**Steps to open Talent Portal**

TALENT PORTAL

talent.capgemini.com

* Firstly Clear all your history from the browser.
* Open your browser and give a simple search query of “talent portal page of capgemini”
* Directly never open the link it will not provide you the access in it so give the search query of talent portal page of capgemini by clearing all your history then you will find the login page for it
* That is CAPGEMINI SSO (https://talent.capgemini.com)
* Now in the login page try to enter with your credentials

1. CORP ID = USER ID , LOGIN ID AND USERNAME

( All these three things are exactly the same corp id is not your Emp id that does not mean any number for eg 460..... or 7500.... )

2. MOBILE PASSCODE = THE CODE THAT WE GENERATE FROM THE SAFENET MOBILE PASS +APP

( Mobile passcode does not mean the Network Access Passkey that you recieve on your text messages that is extremely different do not use the password that you recieve through your text messages )

* If by any case your talent page is not opening up just try to clear all cache from your browser or try to open it up in different browser.
* Try to open in different browser's incognito mode it will work if then also after trying the above steps it is not opening then try to contact it team and raise the ticket only after performing the above steps

**Steps to update bank details**

* In talent portal scroll down little bit on left hand side you’ll find “Access All”
* In “Human Resource” 3rd option click on “Myconnect”
* In myconnect click on Access your personal Data (ESS) which is in pink colour on left hand side of screen
* Then follow with personal information and personal profile

**Steps to fill timecard**

* In talent portal scroll down little bit on left hand side you’ll find “Access All”
* In “Useful Tools” 2nd option click on “Timecard Application”
* In timecard page on left hand upper corner click on “timecard summary”
* On timecard summary copy project Id and click on “New”
* On that page in project paste project id and click on search icon the name and task will automatically get filled.
* Then on days mention 9 and on down right corner click on submit.

**OUTLOOK**

* In talent portal scroll down little bit on left hand side you’ll find “Access All”
* In “Communication Kit” click on “Webmail O365” OR
* For outlook visit this website ( microft outlook365.com or outlook.live.com ) get to the sign in page of microsoft outlook.
* Then try to enter with corporate email id and password ( passkey / access password ) that you have got from text messages.
* After that just it will ask you about safenet mobile passcode so just open mobile pass app and generate a fresh passcode from it and type it over there and then you will get the access to your corporate mails.