University Copyright Forum
Quick Reference

URL: https://rbscopyrightforum.ca
Click the **Lock** icon to Login

Technical Support: forumsupport@rbs.ca

Discussions

Lists the ten most recent discussions.
- Search Discussions to find items by keyword.
- Click on the red title link to see the full discussion.
- New discussions are indexed nightly.

Voting Process

The Voting Process can be found while within a discussion.
- Select the checkbox and click the "Vote for legal advice" button to initiate the voting Process.
  - Both areas are required to avoid accidental activation of the voting process.
- Institutions can respond "Yes" or "No" within 5 business days.
- If after 5 days, unless at least 2 Institutions have voted "No", RBS will proceed to do the work.

Start a Discussion

Create new discussions on this page.
- "Enter your discussion" field is for the title of the discussion.
- Request a new topic by selecting the link to email Sze-Mei Young. Choose the Miscellaneous topic in the meantime.
- Tags are used to optionally add more keywords or search terms to the discussion.

Library

View the documents that have been uploaded to the site.
- Topics listed as "(RBS Reviewed)" are documents that RBS has reviewed for legal accuracy.
- Documents listed in the Review Pending section have yet to be reviewed by RBS.

Upload a Document

Add or share a new document in this section.
- Select the "Review Pending" category.
- Tags are used to optionally add more keywords or search terms to the document.

Participants

Lists the participants in the forum.
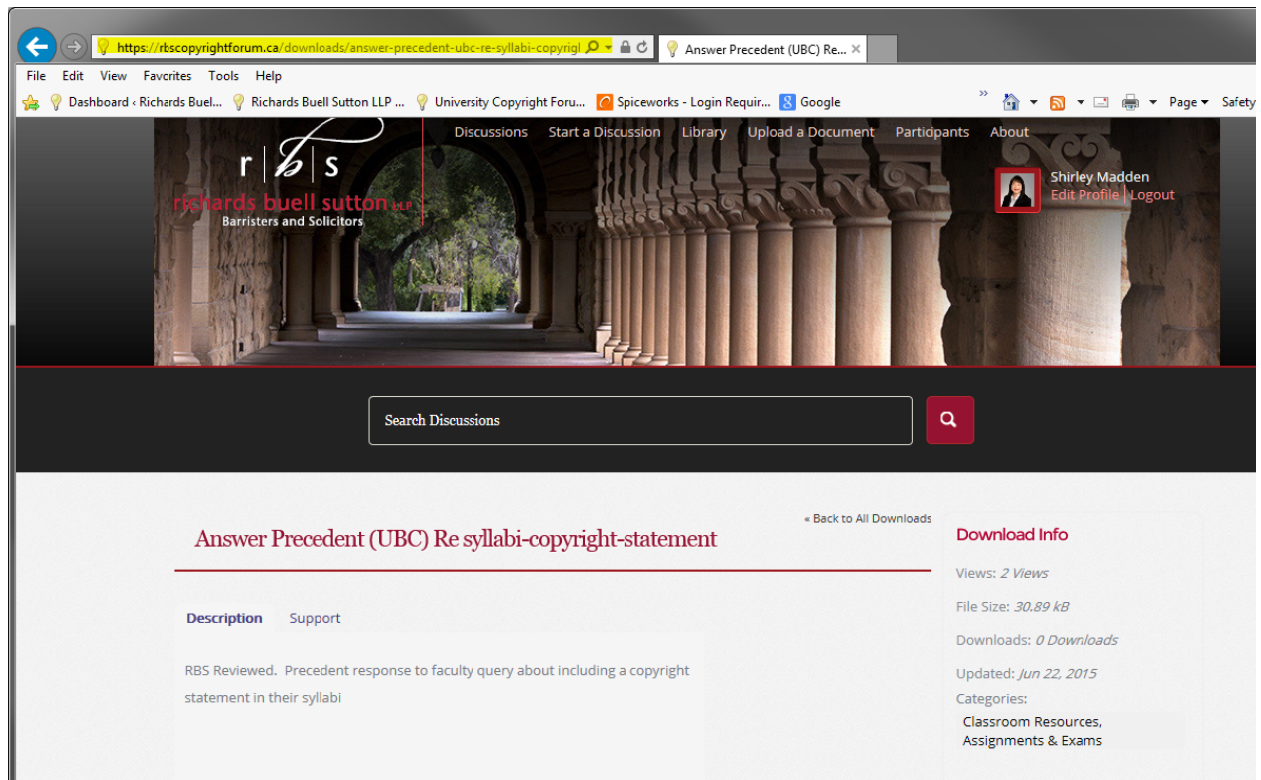
Edit Profile

Used to change your account settings eg. email address, password etc.
•   Upload your photo here.

Discussion about a Document

Used to start a discussion with reference to a document in the Library:
•   Click the document or select "Info" for the document.
•   Copy the URL for the document.

•   Follow the steps in Start a Discussion and paste the link to the documents into the discussion.