

## Registering Producers and Producer Agents

### About Registering Producers and Producer Agents

Before Producers or Producer Agents can work with the Rosetta system, they need to be registered in the system. This can be accomplished as described in the following table:

Registration Methods		
Register As...	When...	How to Register
Producer	<p>A user represents an organization that has multiple Agents who deposit content on behalf of this organization.</p> <p>OR</p> <p>A user represents an individual with one or more Producer Agents depositing on the individual Producer's behalf.</p>	<p>A user requests that a Negotiator manually create a Producer account. The user may also request that a Negotiator create accounts for Producer Agents. A user can also sign up through self-registration.</p> <p>This interaction follows the protocols established by individual institutions and is not circumscribed by the Rosetta system.</p>
Producer Agent	Users are individuals who deposit content on their own behalf or on behalf of a Producer.	Self-register through the Web-based interface.

## Registering Producers and Producer Agents

Users can self-register as Producers and Producer Agents through the Web-based interface. When registering, users need to choose whether they are

- [Registering to Deposit Their Own Content](#) or
- [Registering to Deposit on Behalf of a Producer](#).

### Registering to Deposit Their Own Content

If users plan to deposit their own content, the Rosetta system registers them as Producers and Producer Agents at the same time. As soon as they enter the required information, the Rosetta system creates and automatically activates the Producer/Producer Agent account as an individual account. Users can begin depositing content immediately.

#### To register if you plan to deposit your own content:

1. Using a Web browser, access the logon page.
2. From the logon page, click **Register**. The Register page opens.

Register

Please complete your details below.  
Once completed, you will be able to deposit your material

\* User Name  Language

\* Password  \* Verify Password

\* First Name  Last Name

Job Title

Telephone 1  Telephone 2


Street

Suburb

City

Country  Postal Code

Email  Send Reports  No  Yes

\* Security Check  I'm not a robot  [Privacy](#) [Terms](#)

### Producer Registration Page

3. Complete the fields on the form. A red asterisk indicates that a field is required.

### Note

All fields that have an asterisk are mandatory. If any mandatory field is not completed, the Complete Mandatory Fields page opens and prevents you from continuing until you enter all required fields.

4. In the Security Check field, enter the characters from the image into the blank text field.
  - If you cannot enter or guess the words, click the text below the field that says **Get two new words** and try again.
  - If you need to hear rather than see the security check entry, click the **Hear a set of numbers** text below the blank text field.
  - If you need further help with this step, click the **Help** text below the blank text field.
5. Click **Continue**. The Depositing for the First Time page opens.

Depositing for the first time

Welcome Frieda Massey. In order to start the deposit process, please choose one of the following options:

I will deposit on behalf of an Organisation or a Group

I will deposit in my own name

Choose the institution you will be depositing for:

### Depositing for the First Time Page

6. Select **I will deposit in my own name** and click **Continue**. The Deposit in Your Own Name page opens.

Deposit in your own name

What kind of material will you be submitting?

Notes

Cancel Register

### Deposit in Your Own Name Page

7. Complete the fields as required.
8. Click **Register**.  
The Producer/Producer Agent is registered in the Rosetta system and sent a confirmation e-mail. The Producer/Producer Agent can now deposit content.

## Registering to Deposit on Behalf of a Producer

If a user plans to deposit content on behalf of a Producer, the Rosetta system requests information about the Producer and registers the user as an Agent of this Producer.

### To register if you plan to deposit content on behalf of a Producer:

1. Using a Web browser, access the logon page.
2. On the logon page, click **Register**. The Register page opens.

Register

Please complete your details below.  
Once completed, you will be able to deposit your material

\* User Name  Language

\* Password  \* Verify Password

\* First Name  Last Name

Job Title

Telephone 1  Telephone 2


Street

Suburb

City

Country  Postal Code

Email  Send Reports  No  Yes

\* Security Check  I'm not a robot  reCAPTCHA  
Privacy - Terms

Cancel Continue

### Producer Agent Registration

3. Complete the fields as required.

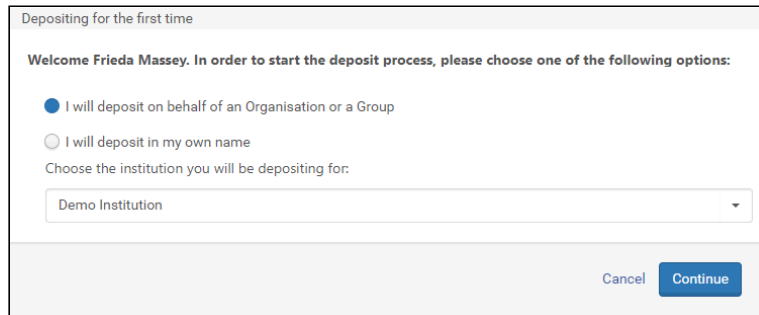
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## Note

All fields that have an asterisk are mandatory. If any mandatory field is not completed, the Complete Mandatory Fields page opens. The page enables you to fill in the missing information and prevents you from continuing until you do so.

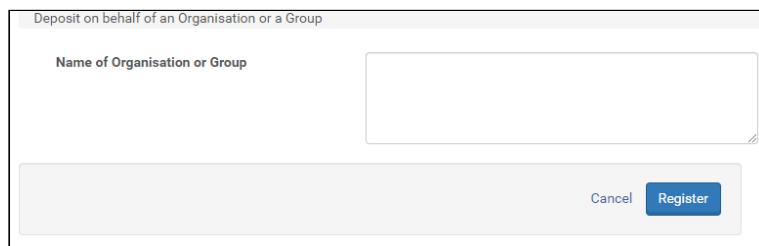
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4. Click **Continue**. The Depositing for the First Time page opens.



### Depositing for the First Time Page

5. Select **I will deposit on behalf of someone else** and click **Continue**. The Add Producer Information page opens.



### Add Producer Information Page

6. Enter the information of the Producer for which you want to deposit content and click **Register**.  
The Rosetta system generates a Producer Agent account with the status of Pending. A Negotiator reviews the account, creates a new Producer account if the Producer does not already exist, associates the new Producer Agent with the Producer, and approves the registration. Once the account has been approved, the Producer Agent receives an e-mail notification of successful registration and can begin depositing content.

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## Update Producer Agent Details

Producer Agents can update their own account details at any time after registration.

### To change your password or update details of your Producer Agent account:

1. Log on to the Rosetta Deposit module using your Producer Agent credentials.
2. Click your user name in the banner of the page, then click **User Details**.  
A form containing the details of your account opens.
3. Make changes to your information and click **Save**.
4. To view your changes, log out and then log in again.