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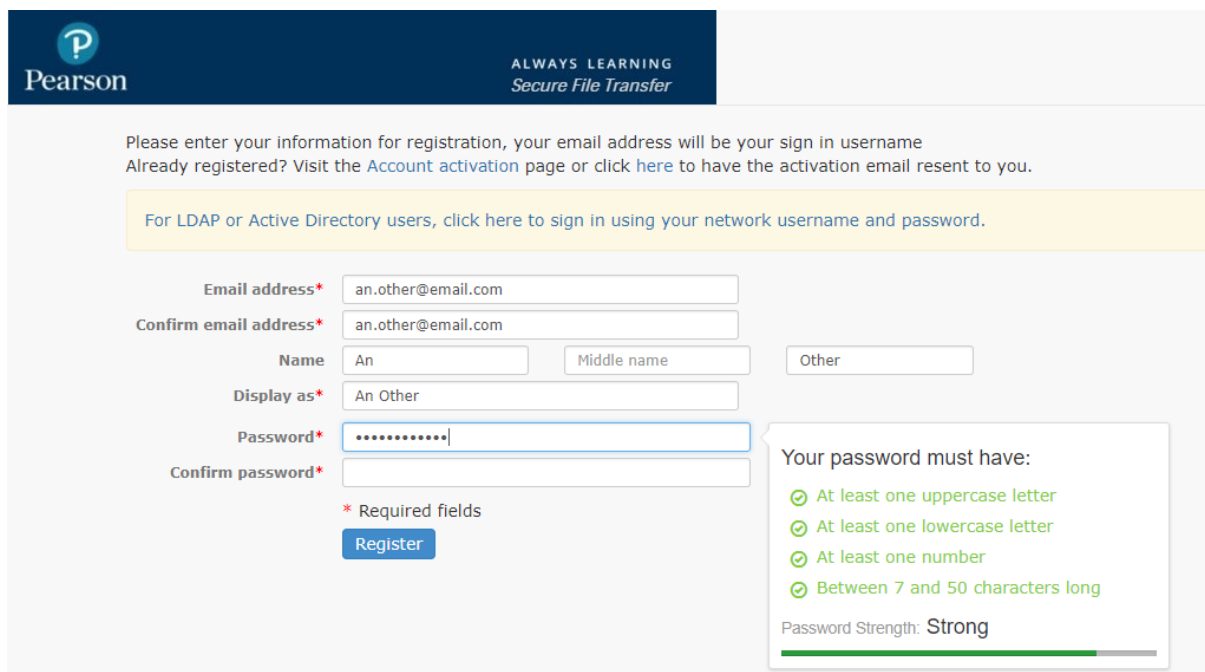
is a web based secure file transfer utility that enables secure delivery of data of any type and size to and from anyone with a valid email address. It works very much like email but rather than attaching files, a secure web link to the data is generated.

2. **Registration**

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

Password complexity rules:

At least one uppercase letter
At least one lowercase letter
At least one number
Between 7 and 50 characters long

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.

3. 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.

You can reset your password by correctly entering the email address you provided when you registered. You will be sent an email with a link and then follow the instructions to reset your password.

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.

4. Menu and Creating a Delivery

Once signed in, you will be presented with a menu on the left hand side from where you can compose a delivery and also view the Inbox and any Sent Items.

To create a new delivery/ send a secure message click onto "Compose Delivery" on the left hand side menu. You compose your message and can also attach documents such as the booking request form to the message
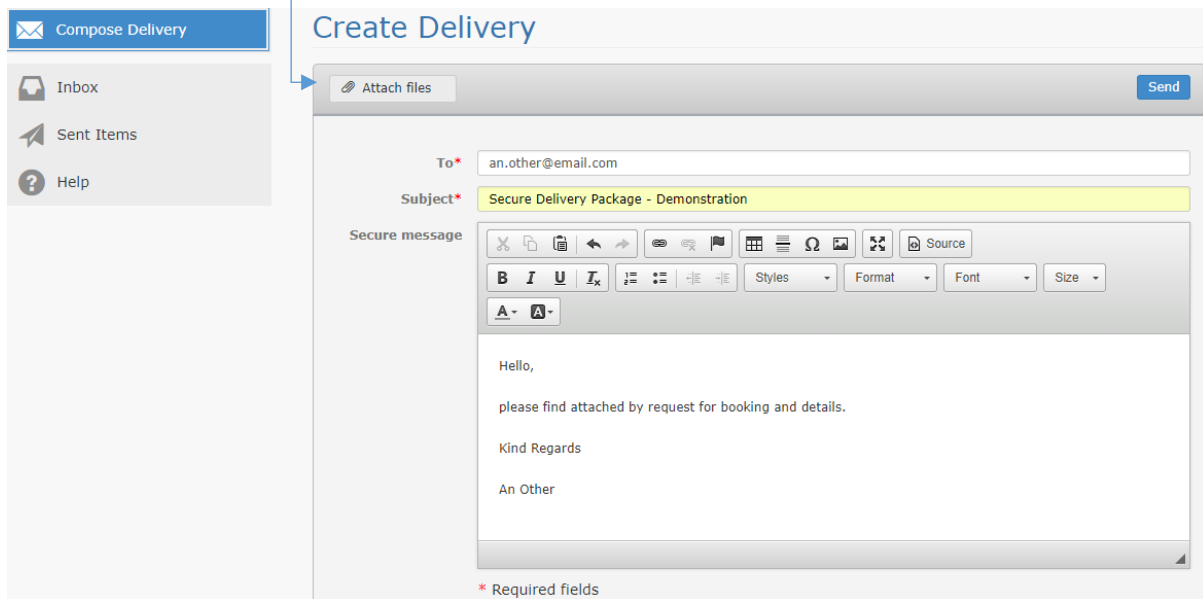
Any attached documents will be shown underneath the secure message and can be reviewed before sending.
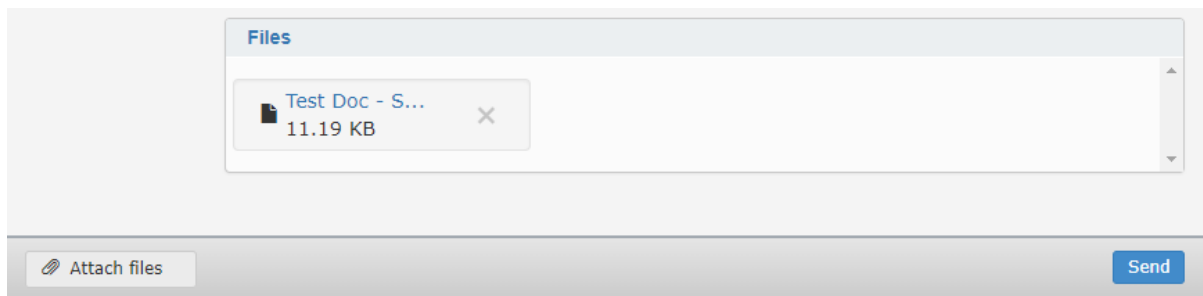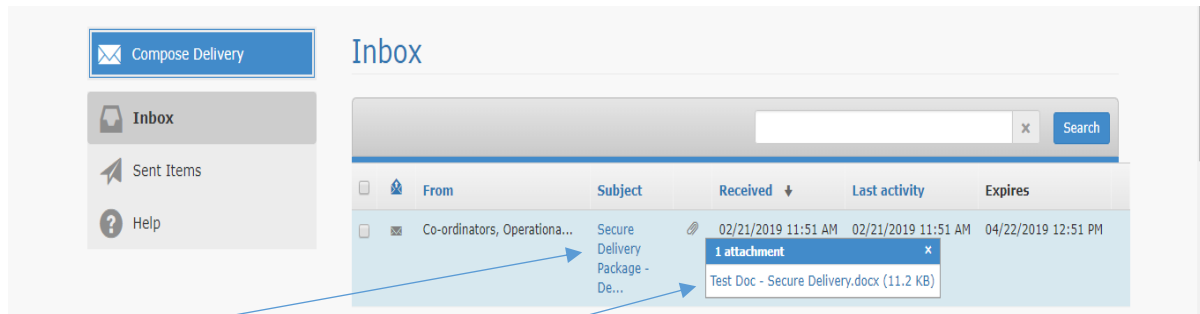

When the message has been sent, the below message will appear and you can return to the menu when you click onto Back
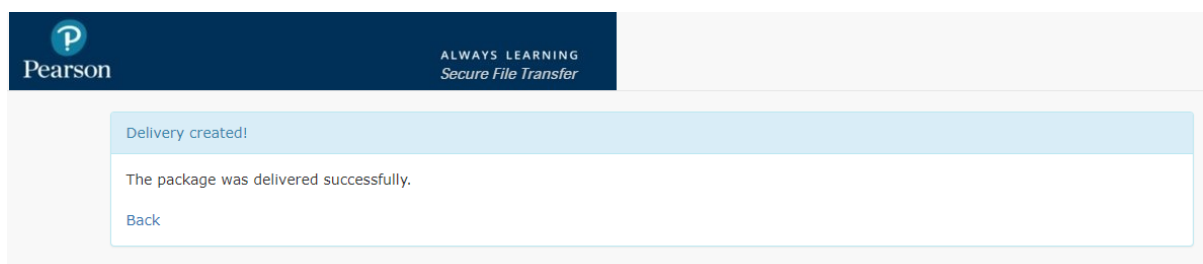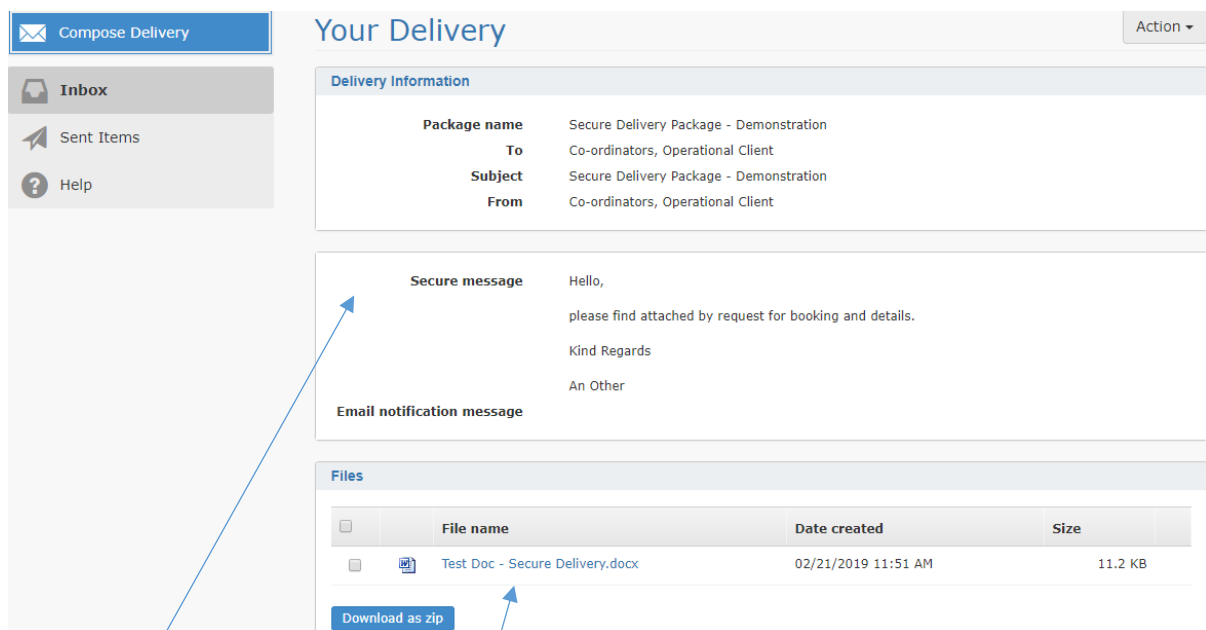
5. Deliveries

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

Click onto the delivery subject to access it and open the delivery. Hover with the mouse pointer above the paperclip icon to list any files attached to the package.

Downloading Files: You can either click on individual file names and download right away or select the box next to each file name and click "**Download as zip**" to download all into a file.

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