User Account Guide

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All new users must submit a request to access the Disney Copyright website.

1. Open your web browser.
2. Type “disneycopyright.com” in the address field and press the [Enter] key to display the site’s sign-in screen.
3. Click Register to display the registration dialog box.
4. Complete all fields marked with “Required value”.
   - Although “Required value” does not appear within the State and Country fields, they are required.
     - Predictive text functionality will attempt to complete the State and Country fields as you type. The State field will offer both U.S. states and Canadian provinces.
     - Alternatively, click the icon to display a scrollable list of values for selection.
   - Groups, Meetings, and Events users:
     - The Industry ID field must contain the term “Disney Groups”.
     - The Justification and Disney Sponsor field must include the name of your Disney sales/service representative and the Group ID provided to you.
   - All other users:
     - The Industry ID field must contain your IATA or CLIA number. If an alternate Industry ID value was provided to you, type it into this field.

5. Click Terms and Conditions of Use to display the Terms and Conditions of Use popup window.

6. Scroll as necessary to read the terms and conditions, and then close the popup window to return to the registration dialog box.
7. Check the I agree box at the bottom of the form. (This box cannot be checked until the Terms and Conditions of Use have been reviewed.)

8. Click Submit. A confirmation popup will appear, advising that a notification email will be sent when the request has been processed.
   – Please make a note of the account request ID number in the popup, as it will not be displayed elsewhere.

9. Click OK to close the popup and return to the sign-in screen. This completes the registration request process.

10. Once the request has been processed, an approval email containing a URL, user ID, and temporary password may be received.
   – If a denial email is received, additional information may be required. Please respond to the email address provided or contact your Disney sales/services representative.
To sign in to the Disney Copyright website for the first time:

1. Click the URL provided in the approval email to launch your web browser and display the Disney Copyright website sign-in screen.
   - You may wish to bookmark the sign-in screen for convenient access in the future.
2. Type your username (email address) into the *Username* field.
3. Type the temporary password from the approval email into the *Password* field.
4. Click **Sign In** to display the *Change Password* dialog box.

**NOTE:** The *Change Password* dialog box is only displayed during the first sign-in after registration. Future sign-ins will require only that you complete the *Username* and *Password* fields and click **Sign In**.
5. Type the temporary password from the approval email into the *Old Password* field.
6. Type your new password into both the *New Password* field and the *Confirm Password* field.
   - Passwords must be at least six characters in length and contain at least one uppercase letter, one lowercase letter, and one number.
7. Click **Change** to display a confirmation popup advising, “*Password successfully changed*”.
8. Click **OK** to close the confirmation popup and display the Disney Copyright website’s home screen.
If your password is lost, a request can be submitted from the DisneyCopyright.com login screen to have it reset.

1. Click **Forgot Password?** below the Password field to display the Forgot Password? dialog box.
2. Enter your email address in either the *Username* field or the *E-mail* field (your email address is your username).
3. Click **Send E-mail** to display an *Email Sent* confirmation popup advising, “A link has been sent to your email address. You will have one hour to change your password.”
4. Click **Ok** to close the confirmation popup.
An email from “WDPR Disney Destinations Asset Mgmt Sys” will be sent to your address. You will have one hour from the time the message was sent to change your password.

1. Click the link in the email to launch your web browser and display the Reset Password dialog box.
   – This link can be used only once.
2. Type your new password into both the Password field and the Confirm Password field.
   – Passwords must be at least six characters in length and contain at least one uppercase letter, one lowercase letter, and one number.
3. Click Reset Password to display the Disney Copyright sign-in screen.
4. Type your email address into the Username field.
5. Type your new password into the Password field.
6. Click Sign In to display the Disney Copyright website’s home screen.
If the password-reset link in the email is clicked more than 60 minutes after the message was sent, an alert popup will advise, “The link to this page is invalid or has expired”.

Should you encounter this alert, please return to the Disney Copyright sign-in screen and click **Forgot Password?** again to submit a new request to reset your password.

For further assistance using the Disney Copyright website, click **Contact Us** at the bottom of the sign-in screen, or contact your Disney sales/services representative.
Should your account expire, you will receive an email advising:

“Your Disney Copyright account has expired. We generally allow access to the site for a period of one year. To have your access extended please email disneycopyright@disneytravelagents.com.

For all Groups, Meetings, and Events accounts, please contact your Disney Sales or Services Representative.”

If you attempt to log into an expired account, a popup will advise:

“Error
Your Account has expired. Please contact disneycopyright@disneytravelagents.com to have it reapproved.”

Groups, Meetings, and Events users:
Please contact your Disney sales/services representative to have your account reactivated.

All other users:
Please send an email to the provided address for assistance.