

OASIS Quick Reference Guide

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Introduction

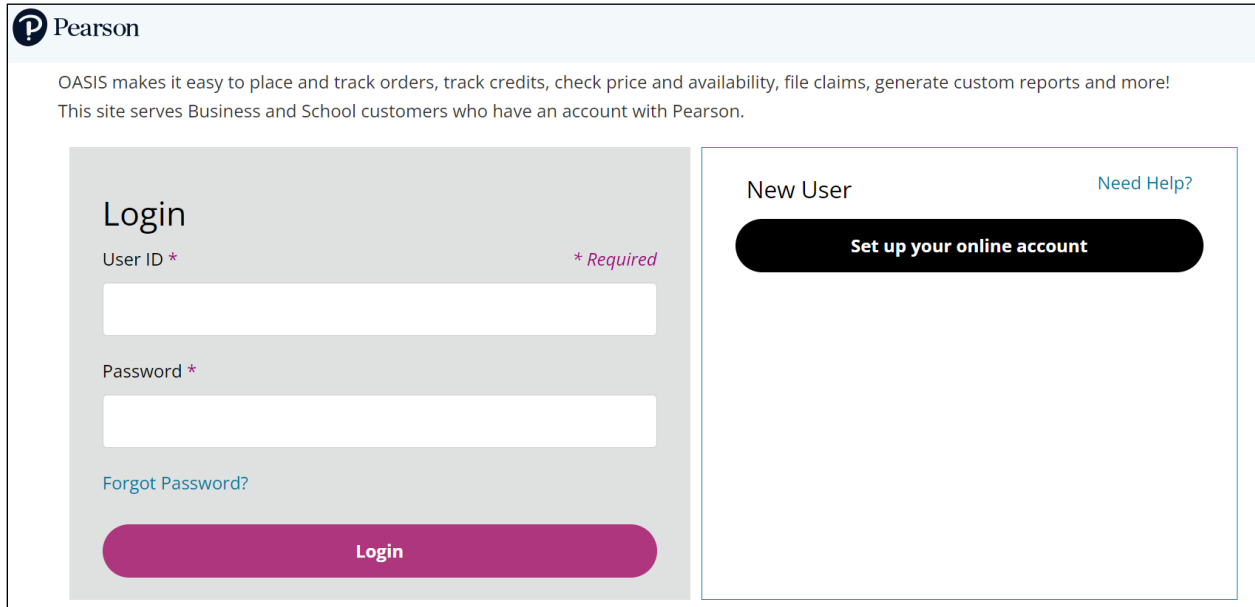
The Pearson OASIS (Order and Shipment Information System) Quick Reference Guide covers basic topics, including logging in, logging out, using the toolbar, technical support, and a basic overview of what you can do on the OASIS website.

Note: You must have an account before you can use Pearson OASIS. If you do not have an account, go to oasisuk.pearson.com/login and click **Set up your online account**.

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Log in

1. Go to oasisuk.pearson.com/login.



The screenshot shows the OASIS login interface. At the top left is the Pearson logo. Below it, a light blue banner contains the text: "OASIS makes it easy to place and track orders, track credits, check price and availability, file claims, generate custom reports and more! This site serves Business and School customers who have an account with Pearson." The main content area is divided into two sections. The left section, titled "Login", contains a "User ID *" field with a red asterisk and the text "* Required", a "Password *" field, a "Forgot Password?" link, and a large purple "Login" button. The right section, titled "New User", contains a "Need Help?" link and a black button with the text "Set up your online account".

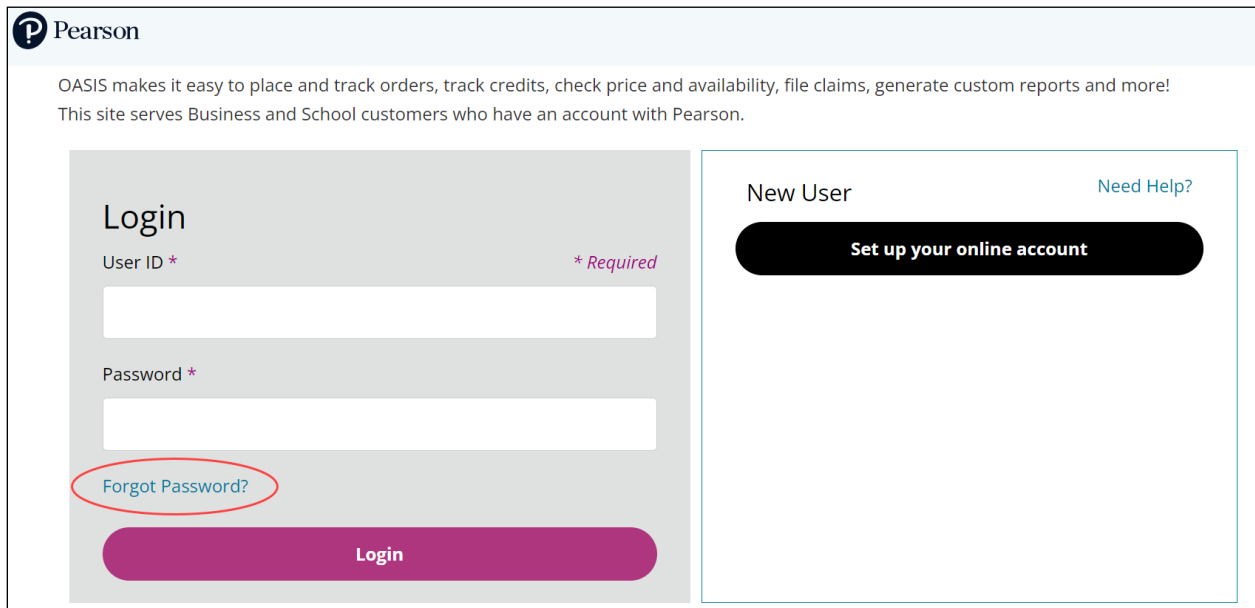
2. Enter your user ID and password.
3. Click **Login**.

Note: You will be automatically logged out after 30 minutes of inactivity.

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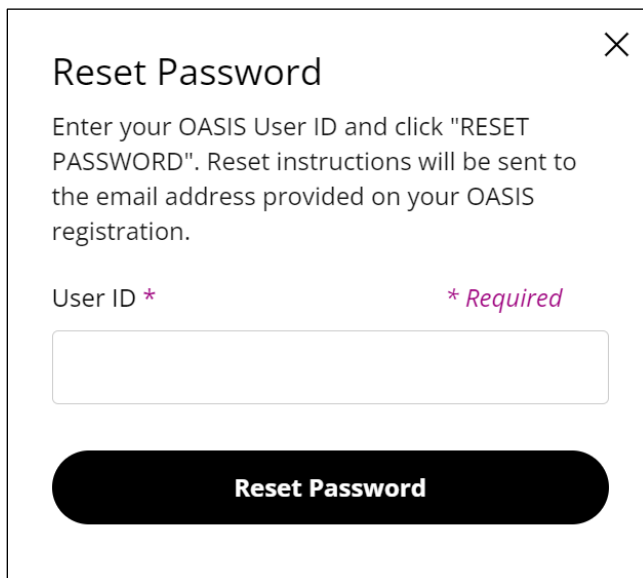
Forget your password?

1. Go to oasisuk.pearson.com/login.



The screenshot shows the OASIS login page. At the top, there is a Pearson logo and a description of the system. Below this, there are two main sections: a 'Login' section on the left and a 'New User' section on the right. The 'Login' section contains fields for 'User ID' and 'Password', both marked as required. A 'Forgot Password?' link is circled in red. A 'Login' button is at the bottom of the login section. The 'New User' section has a 'Set up your online account' button and a 'Need Help?' link.

2. On the login page click **Forget Password?** The following will be displayed.



The screenshot shows a 'Reset Password' dialog box. It has a close button (X) in the top right corner. The text inside says: 'Enter your OASIS User ID and click "RESET PASSWORD". Reset instructions will be sent to the email address provided on your OASIS registration.' Below this text is a 'User ID' field, marked as required. At the bottom is a 'Reset Password' button.

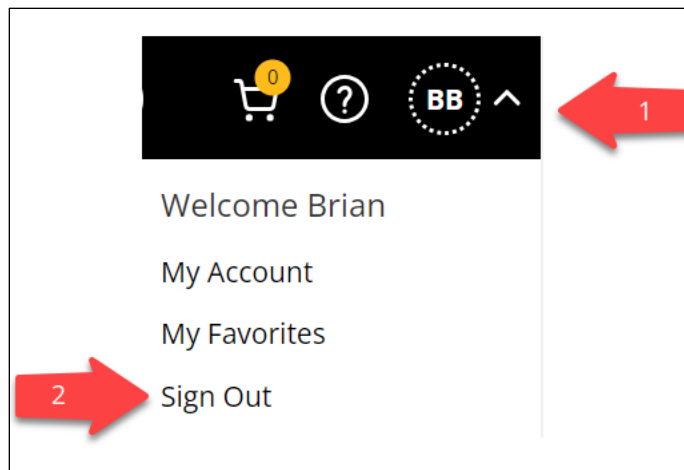
3. Enter your username.
4. Click **Reset Password**.

You will receive an email with instructions to reset your password.

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Log out

1. Click your user ID icon in the upper right-hand corner.
2. Select **Sign Out**.



The Home Page

The OASIS home page displays after you log in. The home page is divided into three parts: a toolbar at the top, tiles for quick access in the middle, and a footer with helpful links.

The toolbar

The toolbar is always available when you are logged into OASIS. Its components are described below.

Note: Click the Pearson icon at any time to return to the home page.

Menus

From the toolbar you can

- Create, view, and track orders
- Track credits
- Search for products (see [Perform a simple product search](#) below)
- File claims
- Retrieve documents
- Generate reports

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Search Bar

You can search for products by title, author, or ISBN. Matching names will be displayed as you type.

Shopping Cart

The shopping cart icon shows how many items you currently have in your shopping cart.

Help Button

If you need help, click the help button in the toolbar, which will open the OASIS Support page in a new browser tab or window.

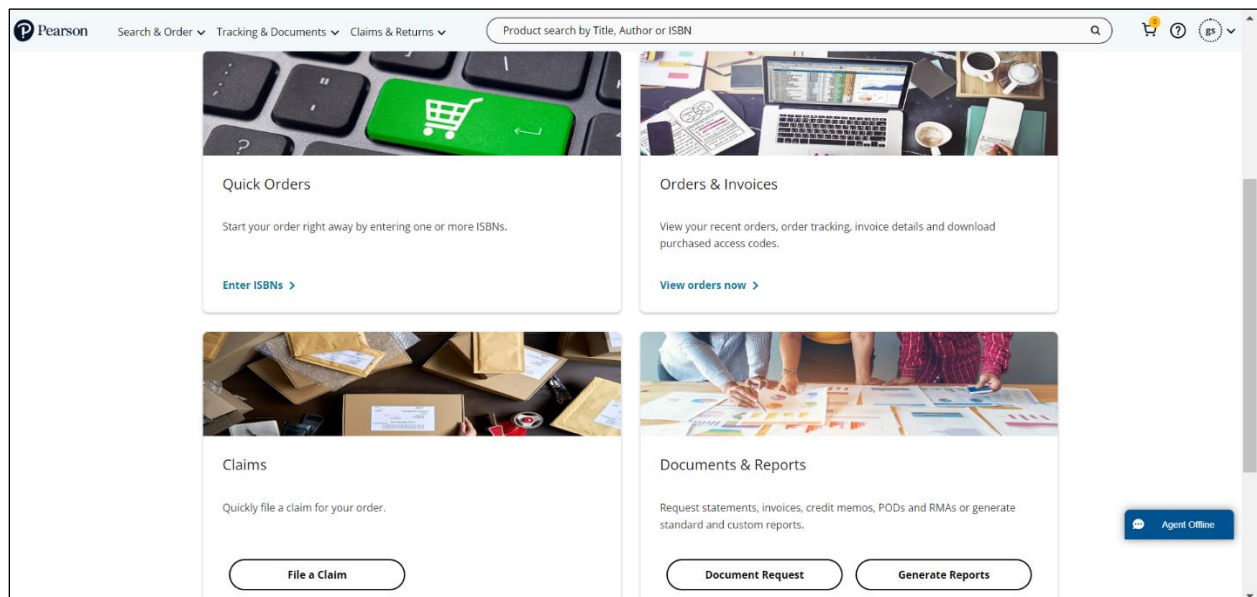
User ID Icon

Click your user ID icon to

- [View and edit your account](#)
- [Use My Favorites](#)
- [Log out](#)

Quick access tiles

You can quickly access commonly used functions by clicking the home page tiles.



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Footer

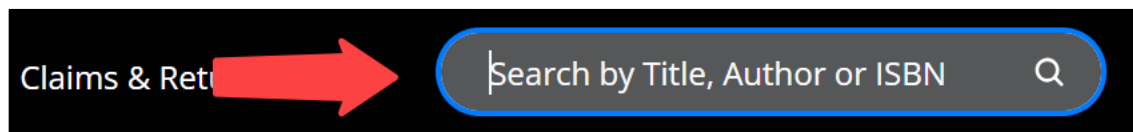
From the footer you can quickly access our user guides, contact Support, contact a sales representative, and read more about Pearson OASIS.

OASIS Chat Agents

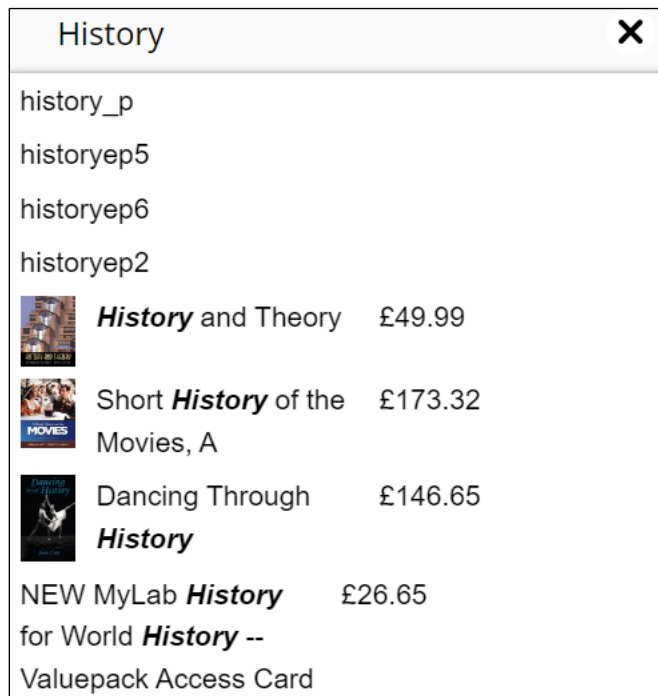
You can chat with an agent by clicking the **Agent Online** button in the lower right-hand corner of the window, Agents are available Monday through Friday 8:00 AM to 5:00 PM GMT. The button will display **Agent Offline** when agents are unavailable.

Perform a simple product search

To perform a simple product search, enter the product's title, ISBN, or author in the search bar.



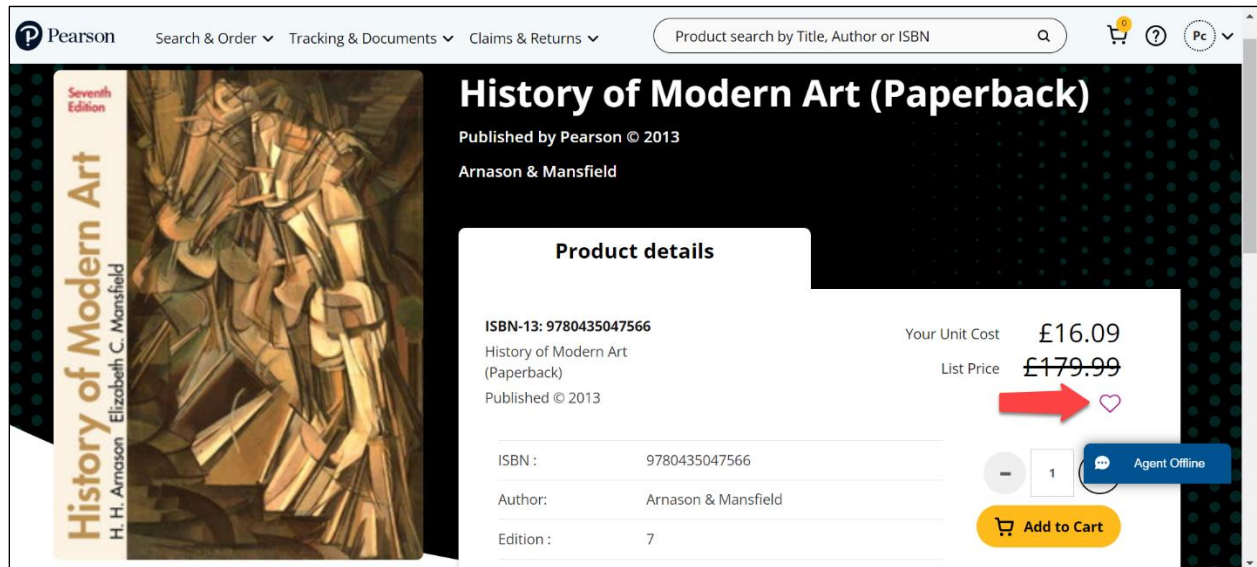
Matching names will be displayed as you type.



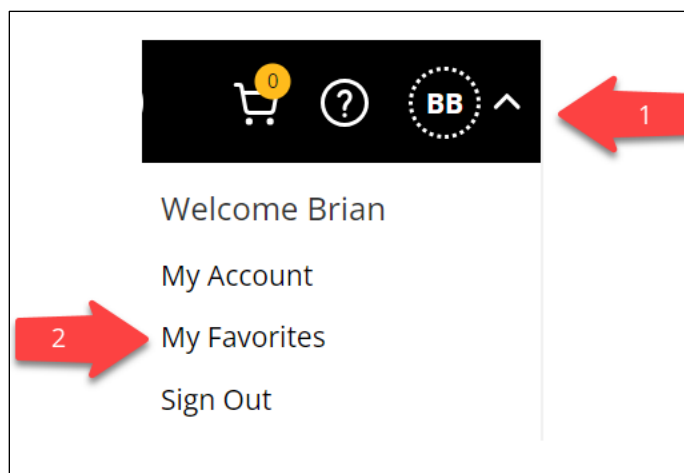
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Use My Favorites

Use the My Favorites tool to conveniently save your search items for later use. To save a product to your My Favorites page, search for the product and then click the heart icon. To remove it from your favorites, click the heart icon again.



To view your favorites, click your user ID icon and then select **My Favorites**.



Select one or more products, enter their quantities, and then click the shopping cart icon to add them to your shopping cart.

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My Favorites

To view your final pricing, add the items to your cart.

EXPORT LIST Add to Cart

ISBN	Description	Author	Product Type	Status	List Price	Qty
9780133597608	Math for the Non-Math Lovers (Collection)	Levine & Follett	ELECTRONIC BOOK	Published	£12.91	<input type="text"/>
9780205995110	Perceiving the Arts: An Introduction to the Humanities	Sporre	BOOK	Only Available to Order	£99.99	<input type="text"/>
9780435047566	History of Modern Art (Paperback)	Arnason & Mansfield	BOOK	Published	£179.99	<input type="text"/>

Agent Offline

Click **Export List** to save your favorites as a CSV file. To add products to your shopping cart, enter the quantity for each product and then click **Add to Shopping Cart** to add all of the products to your shopping cart or click the shopping cart icon in a product's row to add a single product.

To remove a product from your favorites, click the **X** in its row.

Remove from 'My Favorites'

This product will be removed from 'My Favorites' list.

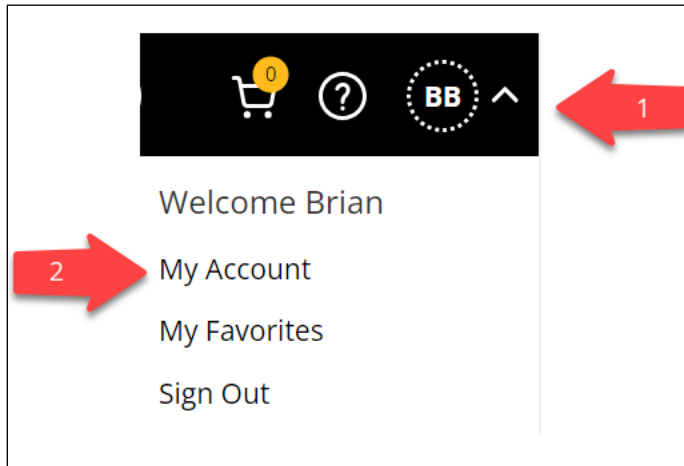
Cancel OK

Click **OK** to continue.

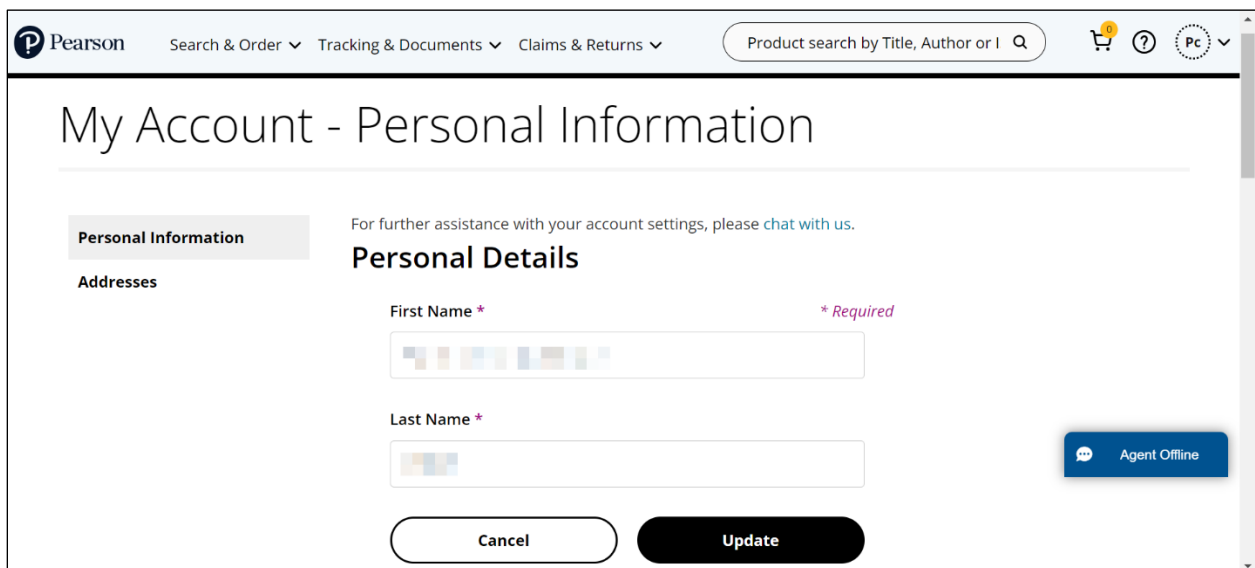
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View and edit your account

Click your user account ID and then select **My Account**.



From here you can view and edit your account and change your password.



A screenshot of the 'My Account - Personal Information' page. The page has a header with the Pearson logo, navigation links (Search & Order, Tracking & Documents, Claims & Returns), and a search bar. The main content area is titled 'My Account - Personal Information' and includes a sidebar with 'Personal Information' and 'Addresses' tabs. The 'Personal Information' tab is selected, showing a form for 'Personal Details' with fields for 'First Name' and 'Last Name', both marked as required. There are 'Cancel' and 'Update' buttons at the bottom. A chat bubble for 'Agent Offline' is visible on the right.

Click **Personal Information** to view and edit your user ID, email address, and password; or click **Addresses** to view and edit your billing and shipping addresses.

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View User Guides

Visit our [User Guide page](#) to learn more about using OASIS. You can also access our user guides from OASIS by clicking [OASIS User Guides](#) or in the footer or visiting our Support page and clicking [Find OASIS Guides](#). Click the links below to directly open a user guide.

- [Using Price Quotes](#)
- [Placing Orders](#)
- [Tracking Orders](#)
- [Submitting a Claim](#)
- [Tracking Credits](#)
- [Retrieving Documents](#)
- [Generating Reports](#)

Get Support

If you need help using OASIS visit our Support page at oasisuk.pearson.com/contact-us. From here you can view support topics, access our user guides, and submit questions to Support.

