PCS (Publishing Control Systems) is a web-based application designed to store and keep track of important production information. It operates at the divisional/workgroup level and contains Title Specification, Design, Art Program, Scheduling, and Cost information. The data elements are used to help guide production and manufacturing users as a project moves through its lifecycle. PCS supports budgeting, scheduling and design functions for the book and media products.
LEARNING OBJECTIVES

In this job aid, you will learn how to:

1. Log in                  PAGE 3
2. Log out                 PAGE 4
1 Log In

Launch the Safari (Mac) or Internet Explorer (PC) browser, and type the PCS URL in the address bar: http://pcs.pearson.com/pims/
Press Return on your keyboard.

Quick Tip
For PC, press Enter on your keyboard.

2 The PCS Global Login screen appears.
   a. Select your Domain Name (Example: peroot).
   b. Type your user name in the User Name text box.
      (Example: ulastfi)
   c. Type your password in the Password text box.
   d. Click the Sign in button.
2 Log Out

1 To log out of PCS, click the **Sign Out** button.

**NOTE** If PCS-only (non workflow) users click the **Dashboard** menu, the *Currently you are not set up as a Workflow user. If you are attempting to log in to an individual application, please log out and go to the direct URL for that application... warning message appears.*

2 If the close browser reminder message appears, click the **OK** button.
3 Click the browser’s **Close** button to completely close the browser window. This will ensure that you are logged out of PCS.

**For PC**
Click the **x** button.

**Note**
Mac users need to quit Safari to reset the 60 minute inactivity timeout limit.