

# TCS CONFIDENTIAL

## NEW JOINER ONBOARDING INSTRUCTIONS (DETAILED & BEGINNER-FRIENDLY)

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### 1. Introduction

Welcome to **Tata Consultancy Services (TCS)**.

This onboarding guide is created especially for **new joiners and freshers** who are entering TCS for the first time.

It provides **step-by-step instructions**, clear navigation paths using **arrows (→)**, and simple explanations so that you can complete all onboarding tasks without confusion.

By following this document, you will be able to:

- Activate your Ultimatix account
  - Set up secure authentication
  - Update all mandatory personal details
  - Raise location access request
  - Activate your TCS email
  - Submit your timesheets correctly
  - Complete mandatory compliance trainings
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### 2. Ultimatix Activation Requirements

Before starting any activity, ensure you have:

- ✓ Your **Employee ID (Emp ID)**
- ✓ Your **Date of Birth (DDMMYYYY)**
- ✓ Access to a **mobile device** (Android/iOS)
- ✓ Internet connection

Your Employee ID is required for:

- Logging into Ultimatix
  - Setting up the UxApps Authenticator
  - Completing mandatory trainings
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## 3. Ultimatix Account Activation

### 3.1 Ultimatix Login URL

→ <https://www.ultimatix.net>

### 3.2 Login Credentials

→ **Username:** Your Employee ID

→ **Default Password:** `ChangePwd@ddmmYYYY`

(Replace *ddmmYYYY* with your **Date of Birth in DDMMYYYY format**)

Example: If your DOB is 05-Aug-2001 → `ChangePwd@05082001`

### 3.3 Steps for First-Time Login

1. Open the Ultimatix website.
2. Enter your **Employee ID** and default password.
3. Once logged in, you will be forced to **change your password** — do this immediately.

4. Set **five (5) security questions**. These help in recovering your account if you forget the password.
5. You must complete all **mandatory WBT courses** (Workforce Behavior Trainings).
6. Complete the **iSecurity Quiz** after finishing the WBTs.
7. Once password change is completed, Ultimatix will automatically log you out — this is normal.

After these steps, your Ultimatix account becomes fully accessible.

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## 4. Ultimatix Authenticator App Setup

This is required for secure two-factor login into Ultimatix.

### 4.1 Download UxApps (from mobile browser)

On your mobile:

- Open browser
- Visit <https://uxapps.ultimatix.net>
- Enter your **Employee ID**
- Tap **Proceed**
- Select **Password** option
- Enter your **new password**
- Download the **UxApps** application
- Install the application on your phone

### 4.2 Install the Authenticator App

After installing UxApps:

1. Open **UxApps**
2. Login using your updated password
3. You will see a list of internal apps → select **Authenticator App**

4. Download and install the Authenticator
5. Open the Authenticator app
6. Login using your password
7. Set a **4-digit PIN**
8. A **6-digit AuthCode** will start displaying continuously (refreshes every 60 seconds)
9. Use this AuthCode each time you log into Ultimatix

This completes your authentication setup.

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### 4.3 Login Support (if needed)

If you face login or AuthCode issues, email:

- ➔ [Ultimatix.Login@tcs.com](mailto:Ultimatix.Login@tcs.com)
  - ➔ [UltimatixSSO.Support@tcs.com](mailto:UltimatixSSO.Support@tcs.com)
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## 5. Mandatory Ultimatix Profile Updates

You must complete these updates on the same day of activation.

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### 5.1 PAN & Aadhaar

**Path:**

- ➔ Employee Self Service → Global ESS → My Profile → **National Identifier Details**

Update the following:

- PAN Card
- Aadhaar Card

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## 5.2 Address Details

**Path:**

→ Employee Self Service → Global ESS → My Profile → **Address Details**

Update both:

- **Present Address**
- **Permanent Address**

⚠ Both addresses are mandatory.

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## 5.3 Bank Details

**Path:**

→ Employee Self Service → Global ESS → My Profile → **Bank Details**

Enter:

- Bank Account Number
- IFSC Code
- Bank Name
- Branch Name

✓ Double-check to avoid salary processing issues.

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## 5.4 Photograph Upload

**Path:**

→ Employee Self Service → Global ESS → My Profile → About → **My Photo**

Follow guidelines:

- Passport-size photo
  - Plain background
  - Formal attire
  - Recent photograph
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## 6. Access Raise Creation (Mandatory for location access)

You must raise a **Permanent Access Request** to your TCS branch.

### 6.1 Navigation Path

→ Employee Self Service → **My Access & Privileges** → **Initiate New Access**

### 6.2 Steps

1. Click **Initiate New Access**
2. Select reason: **Permanent Access to Preferred Location**
3. Fill the following:
  - **Country:** India
  - **Branch:** TCS Chennai
  - **Location:** Siruseri
  - **Start Date:** Today's date
  - **End Date:** Leave blank (not required)
4. Add remarks (optional)

5. Click **Submit**

Once approved, your location access becomes active.

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## 7. TCS Email Activation

Your official TCS email ID will be created automatically after Ultimatix activation.

- ✓ Expected activation time: **within 24 hours**
  - ✓ Your mailbox becomes accessible automatically once created
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## 8. Timesheet Entry (Mandatory Daily)

Submitting Timesheets every day is **compulsory** for all TCS employees.

### 8.1 Steps to Fill Timesheet

1. Open **UxApps**
2. Install **Timesheet App**
3. Open the app → Tap **Create (+)**
4. Select **Unassigned Task**
5. Enter your **WON/SWON** (e.g., ILP Participant SWON)
6. Task Name → **Xperience Learning**
7. Task Category → **Training & Development**
8. Enter **9 Non-billable hours**
9. Submit the timesheet

## 8.2 Guidelines

- ⚠ You must submit your timesheet **every day**.
  - ⚠ Missing timesheets may impact compliance and records.
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# 9. Mandatory iEvolve Course Completion

You must finish all required compliance courses.

## 9.1 Navigation Path

- Learning & Collaboration → **iEvolve** → **Learner Portal**

## 9.2 Steps

1. Click **Launch** in the iEvolve portal
  2. Under **Compliance Status**, select **Non-Compliant**
  3. You will see a list of courses you must complete
  4. Complete each course one by one
  5. Once all are completed, your status will change to **Compliant**
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# 10. Support & Assistance

## Portal or Login Issues

- Ultimatix.Login@tcs.com
- UltimatixSSO.Support@tcs.com

## Timesheet / SWON / Project Help

- ➡ Contact your assigned **Mentor**
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## 11. Document Control

Prepared For: **New TCS Employee (Fresher)**

Classification: **TCS Confidential**

Purpose: Detailed onboarding guidance for new employees

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