



Requesting an ASL Interpreter in SRH

SRH connects you to qualified American Sign Language interpreters two ways — **on-site** (in person at your location) or **video remote (VRI)** (over a video call). Both start from the same place: **Smart Request**. Here's how to create each.

ASL Video Remote (VRI)

- 1 Sign in at **staffingresourceshub.com** and open **Smart Request**.
- 2 Type or speak what you need in plain English (tap the mic to speak), or fill the fields directly, then continue.
- 3 Set **Target Language = ASL** and **Service Type = VRI (Video Remote)**.
- 4 Choose your **meeting platform** (Zoom, Teams, etc.)*, and pick **Immediate** for now or **Scheduled** with a date & time.
- 5 Add the department and any details, review, and **Submit**.

Smart Request example: "Schedule an ASL VRI interpreter for Thursday at 9 AM for a student advising session on Zoom."

ASL On-Site

- 1 Sign in at **staffingresourceshub.com** and open **Smart Request**.
- 2 Type or speak what you need in plain English (tap the mic to speak), or fill the fields directly, then continue.
- 3 Set **Target Language = ASL** and **Service Type = On-Site**.
- 4 Enter the **Location** (campus, building, room) and the **Date & Time** of the appointment.
- 5 Add the department and any details, review, and **Submit**.

Smart Request example: "We need an ASL interpreter on-site at the Rice Lake campus, Room 214, next Tuesday 1–3 PM."

What happens after you submit

1. Matched

SRH finds a qualified ASL interpreter for your request

2. Confirmed

You receive confirmation with the interpreter and details

3. Connected

VRI: join by video at the time ·
On-Site: interpreter arrives on location

4. Billed

Time is recorded automatically and appears on your invoice

BOOK ON-SITE AHEAD

On-site ASL has a 2-hour minimum — schedule as early as you can so we can secure the right interpreter.

VRI IS FLEXIBLE

Video remote works for planned meetings or urgent needs, with a 1-hour minimum.

TIP: SPEAK IT

Tap the microphone on any page and say your request — SRH fills in the form for you.

* You can integrate this SRH request directly into your Zoom, Teams, or Google Meet meeting.