

EMC² | documentum

PEARSON

Log In / Log Out

Learning Objectives

In this Job Aid, you will learn how to:

- | | |
|------------------|---------------|
| 1 Log in | PAGE 3 |
| 2 Log out | PAGE 6 |

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.

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.

For PC

Press **Enter**.

More Info

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

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Documentum Login

2 **Username**
PEROOT\usmitjo
Need Access?
Internal Pearson users [register now](#).
External users, work with your Pearson contact to get registered.

3 **Password**

Need Password Help?
[Click here](#) to visit the Pearson Password Management Portal or contact the Pearson Corporate Help Desk: 1-866-456-6249.

4 **Log In**

Need Documentum Help?
[Click here](#) and log in with your Pearson ID and password to report an issue* to the Documentum Support Team.

*You must select Documentum as your issue and it is suggested that you provide as much information as possible, attaching any necessary screenshots and/or documents.

- 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.

More Info

If you are in the School Group, select **schprodmsdoc** as your repository.

Login

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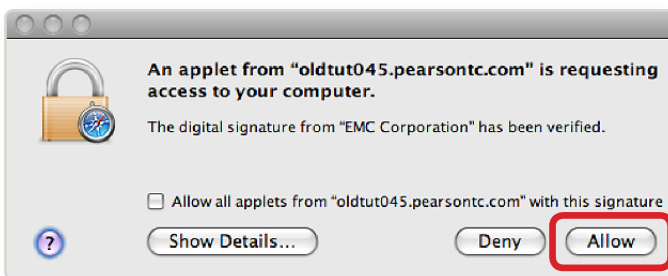
Repository: Pearson_Documentum_NA 5

Location: USR 6

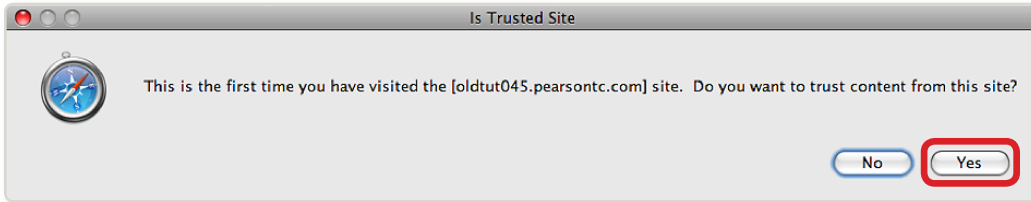
[+] More Options

7 Login Help

- 8 If the applet warning message appears, click the **Allow** button.



- 9 If the *Is Trusted Site* warning message appears, click the **Yes** button.



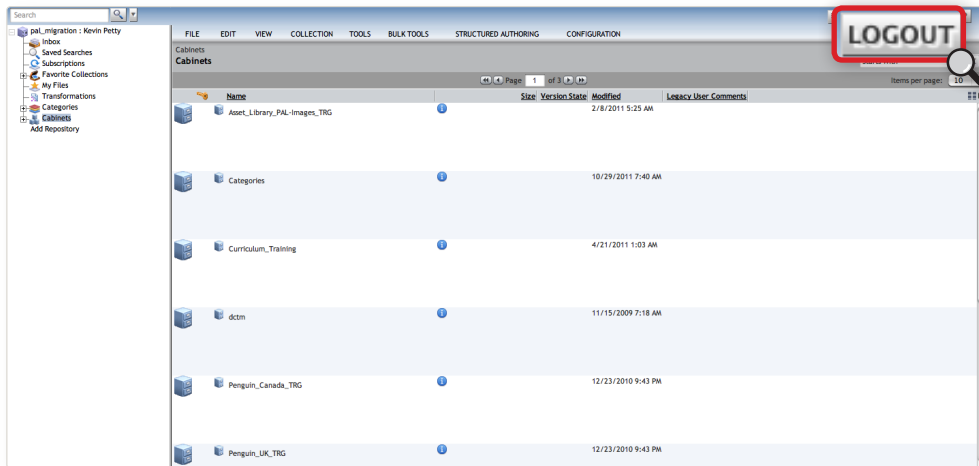
NOTE When creating a bookmark to Documentum, always use the simple URL: **http://dctm.pearson.com**. Use of a longer link (example: `http://dctm.pearson.com:80/dam/component/main?__dmfClientId=1295900801484&__dmfTzoff=300`) can create login issues.

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.



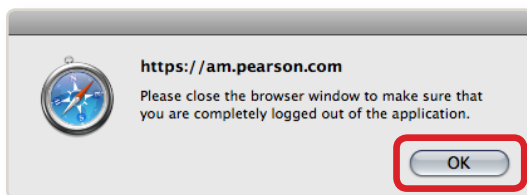
Shortcut


Press **SHIFT** and **O** on your keyboard.

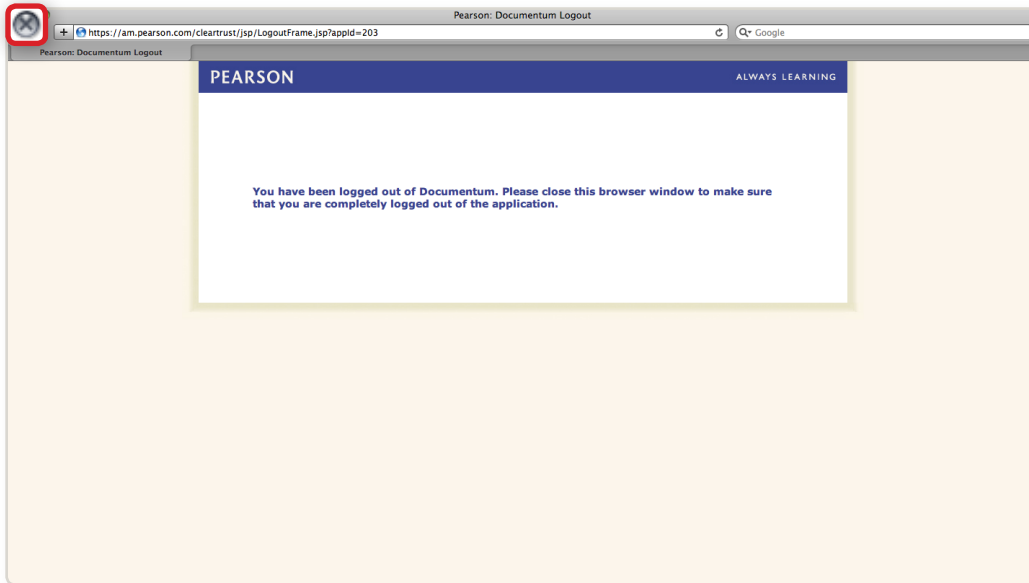
Note


You will be automatically logged out of Documentum after 20 minutes of inactivity.

- 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.
