'My Mediasite Theme: [] Select Theme'. A 'Save' button is located at the bottom left of the form.

Add Presenter Information

1. Click **Presenter Info** located in the left navigation bar

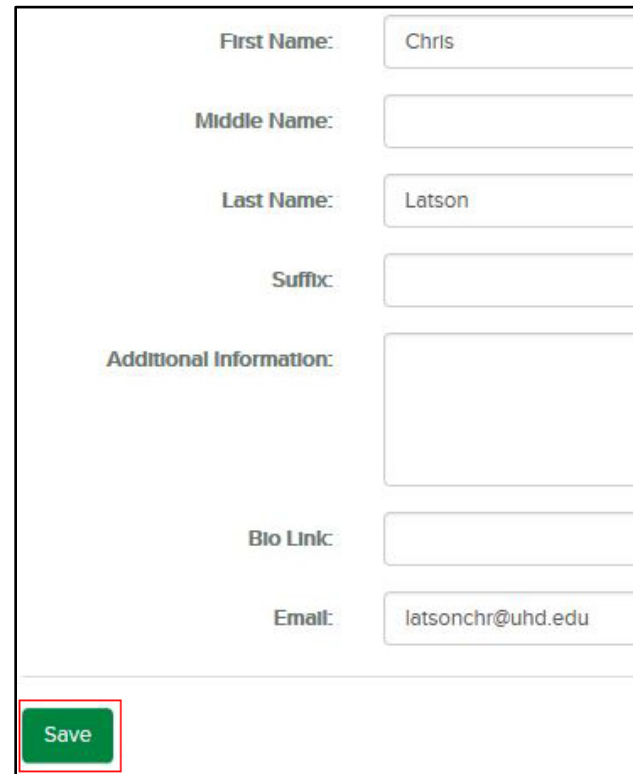


2. Enter Your **First Name, Last Name** and **UHD Email Address** in the spaces provided.

Please Note:

You can also enter a Prefix and Suffix if desired

3. Once you have finished entering your information click **Save.**

A screenshot of a form for adding presenter information. The form fields are: First Name (Chris), Middle Name (empty), Last Name (Latson), Suffix (empty), Additional Information (empty), Bio Link (empty), and Email (latsonchr@uhd.edu). A green 'Save' button is located at the bottom left of the form, highlighted with a red box.

For additional support, use our [Blackboard Help Form](#)