

# ONLINE NWU DALRO COPYRIGHT REPORTING SYSTEM USER MANUAL

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x852771

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**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.  
Enter and bookmark this link in your Internet Browser.

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

## Step 2: Registration



Useful Information

Username or E-mail

Password

Please enter an answer in digits:

8 + 3 =

Remember Me

Log In

[Register](#) | [Log In](#)



First time users click on **Register**.

## Step 3: Start Registration Process

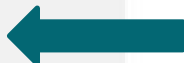
Useful Information



Register For This Site

Username

123456



E-mail

123456@nwu.ac.za



First Name

Jan



Last Name

Public

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

## Step 4: Complete Registration Process

Campus

PC

Password

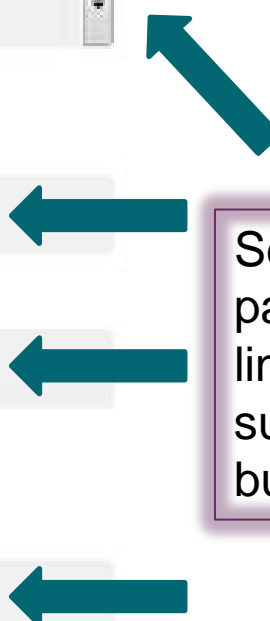
Confirm Password

Please enter an answer in digits:

three × three =

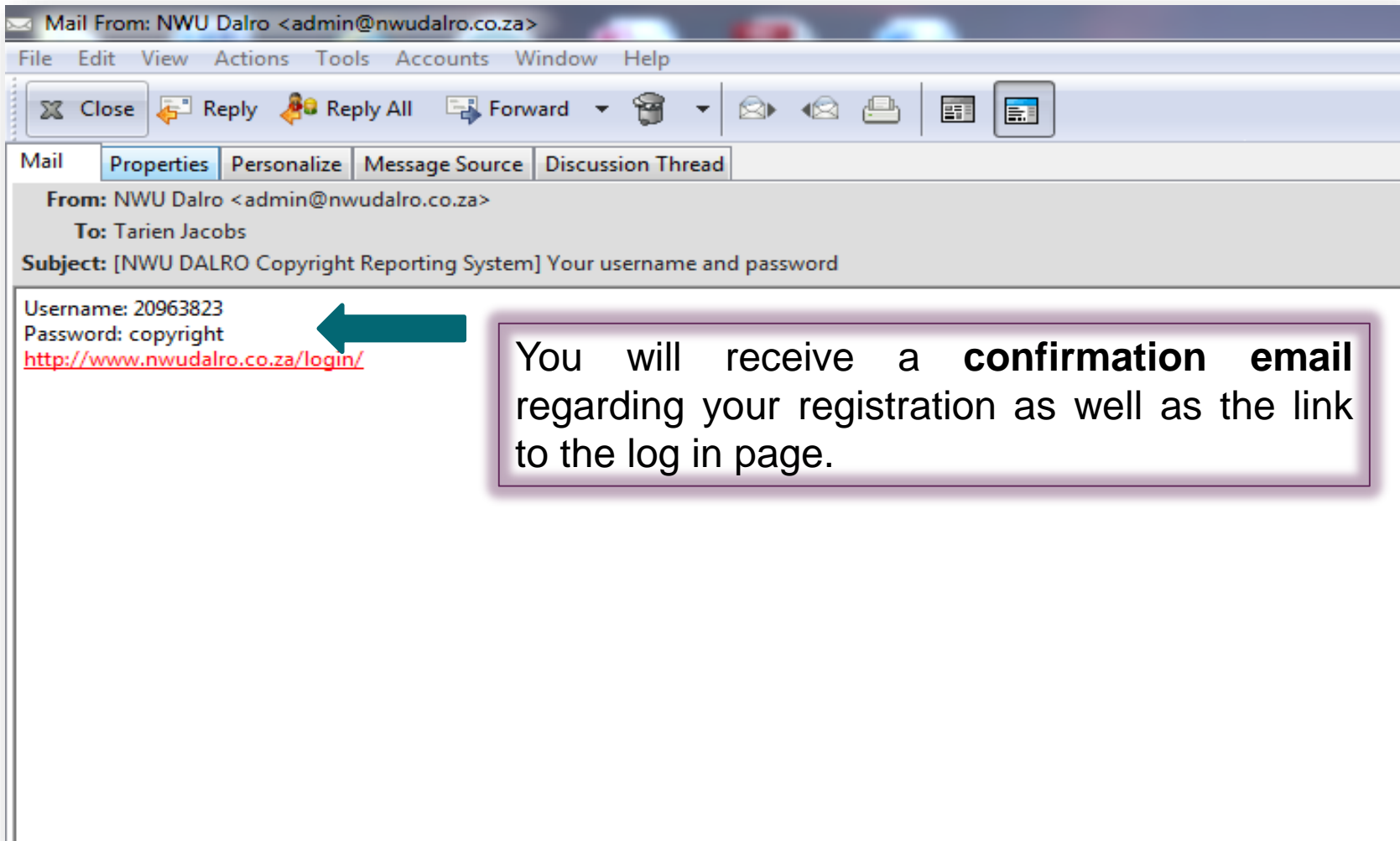
Register

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



Select the campus. Enter a password. This password will not change and is not currently linked to your Novell password. Answer the sum question given. Click on the **Register** button to complete the registration process.

## Step 5: Email to confirm registration



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 teal arrow points from the text box on the right to the login link in the email body.

You will receive a **confirmation email** regarding your registration as well as the link to the log in page.

[Useful Information](#)



WELCOME TO THE NWU DALRO COPYRIGHT REPORTING SYSTEM

Please use the latest version of Internet Explorer or Google Chrome to access this 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 information about DALRO and copyright.

#### Log In

Username or E-mail

Password

Please enter an answer in digits:

eleven - 11 =

Remember Me

[Register](#) [Lost Password](#)



## Step 6: Log In

Information



Registration complete. You may now log in.

Username (Staff Number)



Password



Remember Me

You may now **log in** with your NWU staff number and the password that you selected during the registration process.



# You are now logged into the system



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

[Useful Information](#)

[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.

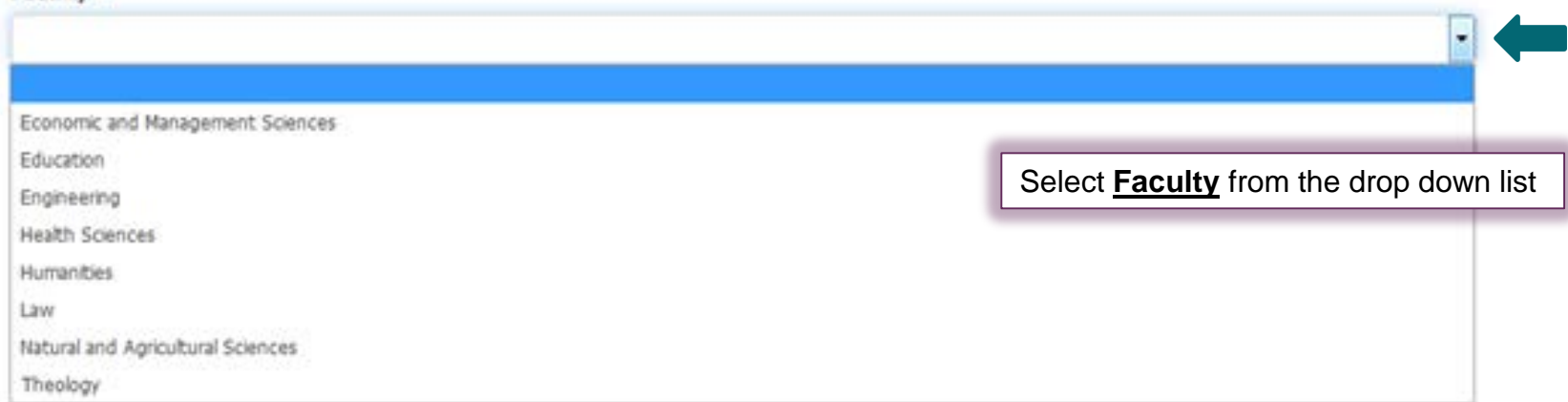
All compulsory fields are marked with a \*

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, please contact the Copyright Office x852771.

# Step 7: Submit a new report

Faculty \*



- Economic and Management Sciences
- Education
- Engineering
- Health Sciences
- Humanities
- Law
- Natural and Agricultural Sciences
- Theology

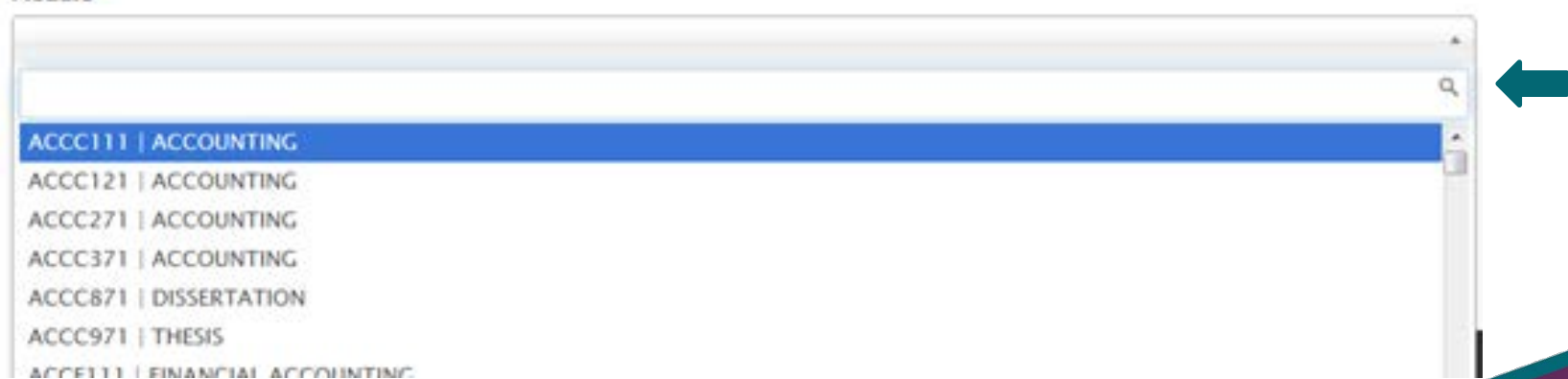
Select **Faculty** from the drop down list

Faculty \*

Economic and Management Sciences

Once the faculty is selected the Modules for that faculty will be available on the drop down at **Module**, please select the correct module

Module \*



- ACCC111 | ACCOUNTING
- ACCC121 | ACCOUNTING
- ACCC271 | ACCOUNTING
- ACCC371 | ACCOUNTING
- ACCC871 | DISSERTATION
- ACCC971 | THESIS
- ACCE111 | FINANCIAL ACCOUNTING

## Step 7: Submit a new report

Nothing to Report

Publication Type \*

Publisher \*

Please see list of publishers NOT covered by DALRO Blanket Licence

Full Title of Book/Article \*

Author \*

ISBN ISSN Code

Country of Origin \*

Select from the drop down list whether you copied from a **Book** or **Serial Publication (academic journal)**.  
Complete all compulsory fields.  
*Please note below a list of publishers not covered by the DALRO Blanket Licence.*

Even when you have **nothing to report**, still select the **Module**, and mark **"Nothing to Report"**.

***Give a motivation, for the faculty compliance calculation***

## Step 8: Complete Copy Information and Submit

Complete the **Copy Information** below.

**Please Note!!**

### Copy Information

Date of Copies \*

dd/mm/yyyy

Quantity Students \*

Total Pages Copied \*

Please enter Total Pages Copied

Distribution of Copies \*

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

Select **distribution method** by ticking the applicable box(es).

Submit

When you have completed all the information, click **Submit**.

# 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 if the % of pages copied exceeds 10%, you will still be able to submit the report, but you are not allowed to proceed with copying without permission.

Distribution of Copies \*

Course Pack

Lib Short Loan Coll

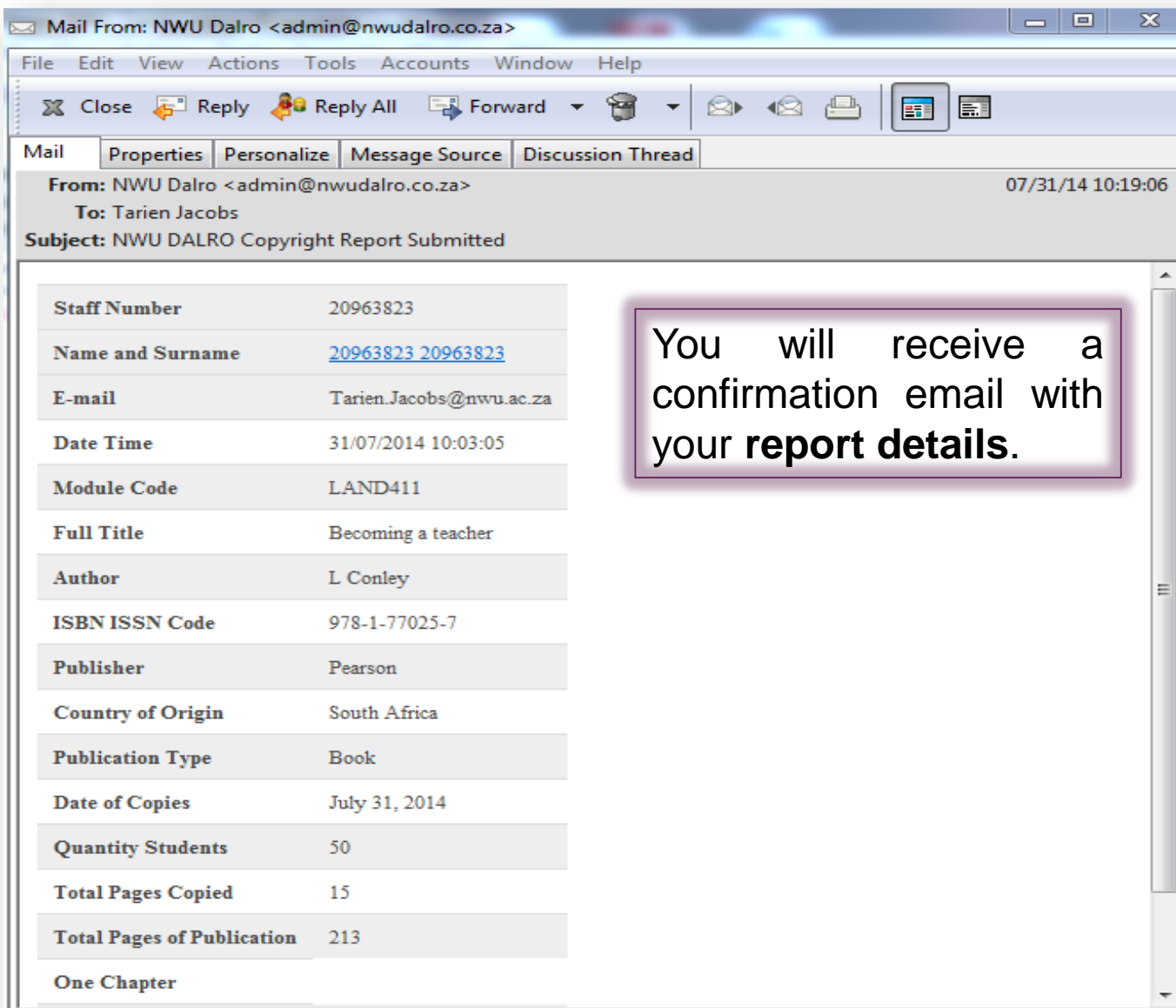
eFundi

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. Make contact with the Copyright office from your side to ensure that the necessary steps are taken to get permission; You are **NOT** allowed to make the copies without this permission

# 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

**View Previous Reports** will provide a list of your reporting history.



- Useful Information
- 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



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



Useful Information    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**.



# Forgot my password

Log In


Username or E-mail

Password

Please enter an answer in digits:

eleven - 11 =

Remember Me

[Register](#) [Lost Password](#) 

Click on **Lost Password** if you have 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.