Upload Media on DVIDS DIRECT
Navigate to

http://cms.dvidshub.net/direct
Log in with User Name and ID for DVIDS main Web site.

If you have forgotten your password, or you need to unlock your account, you may reset your password here or contact dvidsweb@dvidshub.net for assistance.
1. Click here to upload your media
2. Navigate to the media you wish to upload and select.
3. Select the appropriate journalist from the unit Submitting Personnel drop box. The person selected from the drop box should be the journalist being credited for the media product submission.

3. Click on “Open” to upload the media selected.
4. Click the magnifying glass to review a media’s metadata.

Review each file one at a time.

NOTE: The filenames of the media you uploaded will appear.
5. Review or add metadata to the IPTC fields to ensure compliance with DoD Captioning Style Guide.
6. Scroll down and click the SAVE button once metadata review is complete.
7. Review the metadata for all other uploaded media.

Once the metadata edits are finished and saved, the exclamation point will turn to a green circle with checkmark.
8. Scroll down and click the FINISH button when the metadata has been reviewed.

NOTE: The FINISH button must be hit for the media to be published
COMPLETE