

Create/Edit Academic Projects

Marketplace allows academic users to group multiple items in a project, such as articles in a course pack. This guide shows you how to create and add orders to a project, as well as how to use Project Builder to manage existing projects.

Please Note: Academic Project functionality is only available when you are requesting permission to use the copyrighted content in **Academic course content/material**.

Log on by visiting: <http://marketplace.copyright.com>

1. Searching and Selecting an Academic Usage

- On the Marketplace home page, search for the content you want to re-use. Select **Request permission >>** to begin a new request.
- Pick how you are going to re-use the copyrighted content. Choose the first tile to use the content in *Academic course content or materials, such as a course pack, a student assessment, or in library reserves*.
- Use the drop-down to indicate who you are or represent in this copyright permission request.
- Select the **Type of Use (TOU)** enter Permission Details.
- To continue with the order, Login with your existing copyright.com credentials or create an account to complete the transaction.
- Complete the **COURSE DETAILS** and decide whether to use an existing project or create a new project.



COURSE DETAILS

Project Start of term
[+ Create Project](#)

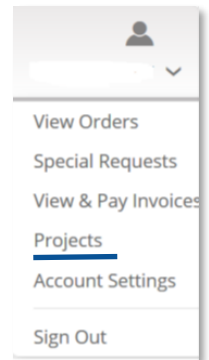
University / Institution Course name

2. Use an Existing Project or Create a New Project

- To purchase permissions for academic use, you must use an existing project or create a new project. Please note that projects that have already been Invoiced will not appear on the drop-down list of active projects.
- Existing Project.** Start typing the name in the Search box and matches will appear. Click to select the project from the drop-down list.
- New Project.** Select **+ Create Project** and provide the applicable course details. If the **Project** field is blank, the system uses the course name.
- Enter the **University/Institution** field and the **Start of Term** fields, which are required. Once you enter the course details, the system retains the project, so you can add additional items up until the project is invoiced.
- Once the **Course Details** are complete, click on **Add to Project**. You will be taken to Manage Account under the Projects tab. A message confirms that the item was successfully added to Project Cart.
- Once all the desired items are in the **Project Cart**, you must click on **Purchase** to move the items to the Purchased tab. These purchased items will automatically be invoiced 60 days after the start of the term or, if you choose credit card payment, will be billed immediately.

3. Using Project Builder to Manage Projects

- On the Marketplace homepage, use the Sign-In option at the top right to login to your account.
- Select Projects from the drop-down menu under your name, at the top of the screen.
- MANAGE ACCOUNT** will display, with the **Projects** tab selected. A list of your existing academic projects appears under **Academic Course Content**. Click on the project name to view the details.
- The top section of the screen shows the project name and number, followed by the course details and billing information.







PROJECT BUILDER



You can build your project in the following tabs.



[3. Using Project Builder to Manage Projects \(continued\)](#)

- Edit the project details by clicking on . If you make changes, be sure to click on the “Save” button to save the changes.
- Click on  to edit payment information. Make any changes to the payment method, billing address, or PO number fields. Click on  to save the new payment details.
- **Purchased Items Cost** shows the total cost for the project. The cost updates as you purchase or delete items in the project. It does not include items in the  that have not yet been purchased.
- **PROJECT BUILDER** appears at the bottom of the page. This is where you can view, add, and edit content contained in a project. You can make changes to a project until 60 days after the start of the term, when “Purchased” items are automatically invoiced.

[4. Project Cart](#)

- The **Project Cart** tab shows items that are priced, but you have not yet purchased. Click the  button to continue.
- Choose the payment method and accept the Publisher and CCC terms and conditions. Select  to move the item to the **Purchased** tab.

[Questions?](#)

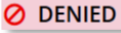



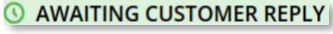

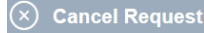
[Search the Knowledgebase](#)

[Contact Customer Service](#)



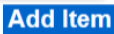
Or Use Live Chat, available in Marketplace



[5. Open Special Requests](#)

- **Open Special Requests** require review and approval of the publisher and may have a status of Pending, Approved, Awaiting Customer Reply, or Denied.
-  **DENIED** A denied request is no longer active, and a new request must be created if the request details have changed.
- **Approved** requests are approved/priced. Click on  to respond  moves the item to the Project Cart, so it can be purchased.  cancels the order.
-  **AWAITING CUSTOMER REPLY**. If a publisher needs additional information, comments may appear. You can respond by adding a comment and/or an attachment. The status becomes **Customer Responded** and the publisher is notified.
- Choose  if the publisher asks you to make changes to the request or the request details have changed.
- Use  if you need to cancel a request. The status of the request changes to **Cancelled by Customer**.

[6. Purchased Tab](#)

- The Purchased tab shows content that is ready for invoicing. You can make changes to a project until 60 days after the start of the term. At that time, all **Purchased** items will be invoiced. To edit a Purchased item, click on  or remove it from the project by clicking on .
- To add additional items to your project, select . You will be returned to the search page, so you can find additional items to add to the current project or initiate a new project.