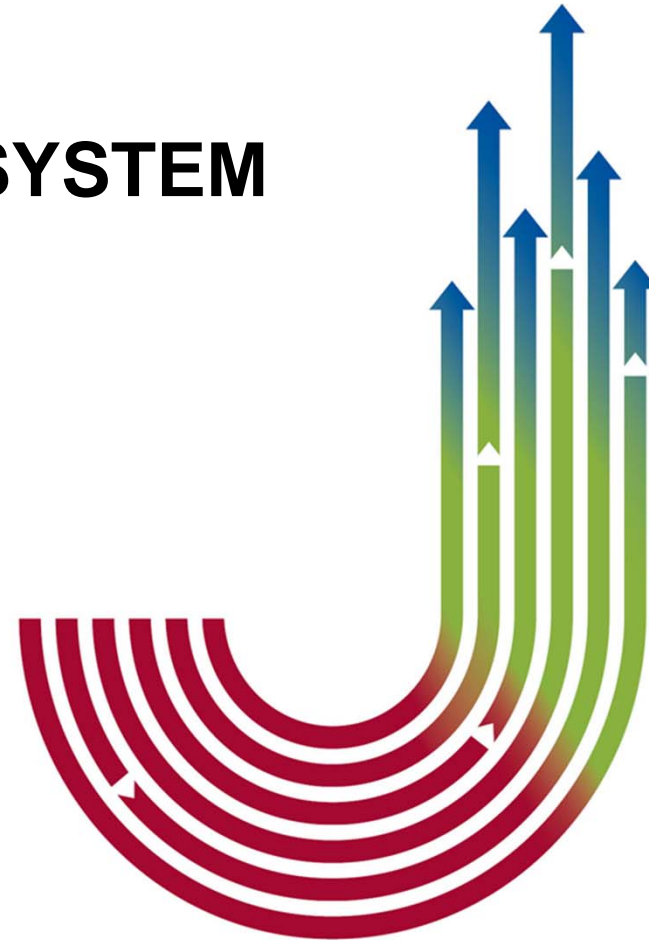


# ONLINE NWU DALRO COPYRIGHT REPORTING SYSTEM USER MANUAL

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

It all starts here<sup>®</sup>

**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 the latest version of Internet Explorer or  
Google Chrome 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

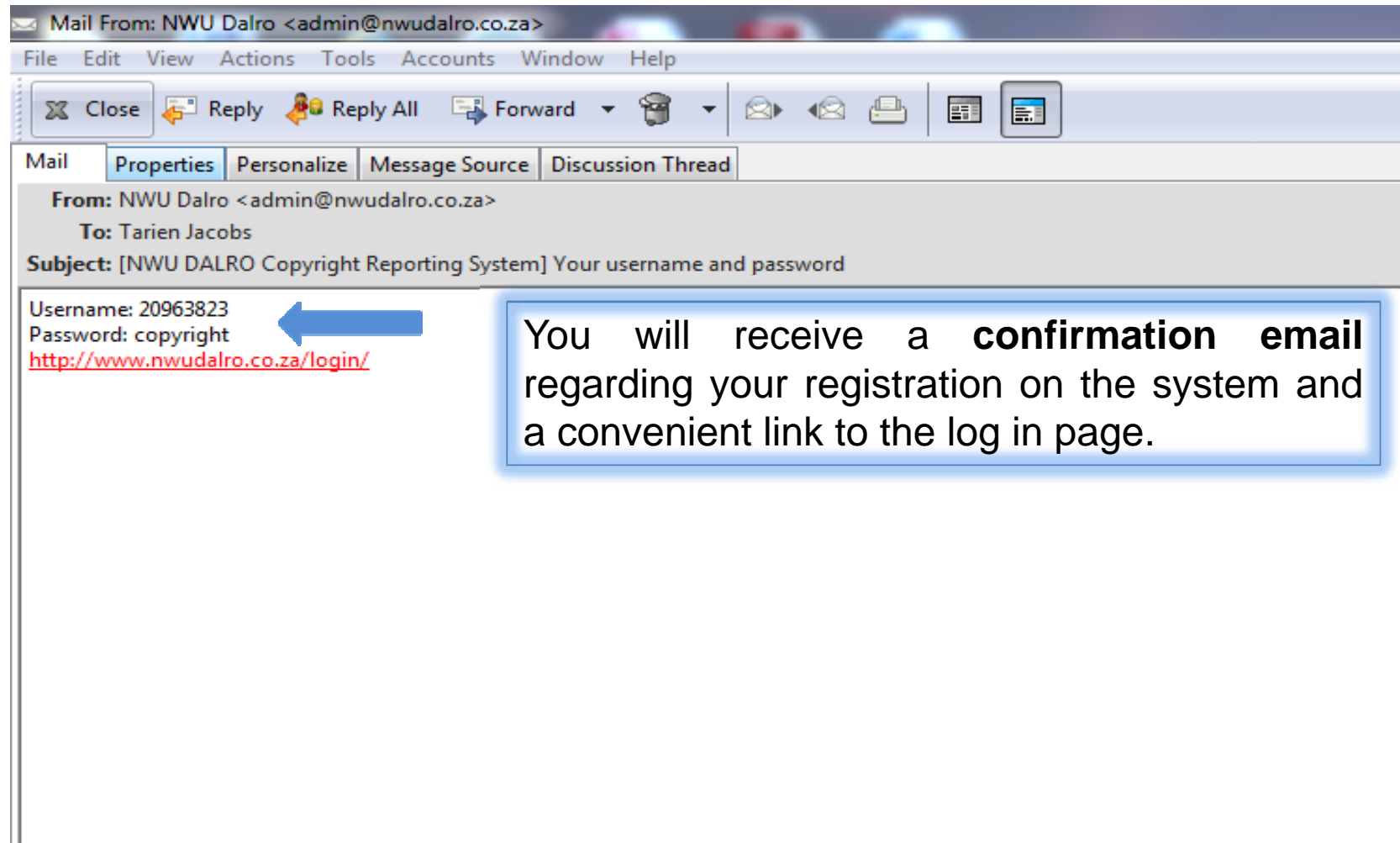


Register

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

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

## Step 5: Confirmation of registration email



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>  
**To:** Tarien Jacobs  
**Subject:** [NWU DALRO Copyright Reporting System] Your username and password

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

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

+ 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



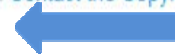
## New Report

Fields marked with \* are required fields.



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

DALRO covers copies made from books and academic journals (serial publications). Contact the Copyright Office if you would like to copy / distribute internet material or other digital or electronic material such as e-books or videos.



**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

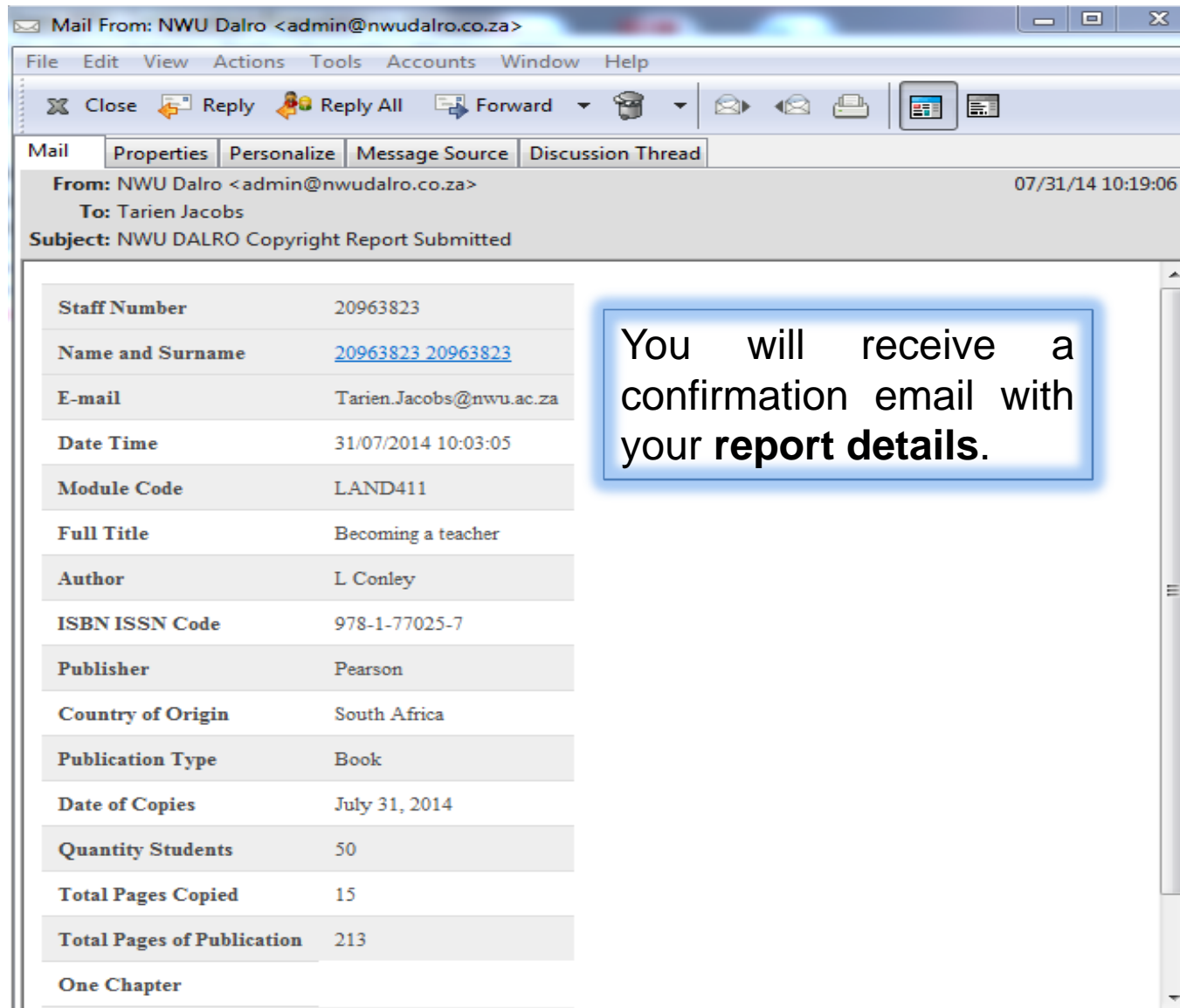
### Distribution of Copies \*

- 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	<a href="#">20963823 20963823</a>
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



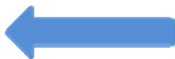
NWU DALRO  
Copyright Reporting  
System

**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
<a href="#">LAND411</a>	31/07/2014 10:03:05	Becoming a teacher	L Conley	978-1-77025-7	Pearson	Book
<a href="#">MATD413</a>	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.