

# Transmittal to Creative Studio in Workfront

Updated October 2022

**CM** = Content Manager

**SMP** = Senior Media Producer

**MP** = Media Producer

**MD** = Media Designer

**CSD** = Creative Studio Designer

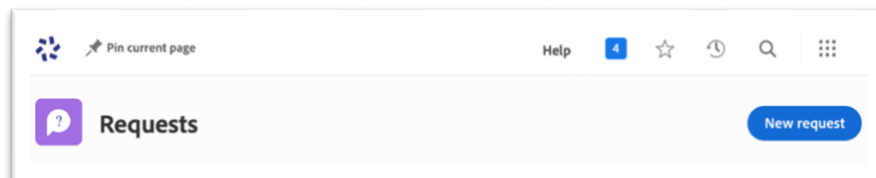
## Using the Creative Studio Request form (CSR)

Submit a new Creative Studio Request form (CSR) via this [link](#).

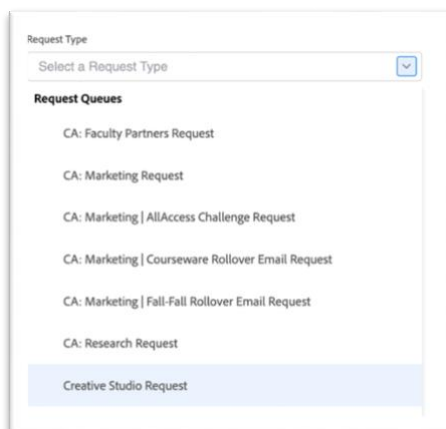
**Note:** If you have never used our Workfront Request form before, please click the following link to login via Okta before submitting a CSR: <https://cengage.my.workfront.com/>

If you have trouble login in or accessing the CSR, please contact Timothy Christy, Cengage Workfront Admin ([timothy.christy@cengage.com](mailto:timothy.christy@cengage.com))

1. Launch the CSR form link and select the “New Request” button:



2. The “New Request” window will open. Select “Creative Studio Request” from the Request Type dropdown menu.



3. Select the Request Type from the dropdown menu. *\*One request per project please.*

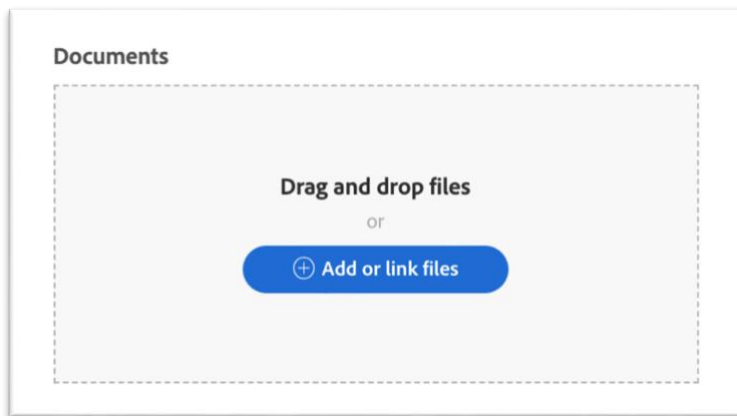
**NOTE:** See “Description” note for each Request Type if you are unsure which type to select.

The screenshot shows a 'New request' form. The 'Request Type' dropdown is set to 'Creative Studio Request'. Below it, the 'Creative Studio Request' dropdown is open, showing options: 'Cengage - Other', 'HED Product Design', 'HED Product Media' (highlighted), 'NGL - Secondary Product Design', 'NGL - Secondary Product Media', and 'NGL-ELT'. To the right, a 'Description' callout box states: 'Your request will be routed to Rebecca Ray (Senior Manager, Creative Media) for review and assignment.'

4. Fill out ALL relevant project details. Required information is marked with a red asterisk “\*”

The screenshot shows the 'Creative Studio: HED Product Media Request Form'. The 'What type of creative deliverable is needed?' field is set to 'Audio/Video/Animation Project'. The 'HED Product Discipline' field is set to 'History'. A dropdown menu is open below 'History', showing options: 'Engineering', 'Health Info Mgmt, Medical Assis... l Coding', 'Health Professions', 'History' (checked), and 'Humanities, Music & Religion'.

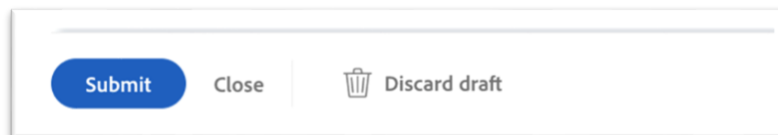
5. Under “File Attachments”, drag and drop or link to files, to add all relevant project files or assets. *E.g., scripts, spreadsheets etc...*



6. After all files and assets have been attached, hit the “submit” button.

Your request is now routed, and a notification has been sent to the designated Creative Studio Manager for review and assignment to your aligned **SMP, MP, MD, or CSD**.

You will also receive an email confirming your request has been submitted and which Creative Studio Manager your request has been “Assigned To.”



7. After the **SMP, MP, MD, or CSD** is assigned, both the **CM** and the **SMP, MP, MD, or CSD** will receive a notification email.

The **SMP, MP, MD, or CSD** will review the project details and attached documentation and either:

- a. Schedule a project launch.
- b. Email the **CM** or stakeholder confirming receipt of project and define next steps.
- c. Email the **CM** or stakeholder if additional details are needed and if any of the required documentation, assets, or links are missing or needed to get started.

**NOTE:** Please wait for your project to become “Active” and the assigned **SMP, MP, MD or CSD** has informed you of an estimated completion date.