



Pearson

SFT.PEARSON.COM is a web-based secure file transfer utility that enables secure delivery of data of any type and size to and from anyone with a valid email address. It works very much like email but rather than attaching files, a secure web link to the data is generated.

1. Registration

You need to register an account before you can start using [sft.pearson.com](https://sft.pearson.com/bds/UserRegister.do), either by visiting <https://sft.pearson.com/bds/UserRegister.do> or via the link in your first delivery notification email.

User Registration

Please enter your information for registration, your email address will be your sign in username
Already registered? Visit the [Account activation](#) page or click [here](#) to have the activation email resent to you.

DO NOT REGISTER IF YOU ARE A PEARSON GROUP EMPLOYEE, [click here to sign in using your usual computer login details.](#)

Email address*	<input type="text" value="an.other@email.com"/>		
Confirm email address*	<input type="text" value="an.other@email.com"/>		
Name	First name	Middle name	Last name
	An		Other
Display as	<input type="text"/>		
Password*	<input type="password" value="*****"/>		
Confirm password*	<input type="password" value="*****"/>		
Password strength	<div style="width: 100px; background-color: green; height: 15px; margin-bottom: 5px;"></div> <input type="checkbox"/>		Strong
Password reset question *	Question	<input type="text" value="In What city were you born?"/> <input type="button" value="▼"/>	
	Answer	<input type="text" value="New York"/> Hint <input type="text" value="Apple"/>	

* Required fields

Password complexity rules:

Minimum 7 characters

Minimum 1 uppercase letter [A-Z]

Minimum 1 lowercase letter [a-z]

Minimum 1 digit [0-9]

You will receive an email with an activation link to confirm your registration. You will be ready to sign in and start using sft.pearson.com as soon as you have confirmed your registration.

2. Signing in

Enter your email address and chosen password but make sure to leave the **Domain** field blank as this is used by Pearson group employees only.

User sign in

Username

Password

Domain

Remember my username

Sign in

[Forgot your password?](#)

Register
If you do not have a username, register [here](#).

Please note!
You do not need to register if you are a Pearson group employee. Sign in using your usual computer username, password and domain.

You can reset your password by correctly answering your password reset question.

Account lockout: If an incorrect password is entered five times, your account will be temporarily locked for 10 minutes. This process can be repeated 5 times before your account will get permanently locked. Please try to change your password instead but speak to your company contact if your account is permanently locked so that an administrator can unlock and reset your password instead.

Reset Password

Enter the answer to the question and your new password, and click Submit to reset your password

Email address

Question

Answer

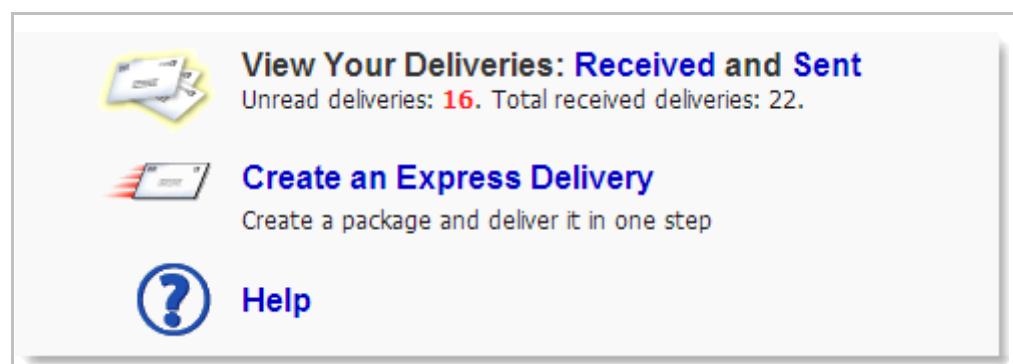
Enter new password

Confirm new password

Password strength

3. Menu

Once signed in, you will be presented with a menu from here you can view, reply or create new deliveries. This view can always be reached by selecting [Home](#) in the top left corner.



4. Java Applet

sft.pearson.com makes use of Java in order to add extra file upload and download features. You will be presented with a security prompt asking to run a Java applet the first time you access a delivery. (The look of security prompt shown varies and may not be exactly as the examples below).

(IE security warning in Windows XP)



(Firefox security warning on Mac)



Although the Java applet is not required for files to be uploaded or downloaded, its use is recommended as it adds extra features such as unlimited file sizes when replying to a delivery and more detailed up/download progress.

The Java applet requires Java JRE v1.5 or higher to work.

You can test and confirm which version of Java (if any) you have installed at the following address: <http://java.com/en/download/help/testvm.xml>

If you are using a **Mac**: Please use the "Software Update..." utility available from the Apple menu to update Java.

If you are using a **PC**: please download and install java from www.java.com alternatively use the built in update function from the Java control panel if Java already is installed.

If you have problems with Java and already have the latest version installed, please try using a different internet browser.

5. Deliveries and sending replies

Your deliveries can be accessed and viewed from this menu option or by following the link sent to you in a delivery notification email.

The screenshot shows a table of received deliveries. The columns are: From, Subject, Received, Last activity, and Expires. One row is visible, showing 'Ohlander, Martin' as the sender, 'Secure delivery of package: Demonstration' as the subject, and a timestamp of '03/03/11 16:36'. The 'Expires' column shows '02/04/11 17:36'. A green arrow points to the 'Subject' column of the first row. Another green arrow points to the paperclip icon in the same row. At the bottom right, there is a search bar, a 'Delete' button, and navigation links for items 1 to 1 of 1.

From	Subject	Received	Last activity	Expires
Ohlander, Martin	Secure delivery of package: Demonstration	03/03/11 16:36	03/03/11 16:36	02/04/11 17:36

Click delivery subject to access it.

Hover with mouse pointer above paperclip icon to list files attached to package

Viewing your delivery

Your Delivery

[Delete this delivery](#)

Click on the files to download them to your computer

Package name: Demonstration
To: Martin Öhlander
Subject: Secure delivery of package: Demonstration
From: Ohlander, Martin

Delivery last updated on 03/03/11 17:46 by Ohlander, Martin

Secure message
Secret launch date is 1st June

Notification message
Hi,

Here are the documents you requested. Please update and send back to me.

Thanks

<input type="checkbox"/>	File name	Description	Date Created	Size
<input type="checkbox"/>	Iansweeper31.zip		03/03/11 12:48	4.2 MB
<input type="checkbox"/>	Training.xls		03/03/11 12:48	11.5 KB
<input type="checkbox"/>	GK vSphere Webinar.ppsx		03/03/11 12:48	2.0 MB
<input type="checkbox"/>	W2K8andR2.pptx		03/03/11 12:48	1.1 MB

[Download](#)

Secure reply thread	Started	Total replies	Last updated
No replies			

[Reply securely](#) [Reply securely to all](#)

Secure message:

This message is only displayed when visiting the site is not included in the delivery notification email.

Notification message:

This message is also included in the delivery notification email.

Downloading files:

You can either click on individual file names or select the box next to each file name and click **Download** (the latter will utilise Java and show you more detailed download progress).

Replies Securely is almost always better than creating a new **Express Delivery** from the main menu (explained below) as this keeps all files and communications in the same place in a threaded view, both from the sender and recipient's point of view. Replying to a delivery does also not restrict file sizes like creating a new delivery will. Files and folders of any size can be added to a reply but only 3 x 100 MB when creating a new express delivery.

Both **Reply securely** and **Reply securely to all** will open up a new section below from where you can add and send data back to the sender and/or everyone included in the delivery. The **Reply securely to all** option is only available if the sender has enabled collaboration.

6. Creating an Express Delivery

You can create new deliveries to any Pearson group email address however you can only send up to three files with a maximum of 100 MB each. Replying to a delivery (explained above) does not have this restriction and lets you add files/folders of any size.

Multiple addresses are separated using a semicolon (;)

The secure will only be visible to recipients on the sft.pearson.com website and will not be included in the delivery notification.

Create Delivery

Send a delivery

To*

Subject

Secure message

D:\MyLatestWork.zip

D:\Me.jpg

D:\MyCV.doc

* Required fields

7. Personal Settings

You can edit your profile, change password and set preferences under the Personal settings menu in the top right corner.

