



External Credentials: Associate and Supervisor Guidelines

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1.0 Introduction

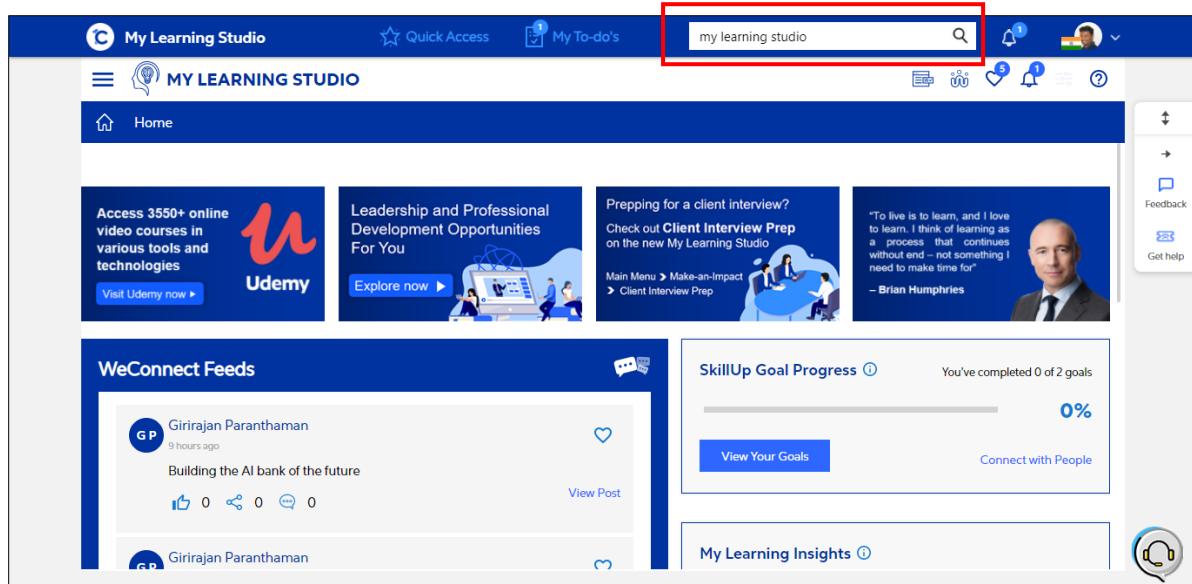
External Credentials is an enhanced model of External Certification, which was used by associates to update and upload the Industry Standard Professional Certificates, listed with in the application. The current enhancement brings the following features:

1. Associates can use this application to update any certification which they have obtained outside Cognizant – for example a Coursera certificate/Udacity certificate or any other industry standard.certifications
2. The external trainings like seminars or products & processes, workshops can be updated in the application
3. Any external training/certification which is not listed in the application, (or) which an associate creates newly – will be subject to review and approval by Academy
4. There will be no changes to the existing [Certification Reimbursement Policy](#). The scope of this enhancement is only to enable an associate record/update learning taken outside Cognizant LEARN (LMS)

2.0 External Credentials – Guidelines

2.1 Launching External Credentials App

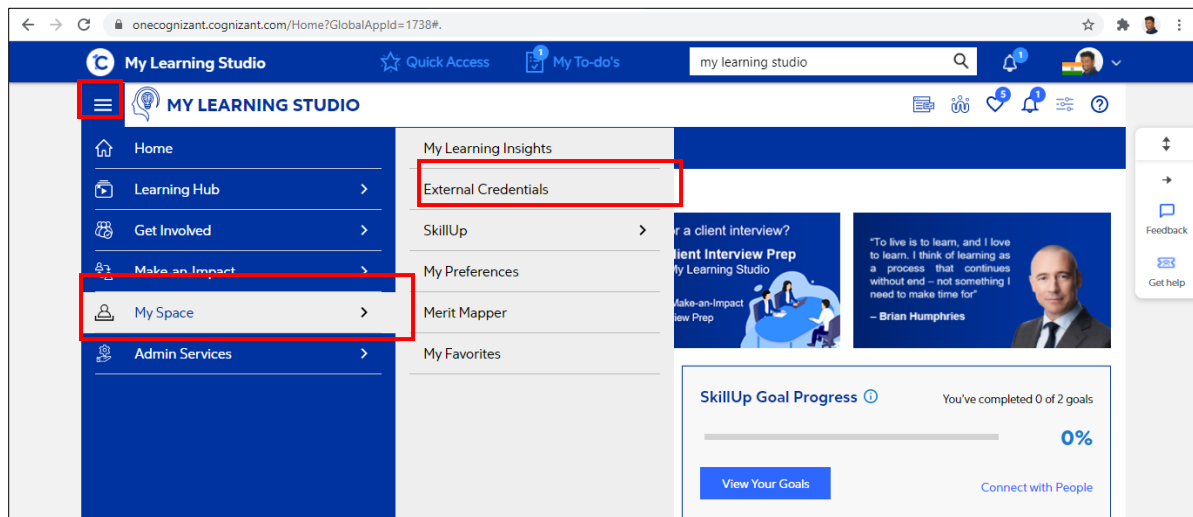
Step1: Login to One cognizant→ MyLearning Studio



Alternately associates can launch external credentials using following URL:

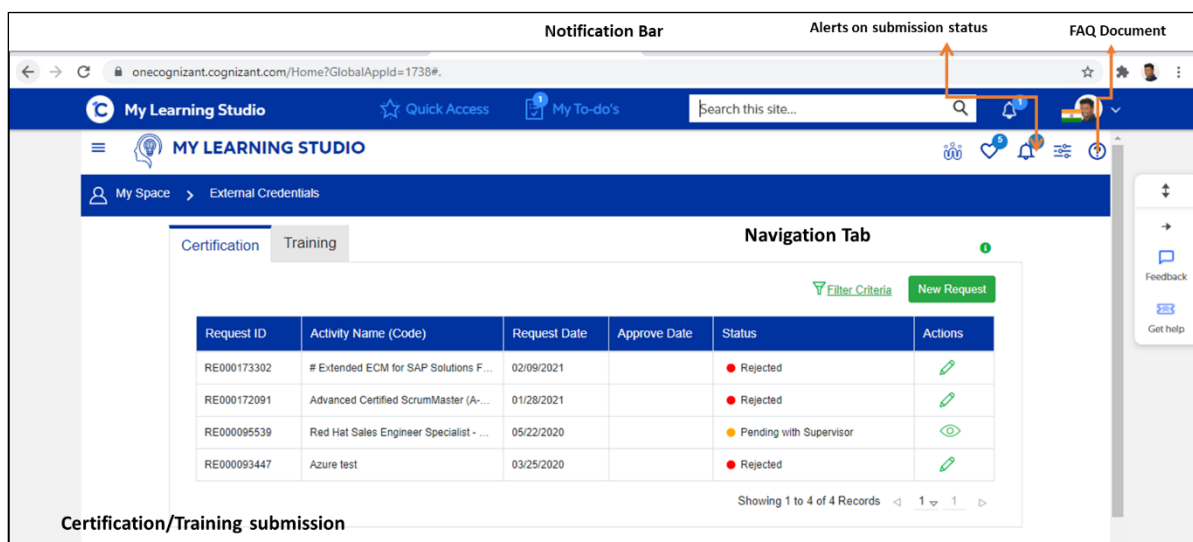
<https://onecognizant.cognizant.com/?GlobalAppId=1738>

Step 2: Navigate to MYLEARNING STUDIO→MY Space→External Credential



The homepage for external credentials have 3 parts:

1. Notification bar – for alerts, FAQs
2. Navigation tab – to switch between
3. Submissions – to view the list of certification/training submissions, new request/submission



2.3 Raising a new certification/training submission request

By clicking “New Request” associates can raise a new certification/training request submission.

Step 1: Click at New Request

Step 2: Search for the certification/training by name/technology/keyword

MY LEARNING

External Credentials

Certification ▼ BigData 🔍

⚠ Cannot find the result? Kindly [Create New Request](#) ✕

Activity Code	Activity Name	Vendor Name
BigData_70-775	70-775-Perform Data Engineering o...	Microsoft

Showing 1 to 1 of 1 Records < 1 1 >

Step 3: Select the certification/training from the search list. If the certification/training is not available click at “Create New Request”

2.3.1 Submission for an existing certification/training

From the search results, click at the relevant certificate/training to update the certification completion details.

External Credentials | New Request

70-775-Perform Data Engineering on Microsoft Azure HDI... Skills Associated with Certification

Activity Code	Issuing Organization	Website
BigData_70-775	Microsoft	https://www.micro...

Description
This certification exam is targeted towards data engineers, data architects, data scientists, and data developers who implement big data engineering workflows on HDInsight.

Certificate Number*

Place of Issue*

Cost of Certification*

Exam Date*

Expiry Date*

Score / Grade*

Upload Certificate * Supported file formats : .jpg/ .jpeg/ .png/ .pdf/ files below 5 MB size limit

*The cost captured here is for record keeping purpose and not used for reimbursement. Any reimbursement has to be taken separately as per applicable policies in concur systems

Guidelines:

1. All fields are mandatory
2. Associates can upload softcopy (or) scanned copy of completion certificate in jpeg/png/pdf format. Other formats are not supported

- Valid completion documents include – completion certification, mail confirmation from the certification/training provider with completion details, screenshot of course completion
- Refer to “Skills associated with certification” for skills/proficiency associated with the selected certificate
- If the submission is rejected by Supervisor, associate can review the comment, make necessary changes and submit again with comments

Skills Associated with Certification

Following are the Skills Associated with the selected Certification:

Skill Name (Code)	Proficiency Level
Azure (00007496)	2
Microsoft HD Insight (00009905)	2
Big Data (00015346)	2

The background form includes fields for Activity Code (BigData_70-775), Issuing (Microsc...), Description (This certification exam is targeted to HDInsight), Certificate Number*, Exam Date* (MM/DD/YYYY), Expiry Date* (MM/DD/YYYY), Score, and an Upload Certificate* button. A note at the bottom states: Supported file formats : .jpg/ .jpeg/ .png/ .pdf/ files below 5 MB size limit.

Upon submission, the same will be queued to HCM supervisor for review and approval. Associates can view their submissions and status in the homepage.

2.3.2 Submission “Create New Request”





When a certification/training is not available under search result, associates can create a new request, by clicking at “Create New Request” in the search result page.

Guidelines

- Values for all fields are mandatory
- Add all skill/proficiency associated with the learning by selecting “Skills associated with training”
- The training, skill-proficiency updated by associates are subject to review by Academy. Training status will be updated in CognizantLEARN only the provided information are valid and the certification/training is deemed to be eligible “Formal Learning”.
- Associates can refer the status “Approved/Rejected” from the home-page
- If the submission is rejected by Academy, associate can review the comment, make necessary changes and submit again with comments

Create new certification/training

MY LEARNING



External Credentials | New Request

Create New Training Details

Training Name*

LearnNow: Learn xAPI

Issuing Organization*

Association for Talent Development

Website*

https://www.td.org/events/learnnow-xapi

Training Description

Get started with xAPI at this immersive, hands-on workshop. Industry experts will guide you through the process of getting started with xAPI while building your functional knowledge for immediate application. (Maximum of 500 characters)

Add Skills Associated with Training

Certificate Number*

NA

Place of Issue*

United States

Cost of Training*

USD 300

Start Date*

03/19/2019

End Date*

10/31/2019

Score / Grade*

Grade NA

Upload Certificate *

Upload

Supported file formats : .jpg/ .jpeg/ .png/ .pdf/ files below 5 MB size limit

ATD.jpg

*The cost captured here is for record keeping purpose and not used for reimbursements. Any reimbursement has to be taken separately as per applicable policies in concur system.

Cancel

Submit for Approval

Update Skills

Training Name*

LearnNow: Learn xAPI

Issuing Organization*

Association for Talent Development

Website*

https://www.td.org/events/learnnow-xapi

Training Description

Get started with xAPI at this immersive, hands-on workshop. Industry experts will guide you through the process of getting started with xAPI while building your functional knowledge for immediate application. (Maximum of 500 characters)

Add Skills Associated with Training

Certificate Number*

NA

Place of Issue*

United States

Cost of Training*

USD 300

Start Date*

03/19/2019

End Date*

10/31/2019

Score / Grade*

Grade NA

Upload Certificate *

Upload

Supported file formats : .jpg/ .jpeg/ .png/ .pdf/ files below 5 MB size limit

ATD.jpg

Skills Associated with the Training

Following are the Skills Associated with the selected Training

Skill Name (Code)	Proficiency Level	
TINCAN API(00020499)	3	−
INTEGRATION TIER(00022893)	2	+

CANCEL

SAVE

*The cost captured here is for record keeping purpose and not used for reimbursements. Any reimbursement has to be taken separately as per applicable policies in concur system.

Cancel

Submit for Approval



Skill/proficiency updated by associates for a new certification are subject to review by Academy. Academy may modify the skill/proficiency or remove if inappropriate.

2.4 Edit an existing request

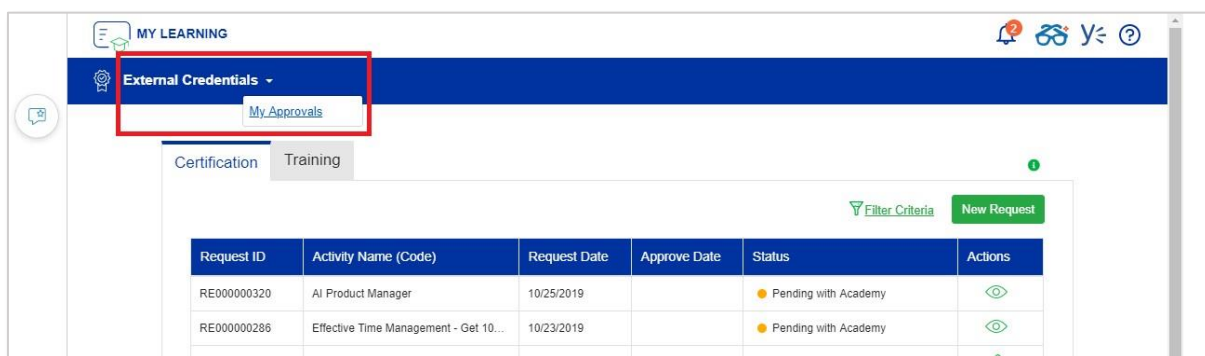
Any request which is already submitted can be edited only under the following circumstance:

1. If the supervisor rejects submission
2. If the new certificate submission is rejected by Academy (sent back for revision)

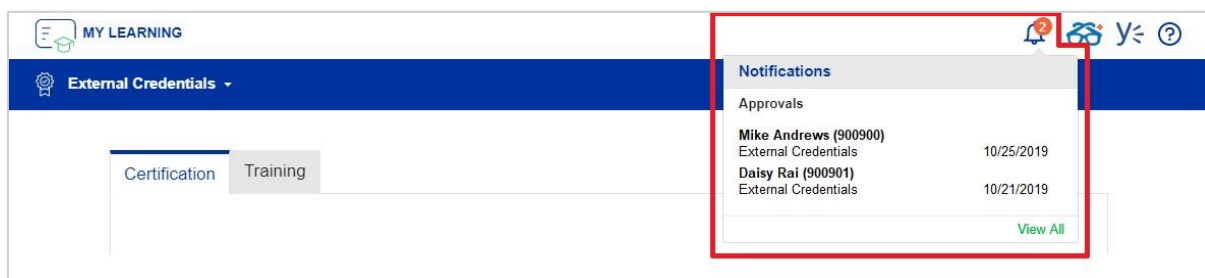
2.5 Supervisor – review submission request

When an associate submits any external certificate/training which is already as an Academy offering, must be approved by supervisor. Steps below:

Launch External Credentials app, navigate to “My Approvals” as given below



Also supervisors can see if there are any approvals pending at the “Notifications Bar”. This shortcut will provide a glimpse of list of certificates submitted for approval by reporting associates. Click at “View All” to navigate to “My Approvals” page



Approving a certification or training in “External Credential” application is to update the learning in CognizantLEARN as a formal training and not for cost reimbursement. Refer [guidelines for reimbursement](#) for more details.

Select “Approve” or “Reject” to review, view certificate, update supervisor comments for respective action.

MY LEARNING						
External Credentials						
List of Approvals (02)						
Associate Name (ID)	Request ID	Request Date	Title	Approval Context	Status	Action
Mike Andrews (900900)	RE000000315	10/25/2019	Red Hat Sales Engineer Speci...	Reg. External Credent...	Pending with Supervisor	Approve/Reject
Daisy Rai (900901)	RE000000242	10/21/2019	(1Z0-851)Java Standard Editio...	Reg. External Credent...	Pending with Supervisor	Approve/Reject

Showing 1 to 2 of 2 Records

2.5.1 Approve/Reject Submission

Guidelines:

1. Supervisor can view certificate (only view, associate certificate cannot be downloaded)
2. Supervisor can also view the skills associated with the certification
3. Enter the comments, approve or reject the submission

MY LEARNING					
External Credentials Edit Request					
Request ID : RE000000315		View Certificate	Skills Associated with Certification		
Associate Name & ID Lakshmi Narayanan (184058)	Activity Type Certification	Activity Code EXCE1276	Status Pending with Supervisor		
Certification Name Red Hat Sales ...	Issuing Organization		Website		
Activity Description This assesment is offered by Redhat for its partners Associates are expected to complete CTHCI011768 - Red Hat Sales Engineer Specialist - Platform-as-a-Service (PaaS) following the instruction document. Assessment: A score of 70% or greater is required to pass the final assessment. Passing the final assessment grants completion for the entire course in Redhat Portal. Associates are expected to upload the course completion certificate from Redhat portal to claim completion for this as part of Clearn.					
Certificate Number 184058	Place of Issue Angola	Cost of Certification* ALL 30000			
Exam Date 10/01/2019	Expiry Date 12/31/2019	Score 100			
Comments Please type here...					
<small>*The cost captured here is for record keeping purpose and not used for reimbursements. Any reimbursement has to be taken separately as per applicable policies in concur system.</small>					
Cancel		Reject	Approve		



Supervisors will have to check in each submission, review to approve/reject. Selecting multiple entries for bulk approval/rejection is not a supported action

3.0 Support

The following documents can be referred for any clarifications:

1. [FAQ Document](#)
2. [Video – associate certification upload process](#) (existing certificate)
3. [Video – associate certification upload process](#) (new certificate)

For any support/queries, raise GSD with keyword “External Credentials” under Academy.

