Follow the steps below to submit a clearance request for the use of online content (text, images, or media) from a website:

1. From the home page, click on New Clearance Request.

2. Provide basic Details about your request.

3. Provide Reference information about your request.
4. Select the Course(s) that your request will be used for.

Copyright Management

Clearance Request: Select Courses

Select the course(s) for which you'd like to use the online content. Courses will pre-populate based on those you're registered to teach.

You can return to the home page at any time and you can also save your request for future editing and submission. Saved requests are accessible from the file on the home page.

Click Next to proceed to the next step.

5. Upload the URL of the webpage on which the Online Content you'd like to use can be found.

Copyright Management

Clearance Request: Excerpts

You can return to the home page at any time and you can also save your request for future editing and submission. Saved requests are accessible from the file on the home page.

Paste the URL of the webpage on which the online content can be found and click Add. Added URLs will appear in the File box.

Click Next to proceed to the next step.
6. Review the summary of your request.

Copyright Management

Clearance Request: Review

details > reference > courses > excerpts > review

Details

• Clearance Request Title: Reading #4
• Email: m_shannon2@fanshawec.ca
• Reference Type: Website

Reference

• Site Title: The New York Times
• Author(s): Kenneth Chang

You can review the status of your request by accessing the pending, approved, and denied tiles from the Copyright Management System’s home page.

If your request is approved because it adheres to the conditions outlined in Section 30.04 of the Copyright Act, you will receive an email confirming the approval of your request. This email will contain a link to a digital copy of the online content you requested. This link can be embedded in your FOL course site so that your students can access it. Links will be disabled 30 days after the final marks for your course are released to your students. You can review the links that will be disabled within 30 days by clicking on the expiring tile on the Copyright Management System’s home page. Before links expire, you can select and resubmit requests for repetitive and future use by accessing the approved, expiring, and denied tiles as well as View History from the Copyright Management System’s home page.

If your request does not adhere to Section 30.04 of the Copyright Act, we will seek permission from the original copyright owner on your behalf. You will receive an email if permission was denied. This email will include suggestions for alternative materials and an invitation to consult with the Copyright Services Officer.

If you have any questions or need assistance, please contact the Copyright Services Office:

Meaghan Shannon, Copyright Services Officer
519.452.4430 x4346
m_shannon2@fanshawec.ca