This is a guide for customers who wish to submit Permission request to the English Language Teaching Division (ELT) of Oxford University Press (OUP).

ELT Permission Request Guide
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English Language Teaching Division

Introduction

This is a guide for customers who wish to submit Permission request to the English Language Teaching Division (ELT) of Oxford University Press (OUP). Requests are processed using the Disability and Permission Request System (DPRS).

Create an account

You must have an account to submit permission requests to ELT.

1. Navigate to https://requestbox.net/eltrights/registration

2. Enter your e-mail address. This e-mail address will be used to notify you of the progress of your requests.

3. Click Next step

4. Enter your details including a strong password.

5. Click Create account

6. An e-mail will now be sent to you from support@requestbox.net with a link. You must follow this link to enable your account. If the link is not followed within 24 hours then the account will be deleted.

Your new account has been created. You can now use it to login from the login page: https://requestbox.net/eltrights
Submit a request

Before you can submit a request, you must create an account. Please see the create account section of this document.

1. Login to the DPRS system (https://requestbox.net/eltrights)

2. From the menu click the **Create a permission request** menu item:

3. Enter **your reference** (optional). This can be used to easily identify your request in the future. Use the **Title** drop-down list to identify the title with the content you wish to use. Type the ISBN or the title in the drop-down list to search the list.

If you are unable to locate the title in the drop-down list then check the **Title not listed** check box. Please note that processing time is less for titles which are identified from the list.

Complete the Title, Edition, Author and ISBN field if possible.
4. In the Extracts section, click the Add button for each type of extract (text, image, audio, or video) you require and complete the fields provided. Create as many extracts of each type you require.
5. In the Publication section, select the target territories, format and other details. Additional formats can be added by clicking the **Add Format** button.

![Publication Section](image)

6. Please identify if any of the content will be translated or displayed on a website.
7. In the Comments section add any questions you may have and include any information you were unable to add to the form.

Comments

Characters remaining: 500

Attachment [Browse...]

Maximum file size: 5.0MB

8. You must agree to the OUP terms and conditions before you can submit your request.

Verification and Agreement

Please confirm you agree to the OUP terms and conditions: http://global.oup.com/legal.

I agree [ ]

Agreed by [Demo Account]

University/school

9. Review the form and then press the Submit button in the sidebar:

Actions

Submit

Cancel »

Any required fields which have been missed will be highlighted and must be completed before the request can be submitted.
What happens after the request is submitted?

Below is the workflow of the Permission request

1. You will receive a notification e-mail from support@requestbox.net when your request is being reviewed. This is In Progress status.

2. You we receive another e-mail when your request has been set to:
   a. Approved - You may proceed to use the requested content.
   b. Rejected - A reason will be given for the rejection. Make any necessary adjustments and then resubmit the request if you wish.
   c. Quoted - Please login to accept or decline the quote. If the quote is accepted you will be notified when the licence and invoice are available on the request.

At any time, you can login (https://requestbox.net/eltrights/) and check the progress of your requests. Click the title text to see the request details:

Permission Requests

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<th>ID</th>
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<th>Title Not Listed</th>
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Requesting permission from other OUP divisions

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- Journals: Journals Rights and Permissions
- Sheet music and hymn books: music.permissions.uk@oup.com
- Educational and Children’s books: oxed.rights@oup.com
- For permission to use content from the OUP Academic division, please visit their request page.

If you have any problems in submitting the requests or your requirement doesn’t fit into the system, please send an email to ELTPermissionsRights@oup.com.