Requesting access to AMDH



To access Asset Management Data Hub (AMDH) via the <u>Hub</u> you need to submit a myAccess request.

1. From the Hub select myHelp.

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ServiceNow	Pearson Brand Hub	Pearson eTextbooks	Pearson U	Pearson+	Secure File Transfer

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.

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AMDH	\otimes	Q
 AMDH Suggested Results AMDH Requester / Requester / Asset Management Data Hub (AMDH) myAccess Category Role Names AMDH 		

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

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	Microsoft		Computers	Meeting room technology	$\mathbf{\nabla}$	Passwords	
	Other software		Accessories	Surface hubs		MFA	
	Mobile apps		Telephony	Wi-Fi		VPN	
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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.

myAccess myAccess - use to request access to I	Pearson applications	
۲	Please use this form to request access to Pearson opplications. To proceed select the user requiring access and learch for the Role the user requires access to. Please then read the Role Description to ensure that you are requesting the correct item and double check the Justification Required to ensure that you are eligible for the access. Once the form is submitted a ServiceNt w ticket will be created and routed to the appropriate Line Manager and Approval Group(s). If the request is approved in most cases the faccess will be granted automatically and the ticket closed. If ther way you will be notified of the outcome via email.	Delivery Time: 5 Days Add to Cart Order Now Required information Type the name of Application, Category or Role you are requesting access for Avernative, list the server to search.
 Indicates required *Who is this request for? Georgie Stone *Who is the approving manager for t *Who is the approving manager for t • 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 	•	
	cory or Role you are requesting access for. Alternatively, click the arrow to	

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

*Who is this request for?	
Georgie Stone * * Delivery Time: 5 Days	
*Who is the approving manager or this request?	
Amy Merrow Add to Cart	
I would like to: Order Now	
Request access to a Role *	
How many users is this request for? Single User How many roles is this reque: for Single Role Single Role 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) * *	
AMDH Requester / Reque ter / Asset Management Data Hub (AMDH)	
Role Description	
Asset Management Data Hub (AMDH) built especially for Product Asset Management (PAM) will provide a simplified request proces for correction submissions and content requests. All requests for the US and UK archived products must a submitted via AMDH, other request methods will not be accepted. This role provides access to submit requests to AMDH.	
Justification Required	
Requesters must have in active Pearson ID.	
* Justification for Access	

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**.

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Help

Asset Management

Visit the <u>Asset Management Website</u> 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 <u>PAM.NorthAmerica@pearson.com</u>
- 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)

<u>Request AMDH access</u> via myAccess, or raise a <u>myHelp ticket</u> for additional support.

Correction Team

For support and information about corrections, please refer to the <u>Correction Request</u> <u>Submission Guide</u>. Please refer to the <u>AMDH Contact Us</u> 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 <u>assetlibrarysupport@pearson.com</u>.