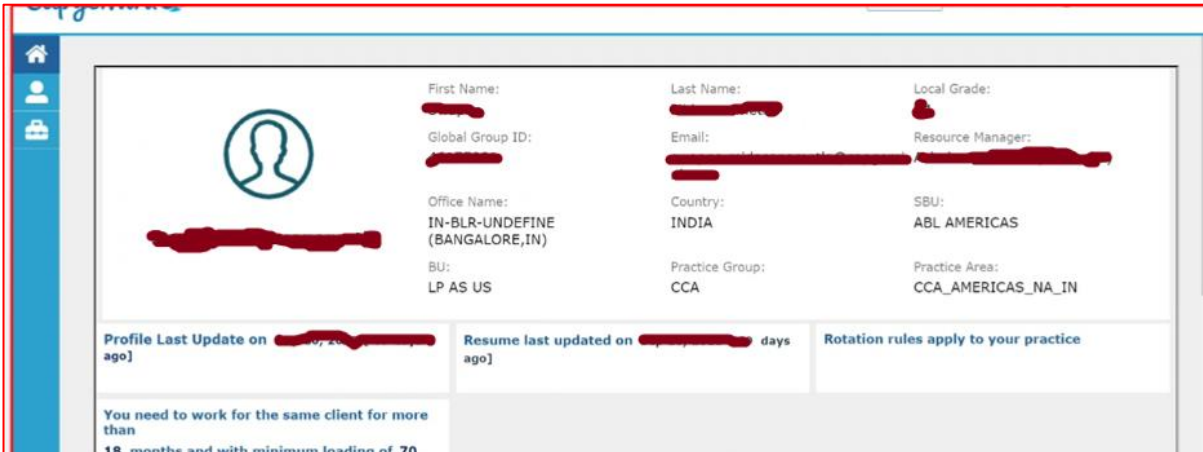


## Steps to complete the R2D2 uploads

1. Click on R2D2 portal link : <https://r2d2-jobfeed.cpgemini.com/home>  
(This link will work only when you are connected to CG network, using VPN)



The screenshot shows the R2D2 portal home page. On the left is a blue sidebar with icons for Home, Profile, and Jobs. The main content area displays a user profile with a circular profile picture placeholder. The profile details are as follows:

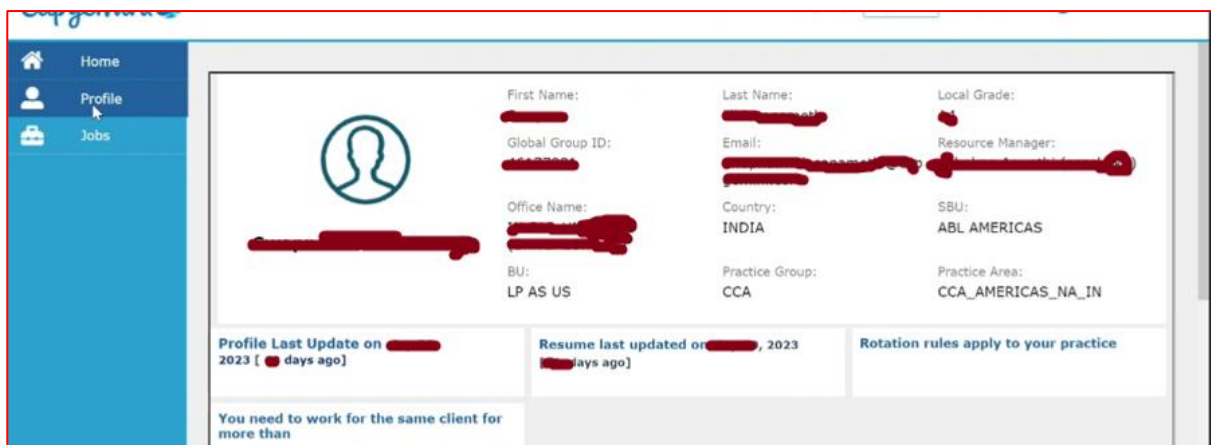
Field	Value
First Name	[Redacted]
Last Name	[Redacted]
Local Grade	[Redacted]
Global Group ID	[Redacted]
Email	[Redacted]
Resource Manager	[Redacted]
Office Name	IN-BLR-UNDEFINE (BANGALORE,IN)
Country	INDIA
SBU	ABL AMERICAS
BU	LP AS US
Practice Group	CCA
Practice Area	CCA_AMERICAS_NA_IN

Below the profile details, there are three sections:

- Profile Last Update on** [Redacted] ago
- Resume last updated on** [Redacted] days ago
- Rotation rules apply to your practice**

A note at the bottom states: "You need to work for the same client for more than 18 months and with minimum loading of 70".

2. Click on 'Profile':



The screenshot shows the R2D2 portal Profile page. The left sidebar has the 'Profile' option selected. The main content area displays the same user profile details as the home page, including the profile picture placeholder and the following information:

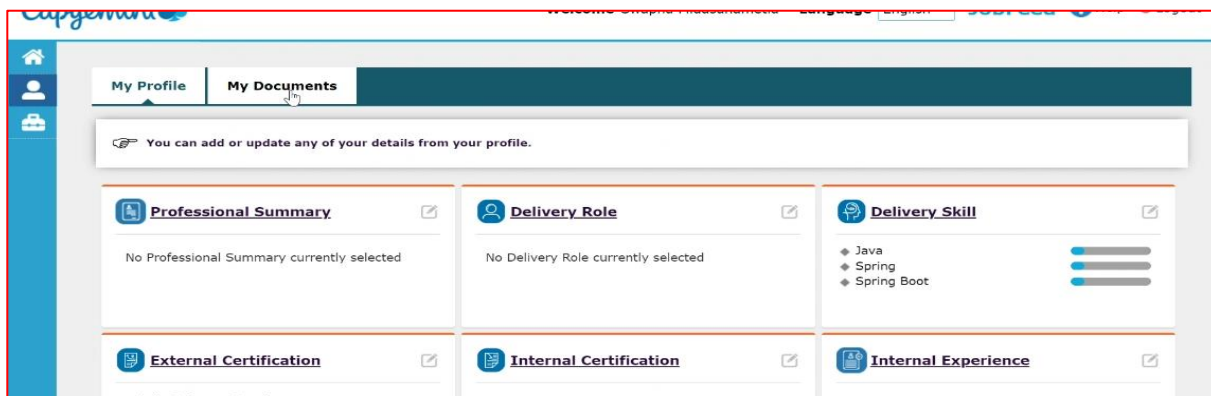
Field	Value
First Name	[Redacted]
Last Name	[Redacted]
Local Grade	[Redacted]
Global Group ID	[Redacted]
Email	[Redacted]
Resource Manager	[Redacted]
Office Name	[Redacted]
Country	INDIA
SBU	ABL AMERICAS
BU	LP AS US
Practice Group	CCA
Practice Area	CCA_AMERICAS_NA_IN

Below the profile details, there are three sections:

- Profile Last Update on** [Redacted] 2023 [Redacted] days ago
- Resume last updated on** [Redacted], 2023 [Redacted] days ago
- Rotation rules apply to your practice**

A note at the bottom states: "You need to work for the same client for more than 18 months and with minimum loading of 70".

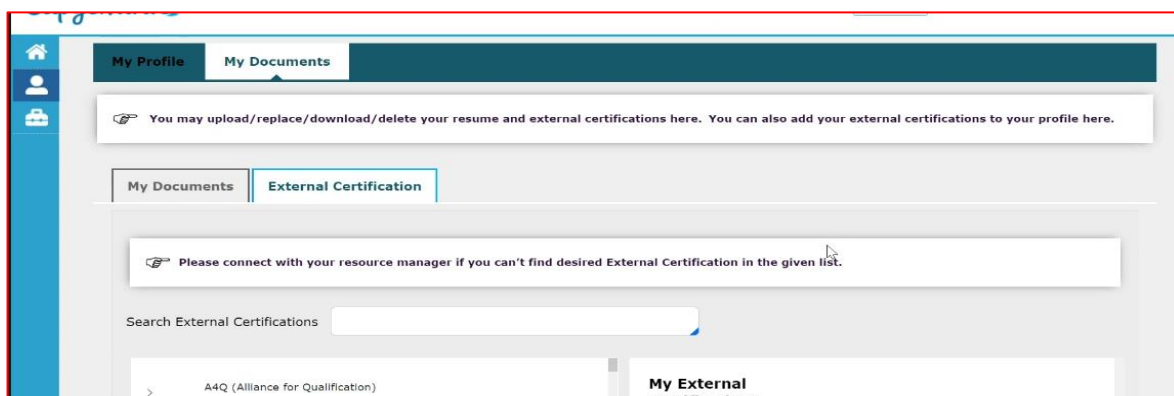
3. Click on 'my documents' :



The screenshot shows the R2D2 portal My Documents page. The left sidebar has the 'My Documents' option selected. The main content area displays a message: "You can add or update any of your details from your profile." Below this, there are six sections for updating profile details:

- Professional Summary**: No Professional Summary currently selected
- Delivery Role**: No Delivery Role currently selected
- Delivery Skill**: Java, Spring, Spring Boot (all selected)
- External Certification**: [Redacted]
- Internal Certification**: [Redacted]
- Internal Experience**: [Redacted]

4. Click on 'External certification':



The screenshot shows the R2D2 portal External Certification page. The left sidebar has the 'External Certification' option selected. The main content area displays a message: "You may upload/replace/download/delete your resume and external certifications here. You can also add your external certifications to your profile here." Below this, there is a section for adding external certifications:

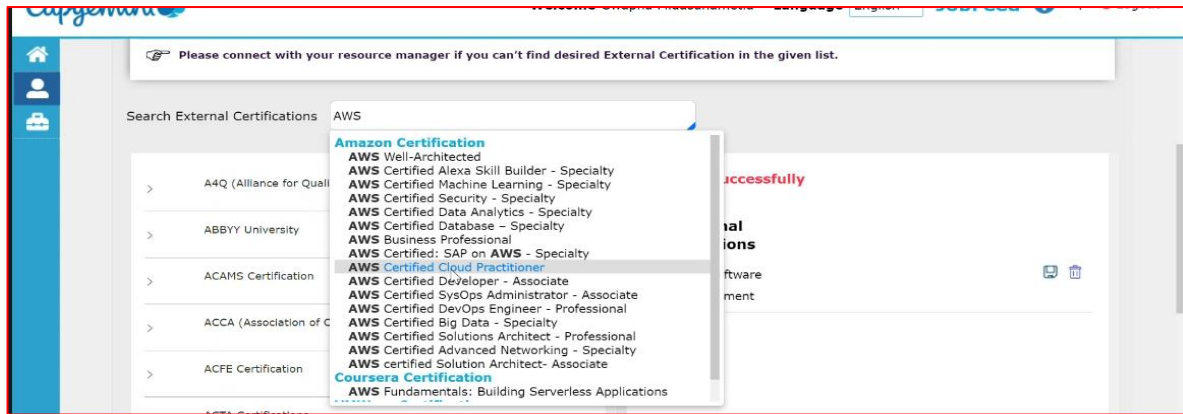
Please connect with your resource manager if you can't find desired External Certification in the given list.

Search External Certifications [Redacted]

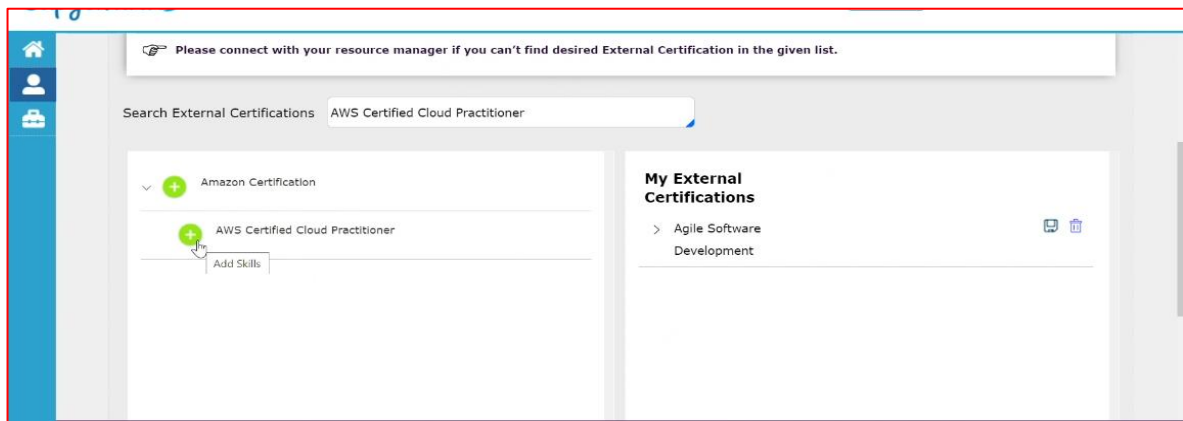
> A4Q (Alliance for Qualification)

**My External Certifications**

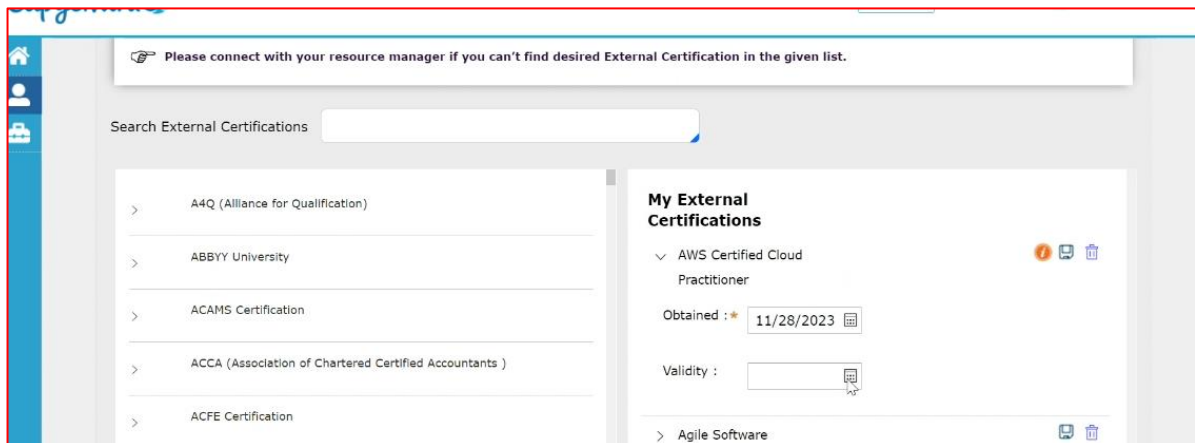
## 5. Select AWS Certified Cloud Practitioner



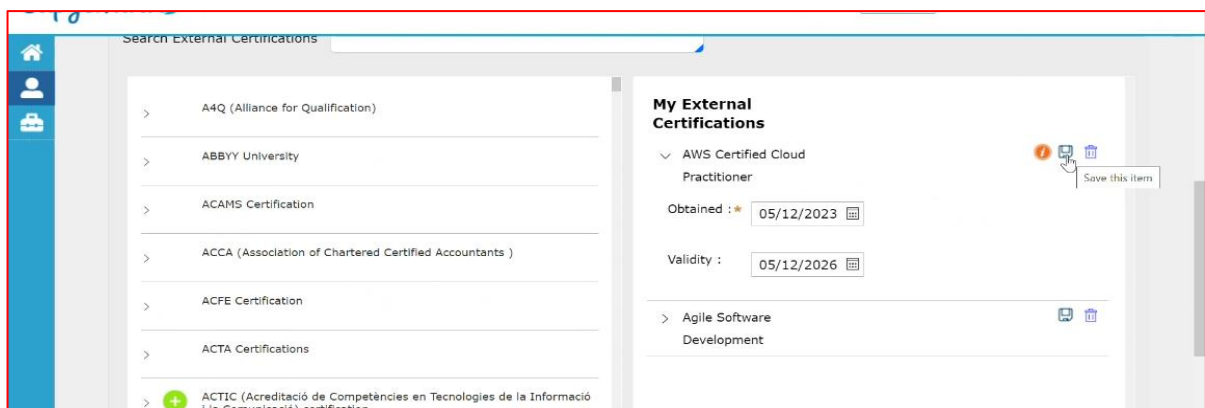
## 6. Click 'Add skills'



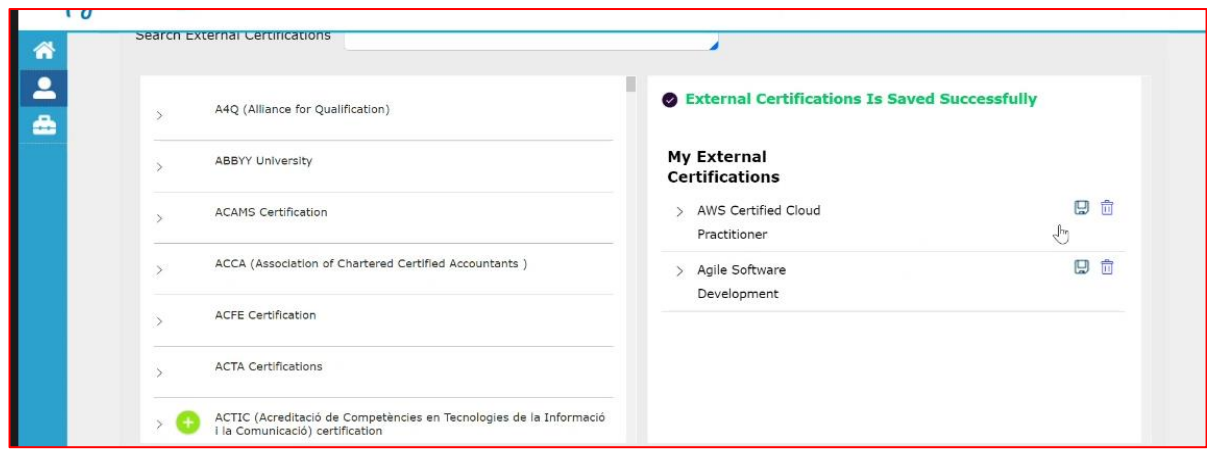
## 7. Fill the certification details :



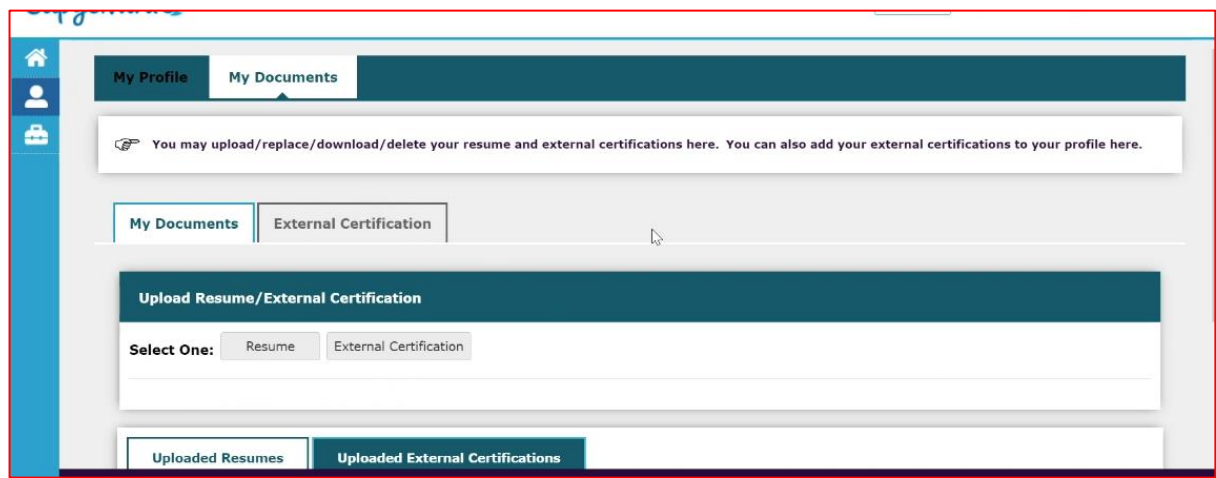
## 8. Click on 'Save'



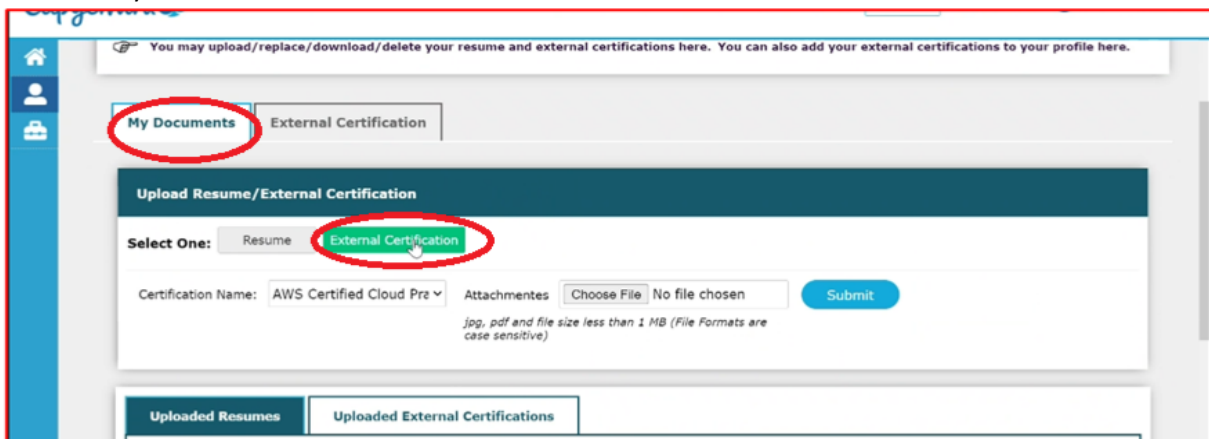
9. Certification details saved successfully.



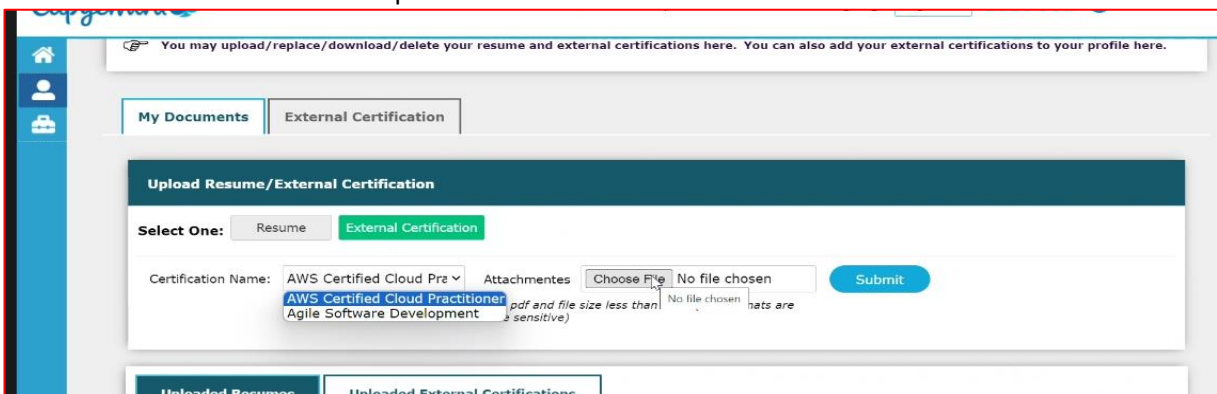
10. Click on 'my documents' :



11. Click on 'my documents' and 'external certification' :



12. Select the certificate name and upload the certificate:



13. Click on submit

You may upload/replace/download/delete your resume and external certifications here. You can also add your external certifications to your profile here.

My Documents

External Certification

Upload Resume/External Certification

Select One:

Resume

External Certification

Certification Name:

AWS Certified Cloud Pra

Attachments

Choose File

AWS Cer...ficate.pdf

Submit

jpg, pdf and file size less than 1 MB (File Formats are case sensitive)

Uploaded Resumes

Uploaded External Certifications

14. Certificate uploaded successfully.

Upload Resume/External Certification

Select One:

Resume

External Certification

Certification Name:

AWS Certified Cloud Pra

Attachments

Choose File

No file chosen

Submit

jpg, pdf and file size less than 1 MB (File Formats are case sensitive)

External Certificate Document Already Exists

Uploaded Resumes

Uploaded External Certifications

Document Name	Created on	Delete	Replace
<a href="#">46177081_AWS Certified Cloud Practitioner.pdf</a>	05/19/2023		
<a href="#">46177081_Agile Software Development.pdf</a>	08/17/2022		

<https://r2d2-jobfeed-prod1.capgeminini.com/prweb/sso?App=JobFeed> (This link will work within and also outside CG network)