

# User Guide for MyCopyright Licence Portal



Let's do the right thing

[www.mycopyright.co.nz](http://www.mycopyright.co.nz)

## Dashboard tab

The *Dashboard* shows your current licence, and any open *Additional Use Requests*.

Items that show a  notification symbol need action – most likely the submission of EFTS/student numbers or reviewing a quote for an Additional Use Request.



The screenshot shows the MyCopyright Dashboard interface. At the top, there is a navigation bar with the following items: Dashboard (highlighted), My Licences, Additional Use Requests, Usage Reports, My Account, and Sign Out. The main content area is titled "Dashboard" and "Licence Portal Test 5". Under "Current Licence", there is a table with one row:

LICENCE ID	TYPE	START DATE	END DATE	STATUS	INVOICE STATUS
40645	University	01/01/2020	31/12/2021	Current	

Below this is the "Open Requests" section, which is currently empty and displays "No open requests found". A "NEW REQUEST" button is visible in the top right corner of this section.

## My Licences tab

This page shows your current copyright licence, along with a history of past licences and the periods they were for. This is also where you can enter and submit your EFTS/student numbers for the current year once they are available.



The screenshot shows the "My Licences" tab. It features a section titled "Current Licence" with the text "Here you can view, edit and submit current licences." Below this is a table with one row:

LICENCE ID	TYPE	START DATE	END DATE	STATUS	INVOICE STATUS	CERTIFICATE
40645	University	01/01/2020	31/12/2021	Current		

Below the table, there is a "Degree EFTS" input field, a checkbox for "Purchase Order Required?", and a "SUBMIT" button. A "Collapse" link is also present at the bottom of the section.

If a Purchase Order (PO) number is required, please tick the box. If you have the PO number already, please add it in the space provided (if you don't have it yet, you can leave this blank).

## Additional Use Requests tab

Your licence contains provisions for additional use permissions that can be requested. The request types displayed in **MyCopyright** will be determined by the licence type you hold with us, and which permissions are available to you (so not all request types may be shown as below).

**Additional 10% or one chapter**  
Apply to increase copying limit on a work up to 20% or two chapters. Additional fee applies.

**Out of Print Works**  
Apply to copy a portion or an entire work that is no longer available for purchase in print.

**Work in Transit**  
Apply to copy a portion of a work that has been ordered, but delivery is delayed.

**Digital Copyright Works**  
Apply to copy a portion of a work only available in digital format. Additional fee applies.

**Extended Copying Permission**  
Apply to have us request publisher's permission to copy more than 20%/two chapters. Rightsholder's consent and additional fee applies.

**Extended Licensing for Short Courses**  
Apply to extend licence coverage to include courses (like executive education short courses) whose learners are not otherwise covered by our licence. Additional fee applies.

## Making a New Request

On the New Request page click the type of request you wish to start and a new request will be created. You can also do this in your Open Requests page by clicking the orange New Request button. You will need details of the work(s) for which permission is being sort and who the work will be made available to. Some of the request types require supporting documents. Complete the fields and either Save (to come back to later), or Submit to send the request for researching/processing. If you click Delete, the record will be removed.

*Tip: When entering the work data you can search using the ISBN or title of works that you have previously requested.*

## Keeping track of your Additional Use Requests

**Additional Use Requests**  
Licence Portal Test 5

Open Requests

REQUEST ID	TYPE	START DATE	END DATE	# LINES	REQUESTED BY	STATUS	TOTAL
No open requests found							

Closed Requests

REQUEST ID	TYPE	START DATE	END DATE	# LINES	REQUESTED BY	STATUS	TOTAL	DATE PROCESSED
No closed requests found								

**Open Requests** will be shown on your Dashboard under Open Requests and also on the Additional Use Requests page. Here you can see all current open requests and their status including drafts (that you are yet to submit) and requests that have been submitted and are being researched or processed. If a quote is required for the request, this is where you can review and accept a quote for the usage request.

**Closed Requests** are on the Additional Use Requests page and where you can see a record of your previous requests. Once a request has been completed or has been declined (either by us or you), it will move to this area.

### Re-using a previous request

If a previously requested permission is required for a new teaching period you can open a Closed Request and regenerate a new request from it. Click the Re-Generate Request link at the bottom of the record, this will clone the request into a new request, and you will need to enter new details on who the content is being made available to.

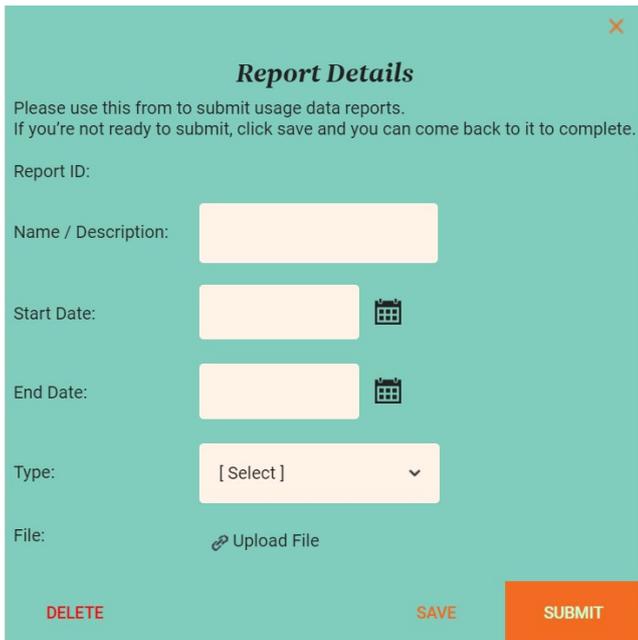
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## Usage Reports Tab

In this page you can upload and submit new usage reports of content that has been copied under your licence. You can also view previously submitted usage reports.

### Uploading a New Usage Report

To upload a new usage report click the orange New Usage Report button. You will be asked to give an appropriate name/description for the report and enter the start and end date of the period it covers. Complete the fields and either Save (to come back to later), or Submit to send the file to us for processing. If you click Delete, the record will be removed.



The screenshot shows a teal-colored modal window titled "Report Details" with a close button (X) in the top right corner. Below the title, there is a short instruction: "Please use this form to submit usage data reports. If you're not ready to submit, click save and you can come back to it to complete." The form contains several input fields: "Report ID:" (empty), "Name / Description:" (text input), "Start Date:" (calendar icon and text input), "End Date:" (calendar icon and text input), "Type:" (dropdown menu with "[ Select ]" and a downward arrow), and "File:" (with an "Upload File" button). At the bottom of the form, there are three buttons: "DELETE" (teal), "SAVE" (orange), and "SUBMIT" (orange).

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## My Account tab

Remember that contact details and address details are the details we use to communicate with you—so please take care to keep them accurate and up to date.

**Login details tab:** this is for changing the password on your user account.

**User accounts tab:** if other individuals within your organisation need access to **MyCopyright**, the *Main Account User "Manager"* can do this here. You might wish to allow another staff member to process additional use requests, upload usage reports, or submit licence EFTS/student numbers. If a new user is added, they are automatically sent their own login details.