EMC² | documentum

PEARSON

Log In / Log Out

Learning Objectives

In this Job Aid, you will learn how to:

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Overview

Documentum is a web-based content management system for managing Pearson's digital content including text, images, video, audio, XML and more. To begin work in Documentum, you will need an Internet connection, a Pearson User ID (which serves as your login name), and a password.

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1 | Log In

1 Launch the **Safari** (Mac) or **Internet Explorer** (PC) browser and type the Documentum URL in the address bar: **http://dctm.pearson.com**

Press **Return**.

2 The **Pearson Login** screen appears. Type your user name in the **Username** text box, preceded by your Pearson domain and a slash. Your user name is the same user name that you use to log into the Pearson network (U42 or V42).

Example: **PEROOT\usmitjo**.

3 Type your Pearson system password in the **Password** text box.

4 Click the **Log In** button.

More Info
You can use either a forward slash or a backward slash to separate your domain and U42.

5 The **Documentum Location** screen appears. Select the appropriate repository from the **Repository** drop-down menu.

6 Select the appropriate location from the **Location** drop-down menu. If your location does not appear in the drop-down list, or if you are working remotely, select **Other**.
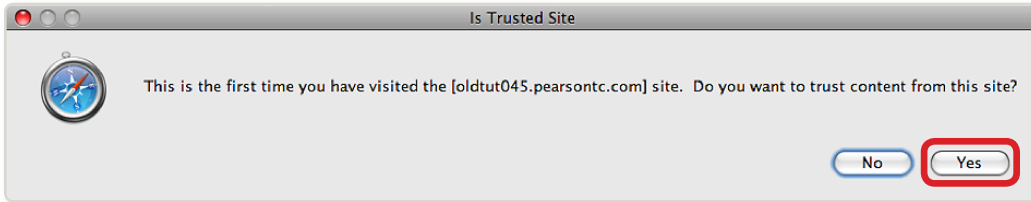
7 Click the **Login** button.

8 If the applet warning message appears, click the **Allow** button.
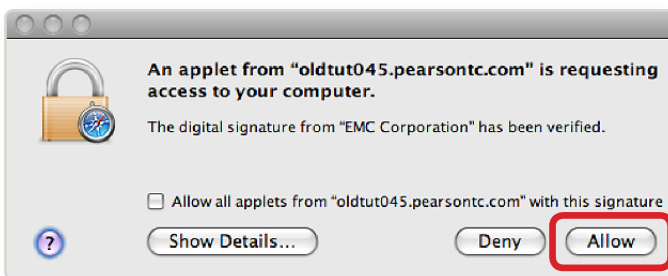
9 If the *Is Trusted Site* warning message appears, click the ⬭**Yes** button.


NOTE When creating a bookmark to Documentum, always use the simple URL: **http://dctm.pearson.com**. Use of a longer link (example: http://dctm.pearson.com:80/dam/component/main?__dmfClientId=1295900801484&__dmfTzoff=300) can create login issues.

More Info

- *See the **Bookmark Job Aid** for more information on how to create a bookmark of the short URL.*

- *For information on logging in to multiple repositories, please refer to the **Multiple Repositories Job Aid**.*

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2 | Log Out

1 To log out of the Documentum repository, click the **LOGOUT** button.
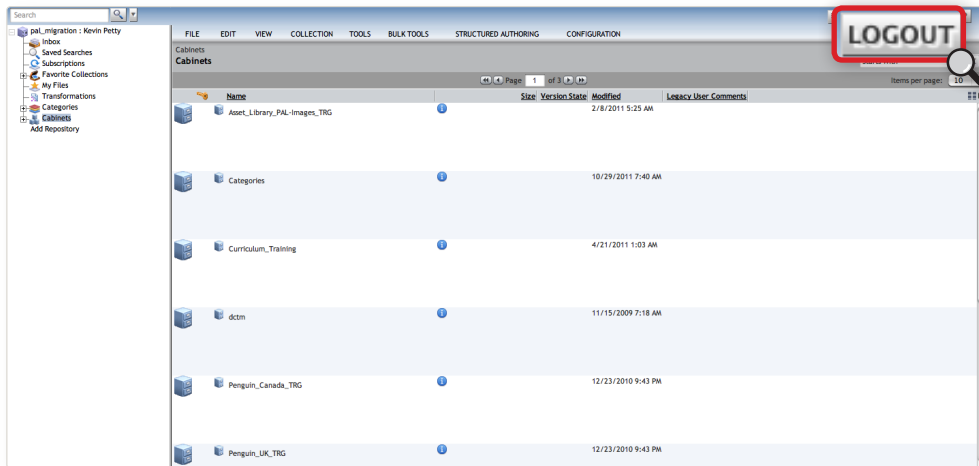
2 If the close browser reminder message appears, click the **OK** button.
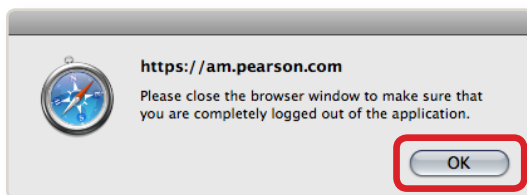
3 Click the browser's ⊗ button to completely close the browser window. This will ensure that you are logged out of Documentum.
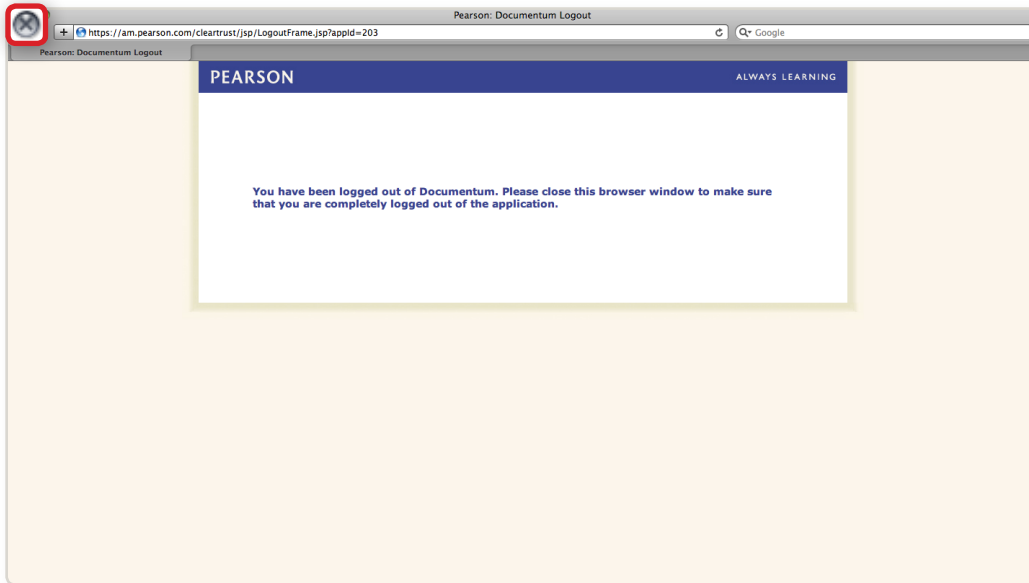
For PC

Click the browser's ❌ button to completely close the browser window.

NOTE MAC users need to quit Safari to reset the 20-minute inactivity timeout limit.