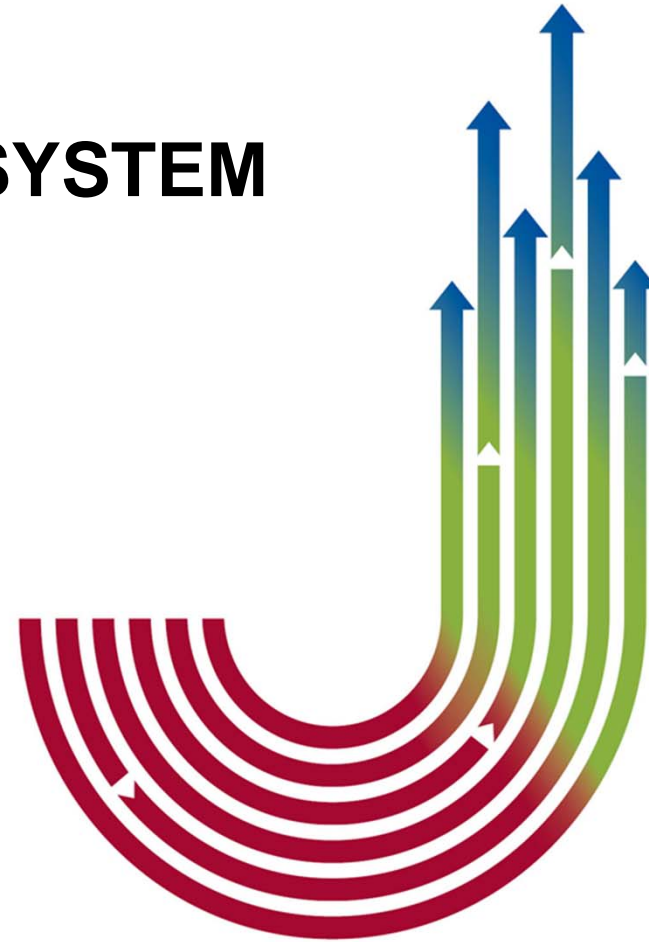


ONLINE NWU DALRO COPYRIGHT REPORTING SYSTEM USER MANUAL

Compiled by Tarien Jacobs
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(File plan reference number: 2.4.3.1)

It all starts here[®]

Step 1:
**Link to the online
NWU DALRO Copyright
Reporting System**

<http://www.nwudalro.co.za/>

Use the link above to access the online
NWU DALRO Copyright Reporting System.
Please enter and bookmark this link into your Internet Browser.

**Please use Google Chrome or Firefox to access
this online system.**

Step 2: Welcome and Registration



WELCOME TO THE NWU DALRO COPYRIGHT REPORTING SYSTEM

Please login to access this page.

If you do not have an account, please register by clicking on Register below.

Log In

Username (Staff Number)

Password

Remember Me

Log In

+ Register

+ Lost Password



First time users need to click on Register.

Step 3: Start Registration Process



NWU DALRO
Copyright Reporting
System

Register For This Site

Username (Please use your Staff Number as your Username)

20963823



E-mail

Tarien.Jacobs@nwu.ac.za



First Name

Tarien



Follow the step by step prompts and complete the information required.

Step 4: Complete Registration Process

Password



Confirm Password

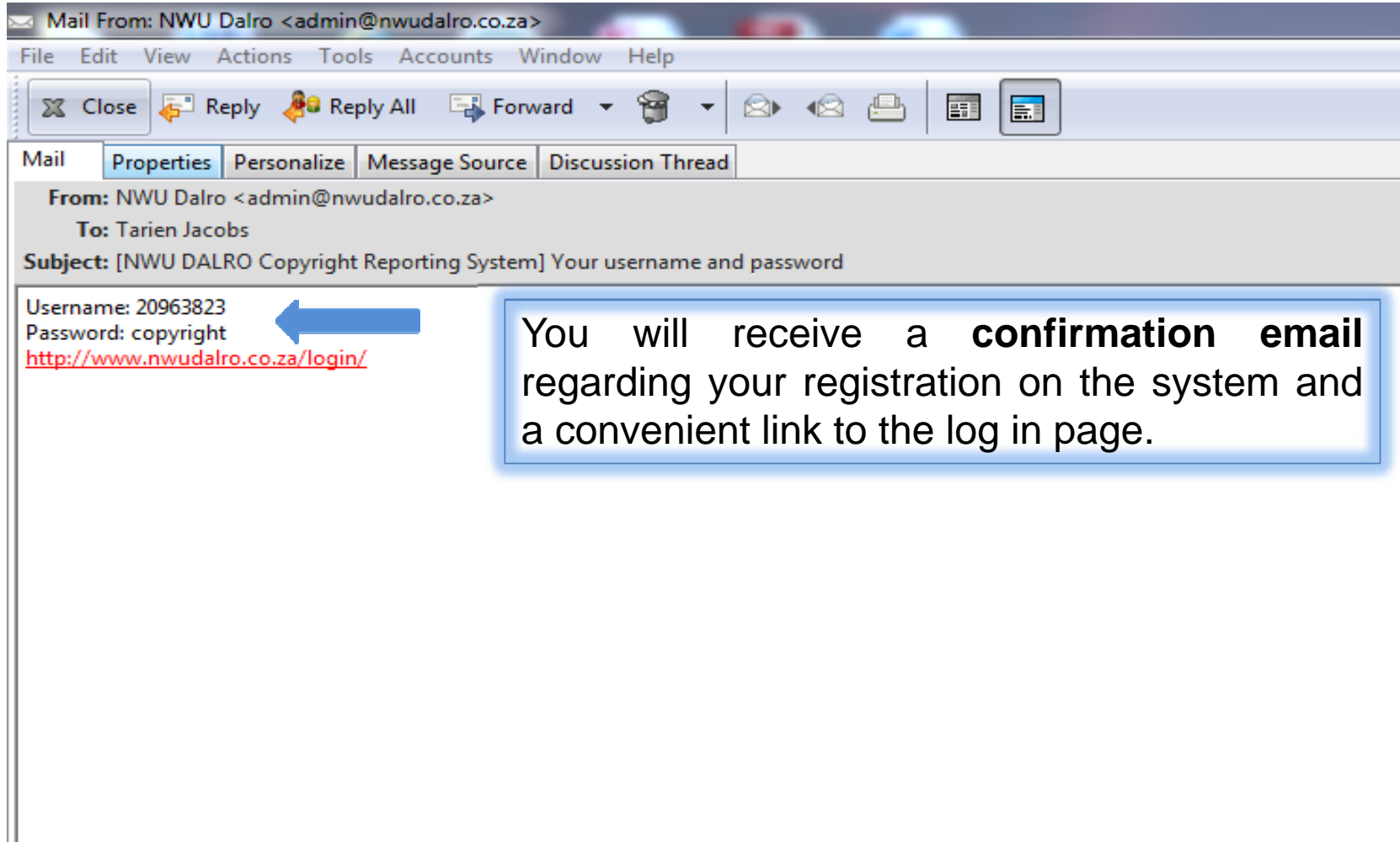


Register

- [Log In](#)
- [Lost Password](#)

Click on the **Register** button to complete the registration process.

Step 5: Confirmation of registration email



The screenshot shows an email client window with the following details:

- From:** NWU Dalro <admin@nwudalro.co.za>
- To:** Tarien Jacobs
- Subject:** [NWU DALRO Copyright Reporting System] Your username and password

The email body contains the following text:

Username: 20963823
Password: copyright
<http://www.nwudalro.co.za/login/>

A blue arrow points from the text box on the right to the password field in the email body.

You will receive a **confirmation email** regarding your registration on the system and a convenient link to the log in page.



NWU DALRO Copyright Reporting System

Useful Information



WELCOME TO THE NWU DALRO COPYRIGHT REPORTING SYSTEM

Please login to access this page.

If you do not have an account, please register by clicking on Register below.

**Click on Useful Information for more
DALRO and copyright information.**

Log In

Username (Staff Number)

Password

Remember Me

Log In

+ Register

+ Lost Password

Step 6: Log In



NWU DALRO
Copyright Reporting
System



Registration complete. You may now log in.

You may now **log in.**

Username (Staff Number)



Password



Remember Me

You are now logged into the system



NWU DALRO
Copyright Reporting
System

Please note the important message regarding the **Cover Page** below in red.

[Help](#) [New Report](#) [Import Previous Report](#) [View Previous Reports](#)

Please click here to print or download the compulsory Copyright Clearance Cover Page to be attached to all copies distributed to students



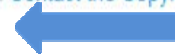
New Report

Fields marked with * are required fields.



All **compulsory fields** are marked with a *

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For assistance with any copyright enquiries, contact your Copyright Office.

Step 7: Submit a new report

Publication Type *

Book



Proceed to choose from the dropdown list whether you copied from a **Book** or **Serial Publication**. Complete all compulsory fields. ***Please note the link to a list of publishers not covered by the DALRO License.***

Publisher *

Pearson

[Please see list of publishers NOT covered by DALRO Blanket Licence](#)



Module Code *

LAND411



Full Title of Book/Article *

Becoming a teacher



Author *

L Conley

ISBN ISSN Code

978-1-77025-7



Country of Origin *

South Africa



Step 8: Complete Copy Information and Submit

Copy Information

Complete the **Copy Information** below.

Please Note!!

Remember that according to our DALRO Blanket Licence, you are only allowed to copy 10% or 1 chapter from a book.

Date of Copies *

31/07/2014

Quantity Students *

50

Total Pages Copied *

15

Total Pages of Publication *

213

Distribution of Copies *

- Course Pack
- Lib Short Loan Coll
- eFundi
- Single Item Handout

Specify how you will be **distributing** the copies by ticking the applicable box(es).

Submit

When you have completed all the information, you are ready to **Submit** your report.

Example of a report that exceeds the 10% copy limit

Copy Information

Remember that according to our DALRO Blanket Licence, you are only allowed to copy 10% or 1 chapter from a book.

| Date of Copies * | Quantity Students * | Total Pages Copied * | Total Pages of Publication * |
|------------------|---------------------|----------------------|------------------------------|
| 31/07/2014 | 50 | 30 | 213 |

One Chapter *
No

You may copy 1 chapter even if it exceeds 10%.
You may not copy more than 10% if the book has no chapter divisions.

Please note that the percentage of pages copied, exceeds 10%

You will still be able to submit this report, but you are not allowed to copy more than 10% without permission

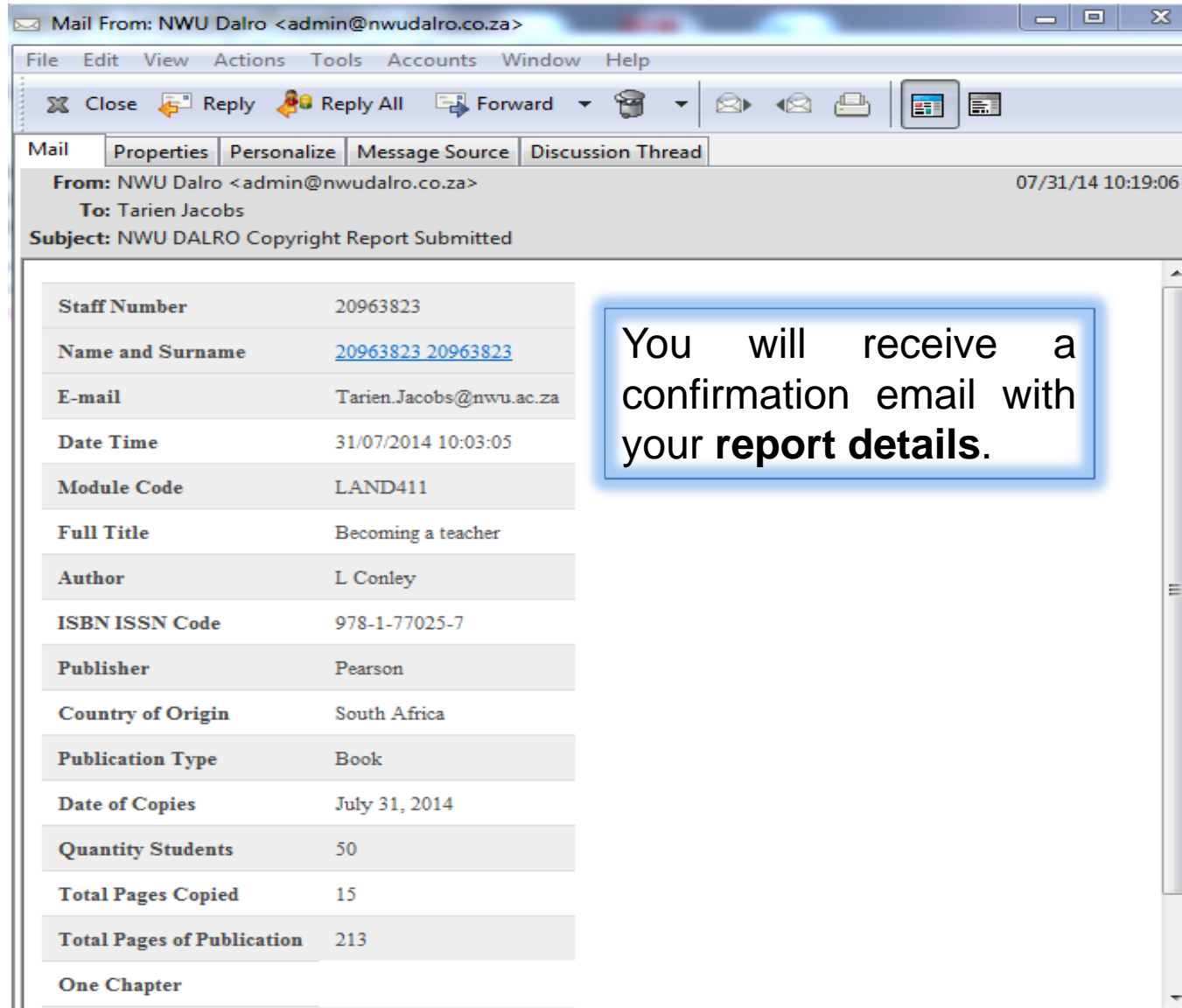
Distribution of Copies *

- Course Pack
- Lib Short Loan Coll
- eFundi
- Single Item Handout

Submit

You will be able to submit this report, but you are not allowed to copy more than 10% **without permission**. Your report will be flagged and sent to the Copyright Office.

Step 9: Email Confirmation



Mail From: NWU Dalro <admin@nwudalro.co.za>

File Edit View Actions Tools Accounts Window Help

Close Reply Reply All Forward

Mail Properties Personalize Message Source Discussion Thread

From: NWU Dalro <admin@nwudalro.co.za> 07/31/14 10:19:06
To: Tarien Jacobs
Subject: NWU DALRO Copyright Report Submitted

| | |
|----------------------------|-----------------------------------|
| Staff Number | 20963823 |
| Name and Surname | 20963823_20963823 |
| E-mail | Tarien.Jacobs@nwu.ac.za |
| Date Time | 31/07/2014 10:03:05 |
| Module Code | LAND411 |
| Full Title | Becoming a teacher |
| Author | L Conley |
| ISBN ISSN Code | 978-1-77025-7 |
| Publisher | Pearson |
| Country of Origin | South Africa |
| Publication Type | Book |
| Date of Copies | July 31, 2014 |
| Quantity Students | 50 |
| Total Pages Copied | 15 |
| Total Pages of Publication | 213 |
| One Chapter | |

You will receive a confirmation email with your **report details**.

Step 10: View Previous Reports



NWU DALRO
Copyright Reporting
System

View Previous Reports will show you a list of your reporting history.

[Help](#) [New Report](#) [Import Previous Report](#) [View Previous Reports](#)



This is a List of all your Previous Reports.

Sorted from Latest Report to Oldest Report

| Module Code | Date & Time | Full Title | Author | ISBN ISSN Code | Publisher | Publication Type |
|-------------|------------------------|--|----------------------------|----------------|-----------|--------------------|
| MATD413 | 31/07/2014 10:20:29 | A statistical discourse analysis of online mathematics discussions | G Chen, MM Chiu, Z Wang | | Elsevier | Serial Publication |
| LAND411 | 31/07/2014 10:03:05 | Becoming a teacher | L Conley | 978-1-77025-7 | Pearson | Book |



Step 11: Generate new reports from previous reports



NWU DALRO
Copyright Reporting
System

Import Previous Reports allows you to import existing information from a previous report into a new report.

[Help](#) [New Report](#) [Import Previous Report](#) [View Previous Reports](#)

In order to import a previous report please click on module code

Sorted Alphabetical



Click on the **module code** to import a previous report.

| Module Code | Date & Time | Full Title | Author | ISBN ISSN Code | Publisher | Publication Type |
|-------------------------|------------------------|--|----------------------------|----------------|-----------|--------------------|
| LAND411 | 31/07/2014 10:03:05 | Becoming a teacher | L Conley | 978-1-77025-7 | Pearson | Book |
| MATD413 | 31/07/2014 10:20:29 | A statistical discourse analysis of online mathematics discussions | G Chen, MM Chiu, Z Wang | | Elsevier | Serial Publication |

Complete the copy information after clicking on the module code – refer back to **Step 8**.

Lost or forgotten password

Log In

Username (Staff Number)

Password

Remember Me

Log In

+ Register

+ Lost Password



Click on **Lost Password** if you have lost or forgotten your password. Follow the prompts and check your email.

View or Edit your Profile

Log Out

Welcome, 20963823

+ Profile

+ Log Out

If you would like to view or edit your profile, click on **Profile**.

Click on **Log Out** to exit the system.