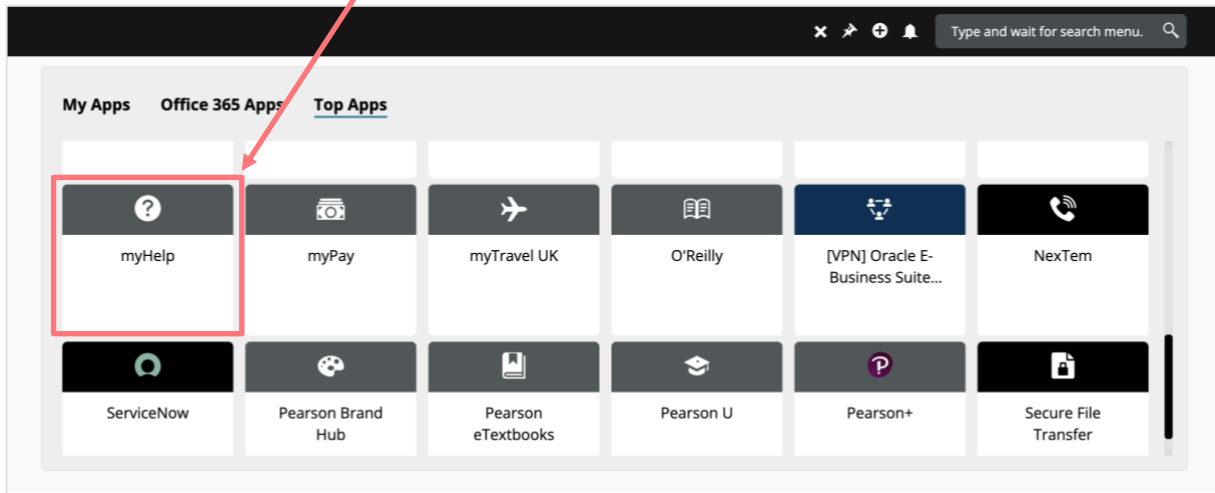


Requesting access to AMDH

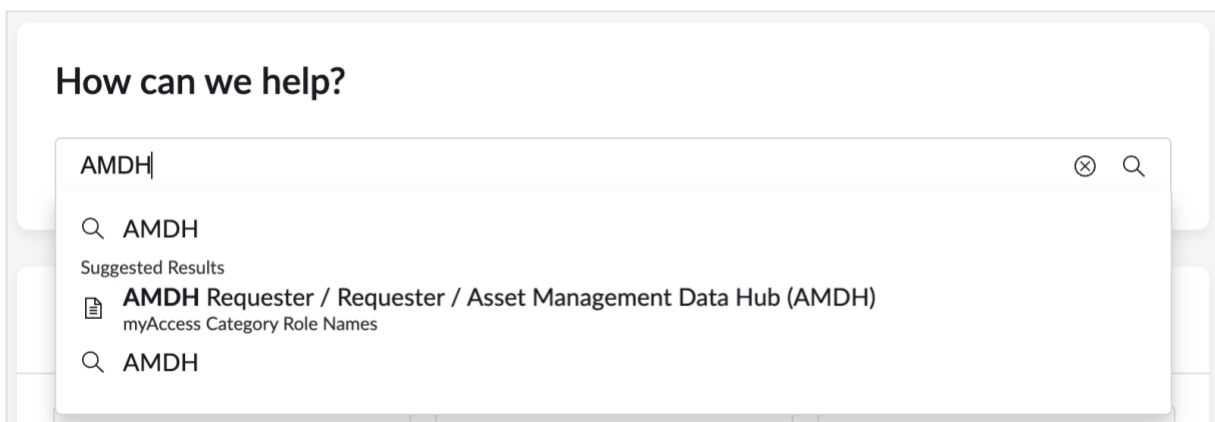


To access Asset Management Data Hub (AMDH) via the [Hub](#) you need to submit a myAccess request.

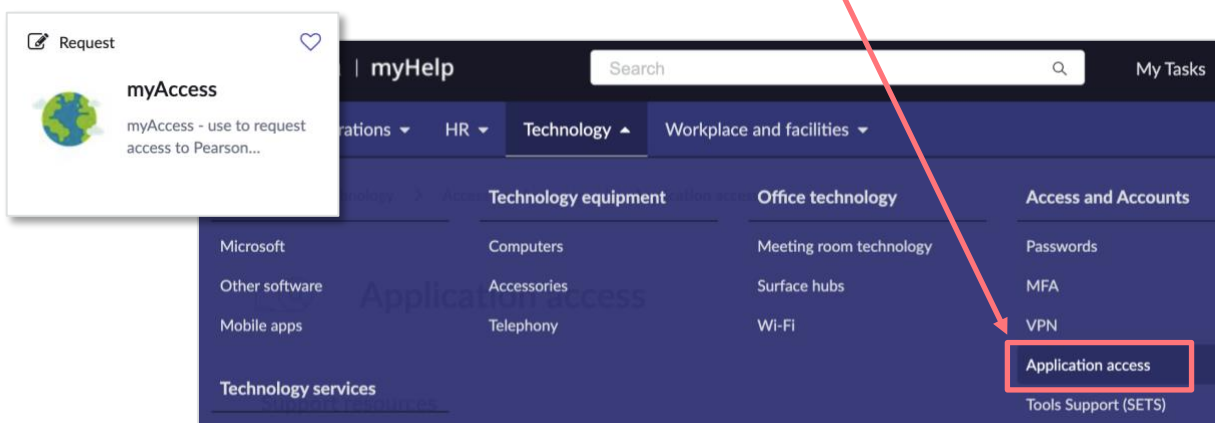
1. From the **Hub** select **myHelp**.



2. The quickest and easiest way to access the **myAccess** form is to enter **AMDH** into the **How can we help?** field and select the **AMDH Requester / Requester / Asset Management Data Hub (AMDH)** option from the **Suggested Results**.



Alternatively, from the **myHelp** menu bar options, you can find **myAccess** under **Technology > Access and Accounts > Application access**.



3. Some fields are already prepopulated. In the **Type the name of Application, Category or Role you are requesting access for...** field, type **AMDH** and select the result.

The screenshot shows the 'myAccess' form with the following fields and options:

- Who is this request for?***: Georgie Stone
- Who is the approving manager for this request?***: Amy Merrow
- I would like to:**: Request access to a Role
- How many users is this request for?***: Single User Multiple Users
- How many roles is this request for?***: Single Role Multiple Roles
- Type the name of Application, Category or Role you are requesting access for. Alternatively, click the arrow to search.:** AMDH (Selected result: AMDH Requester / Requester / Asset Management Data Hub (AMDH))

Buttons on the right: Add to Cart, Order Now. Delivery Time: 5 Days.

4. Complete the **Justification for access** e.g., *To submit content requests to the PAM team*, and click **Order Now**.

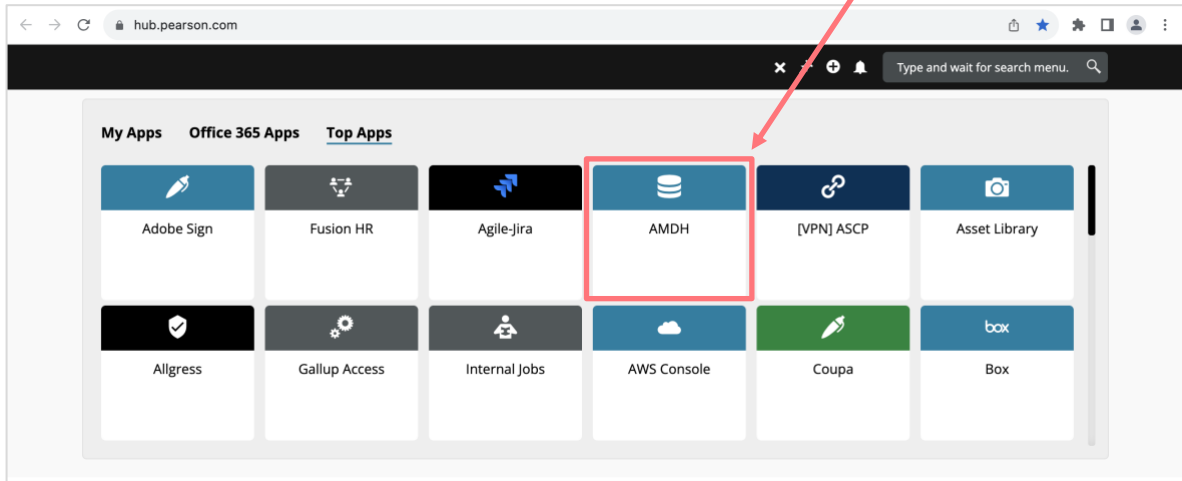
The screenshot shows the 'myAccess' form with the following fields and options:

- Who is this request for?***: Georgie Stone
- Who is the approving manager for this request?***: Amy Merrow
- I would like to:**: Request access to a Role
- How many users is this request for?***: Single User Multiple Users
- How many roles is this request for?***: Single Role Multiple Roles
- Type the name of Application, Category or Role you are requesting access for. Alternatively, click the arrow to search.:** AMDH Requester / Requester / Asset Management Data Hub (AMDH) (Selected result: AMDH Requester / Requester / Asset Management Data Hub (AMDH))
- Role Description:** Asset Management Data Hub (AMDH) built especially for Product Asset Management (PAM) will provide a simplified request process for correction submissions and content requests. All requests for the US and UK archived products must be submitted via AMDH, other request methods will not be accepted. This role provides access to submit requests to AMDH.
- Justification Required:** Requesters must have an active Pearson ID.
- Justification for Access:** To submit content requests to the PAM team.

Buttons on the right: Add to Cart, Order Now. Delivery Time: 5 Days.

5. A ticket will be logged with the Asset Management team for approval.

6. Once approved, you will be able to access AMDH from the Hub app icon.



Help

Asset Management

Visit the [Asset Management Website](#) for job aids and information on:

- Fonts and the Pearson Font Policy.
- Pre-press creation guidelines including configuration for your computer and certification.
- Author Support.
- File and folder naming standards, including an online Archive Folder Creator Tool.
- Product Asset Management (PAM) Archiving and Fulfilment.
- Digital Asset Management (DAM) Asset Library and Asset Licensing Portal (ALP).
- Corrections.

Product Asset Management (PAM)

For support and information about archiving or content requests, please contact the PAM team:

- Australian products - PAM.Australia@pearson.com
- Asia* and Indian products - PAM.India@pearson.com
- North American products - PAM.NorthAmerica@pearson.com
- The United Kingdom, Global and Italian products - PAM@pearson.com

**Singapore, Malaysia, Indonesia, Japan, Myanmar, Philippines, South Korea, Thailand, Vietnam*

To place content requests for Asia*, Australia, India, North America, and United Kingdom products, please refer to the following user guides:

- [The Non-Audit Content Request Guide](#)
- [The Rights Audit Content Request Guide](#)
- [The Custom P&L \(Profit & Loss\) to Custom Manufacturing Request Guide](#)

Asset Management Data Hub (AMDH)

[Request AMDH access](#) via myAccess, or raise a [myHelp ticket](#) for additional support.

Correction Team

For support and information about corrections, please refer to the [Correction Request Submission Guide](#). Please refer to the [AMDH Contact Us](#) page for contact information.

Digital Asset Management (DAM)

For information about Asset Library or the Asset Licensing Portal (ALP), please contact the DAM team at assetlibrarysupport@pearson.com.