Sign in to Youtube.com

Click the profile icon in the top right. It will either be a picture of you or a blue square icon.

Then Select Creator Studio.

Now on the left side select Video Manager.

Now find the video you would like to caption and press the down arrow next to edit.

Select Subtitles and CC.
It may prompt to set a video language. Click the drop down and choose English. You can also check the box to make it default for new uploads. Then click Set Language.

You should now see English Automatic. If you do not see please touch base with me.

If you do see it click on it. If you see English underneath it that means you have already begun editing the captions and you should select English.

Once you click English (Automatic) you will see the captions that Google has attempted to transcribe for you. Click on the edit button in the bottom right.

Now press Play and you can click into the captions and begin editing
When you’re finished correcting all of the captions press Publish Edits at the bottom right.

Your video is now captioned.