

# TCS Xperience Program

## INDIA Domain Password Set

### Method

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## INDIA Domain Password Set Method

### INDIA Domain :

The domain that is used in TCS machines within TCS network in TCS offices. Every time to login into the TCS machines the username (your employee ID) and a password is required. That password will be set by resetting it on ultimatix through password management and will be used henceforth.

Setting the password for INDIA domain is necessary for trainees under SBWS mode for the below reasons:

1. The password will be used as a password for accessing mails through Exchange\_Mail and O365\_Mail on <https://myapp.tcs.com> (link to access mails outside TCS network)
2. The associates who will be undergoing 15 days training (XP Batches) will be provided VDI access and to login into VDI the password for INDIA domain will be required.

### • STEPS TO SET THE PASSWORD FOR INDIA DOMAIN

**Note:** The default password for INDIA domain is **ChangePwd@DOB** in DDMMYYYY format.

Here DOB stands for your date of birth.

For e.g. an employee with employee ID: 123456 has DOB as 30/07/2020 so the default password for that employee will be ChangePwd@30072020

**Steps:**

1. Log in to Ultimatix with Authcode click on **Password management** option (present at top right corner of the Home page) as shown below:



2. Go to **Domain Account (APAC, EMEA, INDIA, NOAM, SOAM, Globe, Digitate)**

Click on **Change Password/Unlock Account**



3. Then Enter below details on the screen that appears after the above steps:  
**Date of Joining (dd/mm/yyyy)** : <your date of joining>  
**Ultimatix Password** : <Use the Ultimatix password that you have set for your ultimatix portal>  
**Ultimatix Secret Question** : <Any of the 5 secret question set by you will come>  
**Your Secret Answer**: <Enter the answer to the secret question that will come>  
**Domain**: Select "INDIA" as domain from the drop down  
**Click Submit.**

The screenshot shows a 'Global Domain Account Management' form. It has the following fields: 'Employee Number' (with a yellow highlight), 'Date of Joining (dd/mm/yyyy)' (with three input boxes), 'Ultimatix Password' (text input), 'Ultimatix Secret Question' (dropdown menu showing 'Your favorite sport'), 'Your Secret Answer' (text input), and 'Domain' (dropdown menu showing 'Select Your Domain'). At the bottom are 'Cancel' and 'Submit' buttons.

4. Click on the **Password Policy** to check on the type of password to be set. Then according to **Password Policy** set the **new password for INDIA Domain**, and **take a note of it**.

**Please note you have to set the new password irrespective of the Lockout Status i.e. even if the Lockout status will be “Not available” you have to set the new password.**

**Select Option “Unlock Account and Change Password”**

**Set New password and confirm password.**

**Click Submit.**

Global Domain Account Management

Employee Number : [REDACTED]

Domain : INDIA

Account Status : Active

Account Expires : Never

Password Expires : Not available

Lockout Status : Not available

Select Option

☐ Unlock Account

☒ Unlock Account and Change Password

New Password

Confirm Password

Cancel Submit

Password Policy

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### Global Domain Account Management

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Employee Number : 1796743

Domain : INDIA

Account Status : Active

Account Expires : Never

Password Expires : Not available

Lockout Status : Not Locked

[Password Policy](#)

New Password	<input type="text"/>
Confirm Password	<input type="text"/>

Cancel

Submit

5. If the password is set successfully the screen with message of password has been changed successfully will come. It takes 15-20 minutes for the changes to get captured.
6. Close the window.
7. **The password for INDIA domain will change from your default password (ChangePwd@DOB in DDMMYYYY) to your newly set password. And going forward wherever you will be asked to enter the INDIA domain password you have to enter the new password that you have set after setting the password. Hence take a note of this password.**