
ON-LINE COPYRIGHT CLEARANCE SYSTEM

Copyright permission is obtained on-line through an automated clearance system using internet technology. Once submitted the progress of the request can be tracked until its completion.

In order to protect your data and privacy, you are required to register before you can use the system.

1. PLEASE NOTE THAT YOU WILL RECEIVE AN E-MAIL FROM THE PLO (PUBLISHING LIAISON OFFICE) REQUESTING YOU TO CONFIRM YOUR E-MAIL ADDRESS. ONCE YOU HAVE CONFIRMED YOU WILL BE ABLE TO ACCESS THE ONLINE SYSTEM.

2. To make your copyright applications go to:

https://chrysalis.its.uct.ac.za/cgi/cgi_plo_user.exe
<https://chrysalis.its.uct.ac.za/cgi/cgi_plo_user.exe> (Extensive help for using the system is available at this website) and enter your Login Name and Password OR alternatively us the following URL:

<https://chrysalis.its.uct.ac.za> <<https://chrysalis.its.uct.ac.za/>>

Choose option 3: PLO (Publishing Liaison Office)

PLEASE MAKE A NOTE OF YOUR LOGIN NAME AND PASSWORD FOR FUTURE USE

3. ENTERING NEW APPLICATIONS

To proceed with entering your applications log on and choose the option:

"Manage Requests", then "Submit a New Request" and fill in the required fields.

Please note that extensive help for using the system is available at the above website - just click on "page help" or "user manual" in the top right corner.

If you have any copyright queries or questions which relate to the on-line system please contact Janetta van der Merwe (jwv@chec.ac.za) or Lemeez Hendricks (lemeez@chec.ac.za) at Cape Higher Education Consortium (CHEC) : tel: 763-7100.

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