

Login and Navigation

Access Aprimo by logging in and navigation the home page.



Step 1 Login

The login screen is used to access the Content Workspace

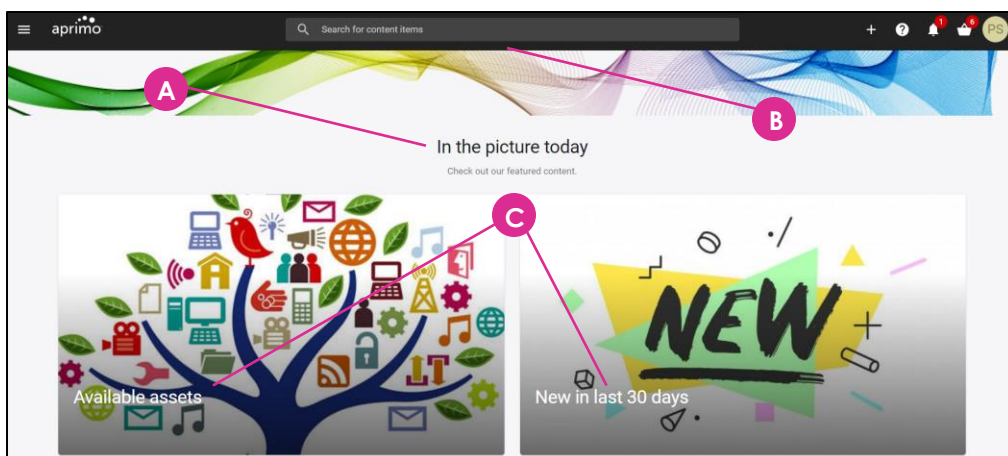
- Use the Aprimo URL to navigate to the login screen
- Use the Login ID and Password given to you by your System Administrator
- Click Login
- If your organization is using Single Sign-On (SSO), click Log in as Employee
- Click Forgot Login ID? To get access the prompt screen to recover your login ID
- Click Forgot Password to access the prompt screen to reset your password



Step 2 Content Workspace

The Content Workspace is the landing page once logged into Aprimo

- Once logged in, you will access the Content Workspace landing page
- Use the Search bar to look for assets using keywords
- Click on one of the available Spaces to access the assets organized in that grouping



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Step 3 Navigation

Navigate the Content Workspace to access different areas of Aprimo

- A. The top of the Content Workspace is the Header and it contains many action options. It can be branded with your organization's colors and logo
- B. Click on the hamburger menu to access all the navigation items you have access to
- C. Click on the logo from any screen to navigate back to the Content Workspace.
- D. Use Search bar at any point to initiate searches. Type keywords or search expressions in the Search bar to access content
- E. Click on the + (plus) icon to create: Content Item, Work Request, Activity, or Projects (note that options for creating new objects might vary based on your license and level of access)
- F. Click on the ? (question mark) to navigate to Aprimo Help
- G. Click on the bell icon to view automated notifications. Click on the hyperlink to view more details. Mark all as read as needed
- H. Click on the basket to view assets that have been added to the basket. Click on the x to remove assets from the basket, click Empty basket to remove all assets. Click Download all as... to select the download format. Click on the more options menu to view other options available to you
- I. Click on your username initials to access My Preferences, My Views and to Log out of Aprimo

