



PEARSON

Log In / Log Out

OVERVIEW

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:

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1 | Log In

- 1 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.

A screenshot of the "PCS Global Login" screen. At the top is the "PUBLISHING CONTROL SYSTEMS" logo. Below the logo is the title "PCS Global Login" followed by a right-pointing triangle. There are four input fields, each with a red lettered label to its left: "a Domain Name:" with a dropdown menu showing "PEROOT"; "b User Name:" with a text box; "c Password:" with a text box; and "d Sign in" with a blue button. At the bottom, there is a link that says "Need Help Logging In?".

PUBLISHING CONTROL SYSTEMS

PCS Global Login ▶

a Domain Name:

b User Name:

c Password:

d

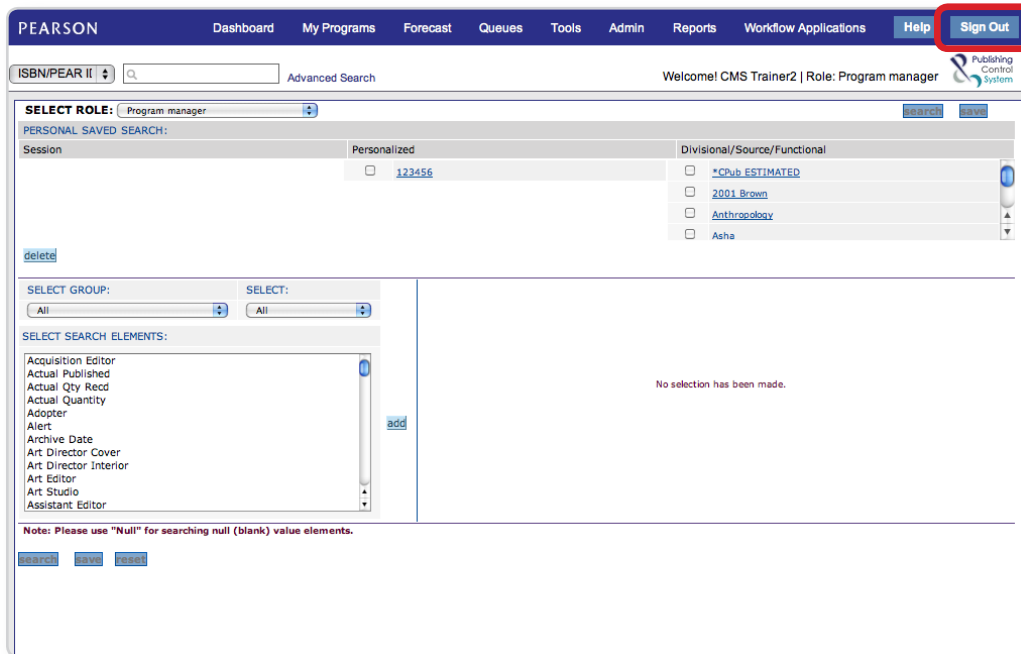
[Need Help Logging In?](#)

2 | Log Out

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

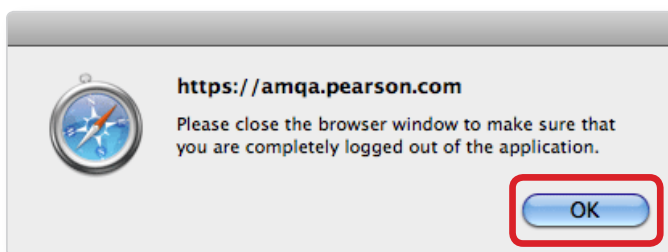
Note


You will automatically be logged out of PCS after 1 hour of inactivity.

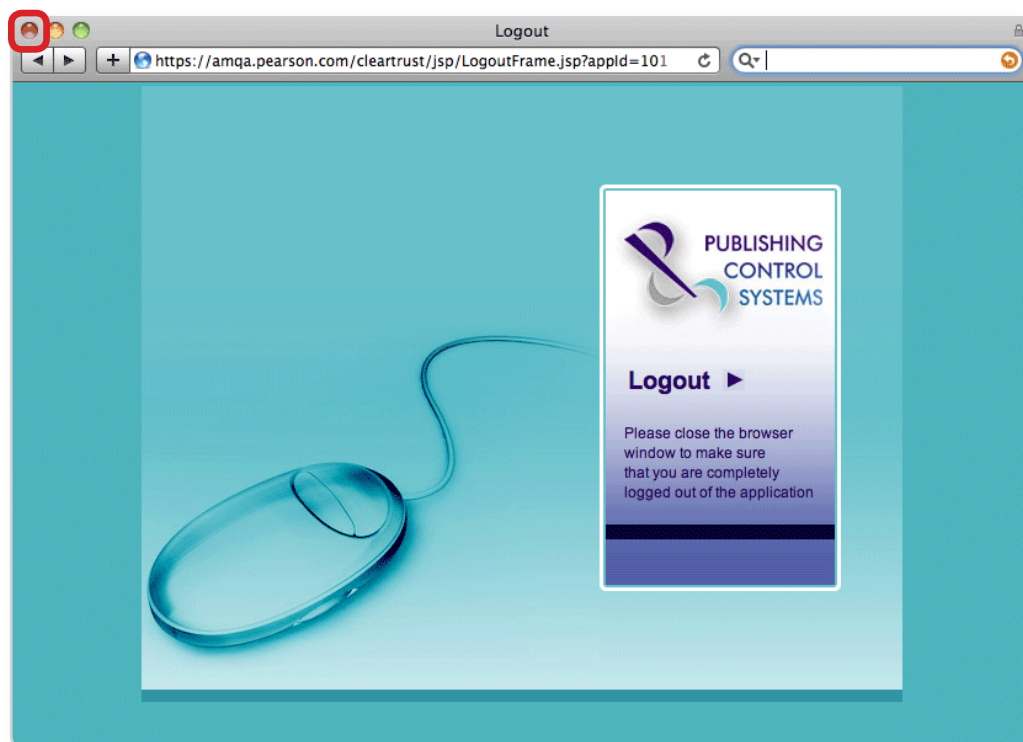


NOTE If PCS-only (non workflow) users click the **Dashboard** menu, the *Currently you are not set up as a Workflow user. If you are attempting to log in to an individual application, please log out and go to the direct URL for that application...* warning message appears.

- 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  button.

Note

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