

Personal Recommendations for E-Learnings Website | Manual

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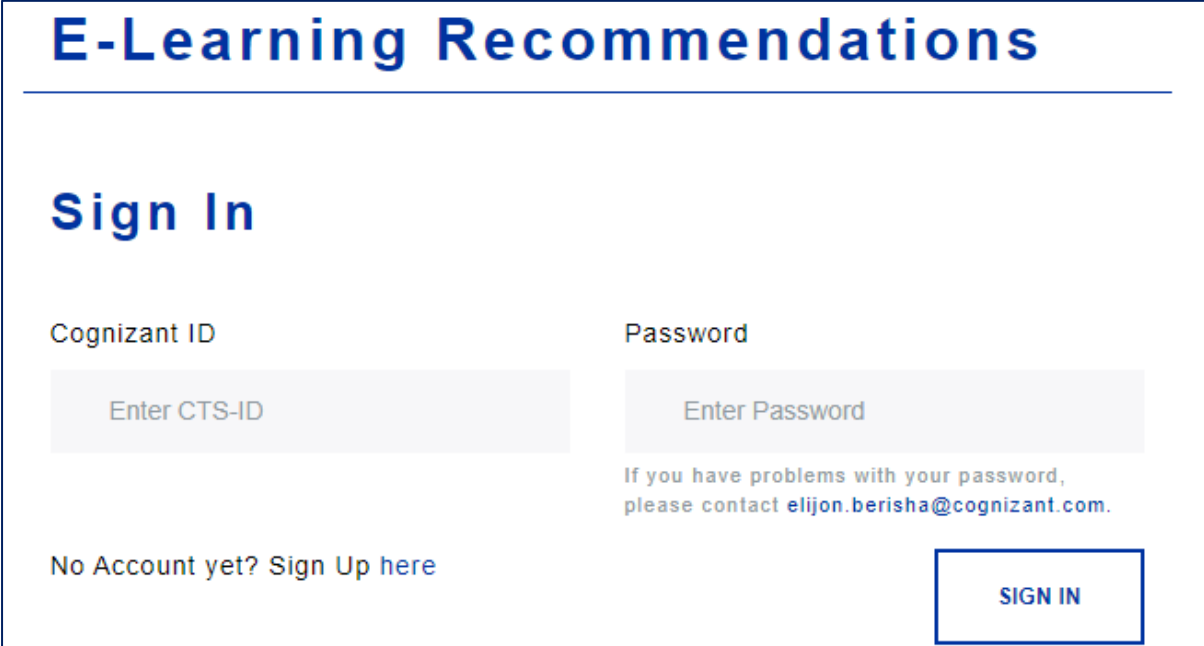
1 Login

To access the personal e-learning recommendation tool, you are required to sign into your existing account. If you do not have an account yet, follow the [Sign-Up Instructions](#).

Your Cognizant ID consists of a unique 6-digit number, which is assigned to you upon joining Cognizant Technology Solutions AG.

Enter your Cognizant ID into the “**Cognizant ID**” input field and the password, you have chosen during the Sign-Up process, into the “**Password**” input field.

You can submit the form after filling the input fields with your valid data by pressing the “**Sign In**” button.



The screenshot shows a web form titled "E-Learning Recommendations" in a large blue font. Below the title is a horizontal line. Underneath the line is the heading "Sign In" in a large blue font. The form contains two input fields: "Cognizant ID" with a placeholder "Enter CTS-ID" and "Password" with a placeholder "Enter Password". Below the password field is a small text link: "If you have problems with your password, please contact elijon.berisha@cognizant.com". At the bottom left, there is a link: "No Account yet? [Sign Up here](#)". At the bottom right, there is a blue button with the text "SIGN IN".

If you do not have an account, click on the link below the first input field to be redirected to the Sign-Up form.

The link is marked blue in “*No Account yet? Sign up **here***”. Click on “**here**” and you will be redirected to the Sign-Up form.

If you are having trouble with your password, you can contact elijon.berisha@cognizant.com. The small text below the “**Password**” input field contains a link, that will redirect you to your mail application. The recipient will be set automatically. An administrator will reset your password.

An administrator will then admit you to the application. You will be able to sign in, however you will not be able to access the functionalities, unless you have been admitted. For admission assistance, please contact elijon.berisha@cognizant.com.

2 Sign-Up

If you already have created an account with your valid Cognizant ID, you can click on the link, which is placed on the bottom left of the form in a similar way to the Login form. The link will redirect you to the Login page, where you can proceed and start to use the application. See Login instructions [here](#). All input fields are mandatory and marked with a red * (Asterisk).

The **“Cognizant ID”** input field requires your unique 6-digit Employee ID, which was assigned to you upon joining Cognizant Technology Solutions.

The **“First Name”** input field requires your First name. The **“Last Name”** input field requires your last name. If you have a middle name, you can leave it out.

The **“Cognizant Mail”** Input field requires your Cognizant Email in the correct format. Example: *Hans.Muster@Cognizant.com*

The password requirements are the following:

- Minimum of 8 characters in length
- Minimum of one lower case letter
- Minimum of one upper case letter
- Minimum of one special character, such as “%”, “\$”, “%”, “*”, “?” and “&”

You can submit the form by clicking the **“Sign Up”** button.

E-Learning Recommendations

Sign Up

Cognizant ID *

First Name *

Last Name *

Notice: Only Latin characters are valid

Cognizant Mail *

Password *

Repeat Password *

Already have an account? Sign In [here](#)

SIGN UP

3 Change Password

The Change Password form is kept simple. The form consists of three Input fields. All input fields are mandatory and marked with a red * (Asterisk).

The “**Current Password**” input field requires you to enter the current password of your account.

The “**New Password**” input field requires you to enter a new password with the same criteria as in the Sign-Up form:

- Minimum of 8 characters in length
- Minimum of one lower case letter
- Minimum of one upper case letter
- Minimum of one special character, such as “%”, “\$”, “%”, “*”, “?” and “&”

The “**Confirm New Password**” input field requires you to re-enter the password, that you have entered in the “**New Password**” input field. The two inputs must be identical, otherwise your password will be *neglected*.

You can submit the form by clicking the “**Submit**” button. Or you can cancel the process by clicking the “**Cancel**” button, which will take you to the menu.

E-Learning Recommendations

Change Password

Current Password *

New Password *

Confirm New Password *

CANCEL

SUBMIT

4 Home

4.1 Search Bar

E-Learning Recommendations

Home

Search User

Enter Search Term

SEARCH

The search bar is just one input field. If you want to search for colleagues by their Cognizant-ID, you can type it into the “**Search User**” input field.

If you want to search a colleague by their first name, last name, e-mail, or CTS-ID, you can type it into the “**Search User**” input field.

You can submit the form by clicking the “**Search**” button.

Upon submitting, you can receive a *table of results*:

E-Learning Recommendations

Home

Search User

Enter Search Term

SEARCH

CTS-ID	FIRST NAME	LAST NAME	ACTIONS
726006	Diart	Berisha	<div>VIEW</div>

The CTS-ID and the first and last name are shown in the table of results. There will be an option to view the user profile. To do that, simply click on the “**View**” button that is placed in the “**Actions**” column of the table of results.

The other option is an error message, which states that your search criteria did not return any results:

E-Learning Recommendations

Home

Your search returned no results. Please reconsider your input

Search User

Enter Search Term

SEARCH

If you submit the form without an input, *nothing* will happen.

4.2 People You May Know

PEOPLE YOU MAY KNOW			
CTS-ID	FIRST NAME	LAST NAME	ACTIONS
200000	Diart	Berisha	VIEW
300000	Bujar	Berisha	VIEW
726007	Elijon	Berisha	VIEW
100000	Elijon	Berisha	VIEW

The main menu also provides you with a table of users, which you may know.

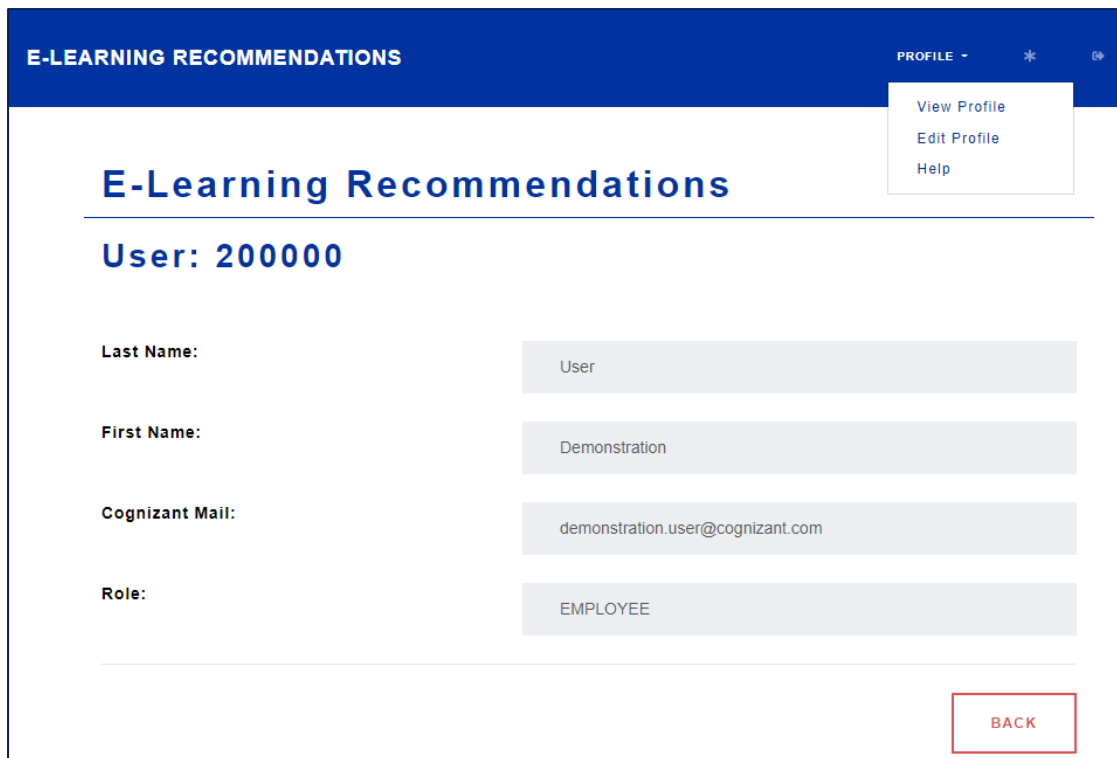
The table lists the Cognizant-ID, first name and last name of a person.

You can view their profile by clicking the “**View**” button. You will be redirected to a page, which displays the information of the user, you have chosen to view.

5 Profile

5.1 View Own Profile

After you have logged in, every page you can access, has a navigation bar. In the navigation bar, there is a “**Profile**” dropdown, where you can choose to view your own profile.



E-LEARNING RECOMMENDATIONS

PROFILE

- View Profile
- Edit Profile
- Help

E-Learning Recommendations

User: 200000

Last Name: User

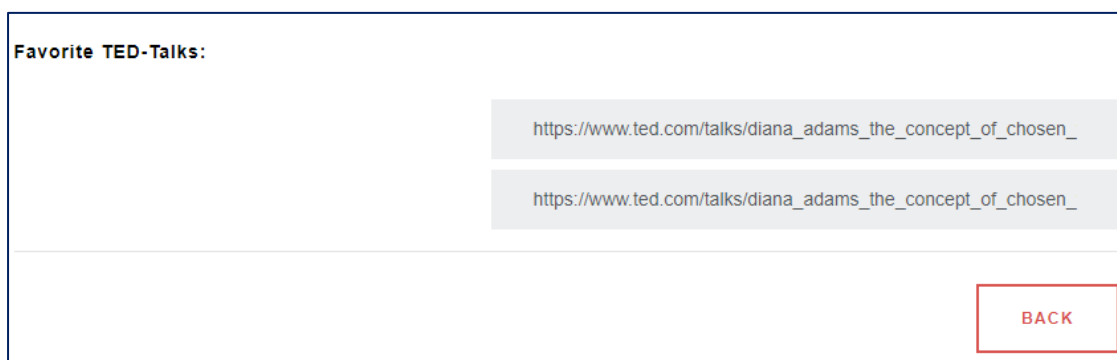
First Name: Demonstration

Cognizant Mail: demonstration.user@cognizant.com

Role: EMPLOYEE

BACK

On the top right corner, you can click the “**Profile**” section and a small menu will appear. Once you click “**View Profile**”, you will be redirected to a page, that displays your own information. The profile page contains all the information about you, that is accessible to other users within the application.



Favorite TED-Talks:

https://www.ted.com/talks/diana_adams_the_concept_of_chosen_

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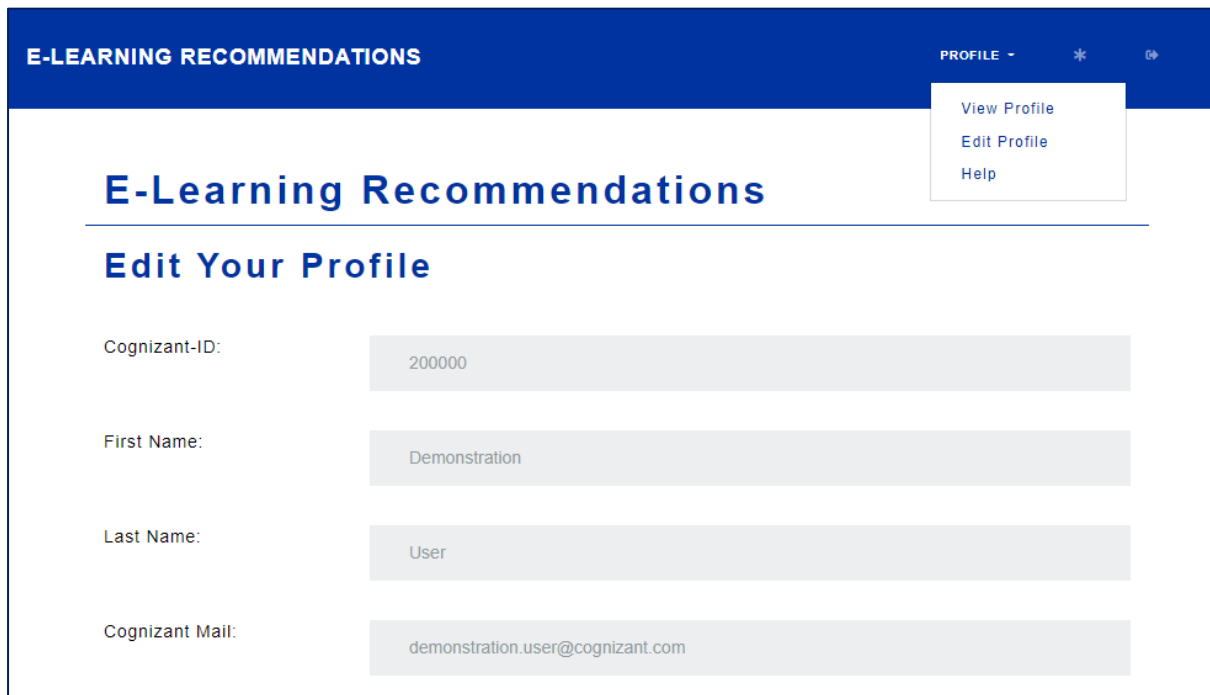
BACK

If you want to exit the profile page and navigate to the main menu, you can click the “**Back**” button in the bottom right of the form. It fulfills that purpose.

5.2 Edit Profile

If you are unhappy with your information, you can change it anytime.

On the top right corner, you can click the “**Profile**” section and a small menu will appear. Once you click “**Edit Profile**”, you will be redirected to a page, that lets you edit your own information.



The screenshot shows the 'E-Learning Recommendations' interface. At the top, a dark blue header contains the text 'E-LEARNING RECOMMENDATIONS' on the left and a 'PROFILE' dropdown menu on the right. The dropdown menu is open, showing three options: 'View Profile', 'Edit Profile', and 'Help'. Below the header, the main content area has a title 'E-Learning Recommendations' followed by a subtitle 'Edit Your Profile'. The form contains four input fields, each with a label on the left and a text box on the right. The fields are: 'Cognizant-ID:' with the value '200000', 'First Name:' with the value 'Demonstration', 'Last Name:' with the value 'User', and 'Cognizant Mail:' with the value 'demonstration.user@cognizant.com'.

Label	Value
Cognizant-ID:	200000
First Name:	Demonstration
Last Name:	User
Cognizant Mail:	demonstration.user@cognizant.com

Once you have been redirected to the page for editing your profile, you will see the above Form. The “**Cognizant-ID**”, “**First Name**”, “**Last Name**” and “**Cognizant Mail**” input fields display your account information. These fields cannot be modified.

Favorite Degreed Article:	<input type="text" value="Degreed Link"/>			
Favorite O'Reilly Book:	<input type="text" value="O'Reilly Link"/>			
Most Useful YouTube Tutorial:	<input type="text" value="YouTube Link"/>			
Favorite TED-Talks:	<input type="text" value="TED Link"/>	<input type="text" value="TED Link"/>	<input type="text" value="TED Link"/>	
Favorite W3Schools Articles:	<input type="text" value="W3Schools Link"/>	<input type="text" value="W3Schools Link"/>	<input type="text" value="W3Schools Link"/>	
Favorite Udemy Trainings:	<input type="text" value="Udemy Link"/>	<input type="text" value="Udemy Link"/>	<input type="text" value="Udemy Link"/>	
			<input type="button" value="CANCEL"/>	<input type="button" value="SUBMIT"/>

Below the account information in the “**Edit Your Profile**” page, you will find the following input fields, all of which are *optional* fields:

- “**Favorite Degreed Article**”
- “**Favorite O’Reilly Book**”
- “**Most Useful YouTube Tutorial**”
- “**Favorite TED-Talks**”
 - Three individual links to TED-Talks
- “**Favorite W3Schools Articles**”
 - Three individual links to W3Schools articles
- “**Favorite Udemy Trainings**”
 - Three individual links to Udemy trainings

Degreed link must be from “*degreed.com*”.

YouTube link must be from “*youtube.com*”.

O’Reilly link must be from “*oreilly.com*”.

TED-Talk links must be from “*ted.com*”.

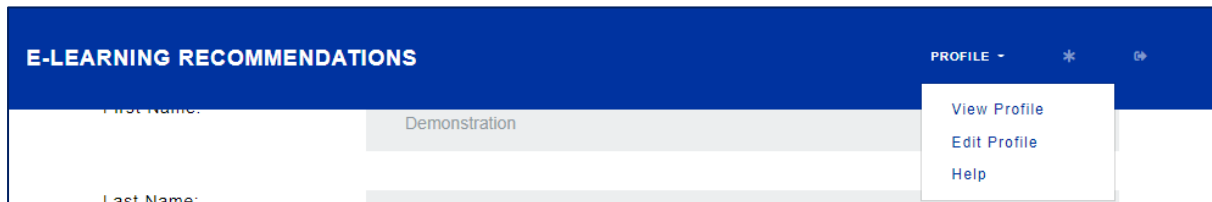
W3Schools article links must be from “*w3schools.com*”.

Udemy training links must be from “*cognizant.udemy.com*”.

You can submit the form by clicking the “**Submit**” button. Or you can cancel the process by clicking the “**Cancel**” button, which will take you to the menu.

6 Navigation – Help

Once you have logged in, you will be redirected to the [home page](#). The home page will be your starting point of navigation. However, if you are on a different page, you can still navigate to all the other pages from the navigation bar.



The navigation bar has the title “**E-Learning Recommendations**” on the left side. Its purpose is to redirect the user back to the home page.

On the right side of the navigation bar are the functionalities. There will be a “**Profile**” section. The profile section will have a dropdown that consists of three links:

- “**View Profile**”
- “**Edit Profile**”
- “**Help**”

The “**View Profile**” link will redirect you to your own profile page. The “**Edit Profile**” link will redirect you to the profile editing form.

The “**Help**” link will download the user manual in case you need assistance.

Further right, there will be the * (Asterisk) symbol. This link will redirect you to the *password change* form.

The far right of the navigation bar contains the last element. The last element will log you out of the application.

7 Administrative Functionalities

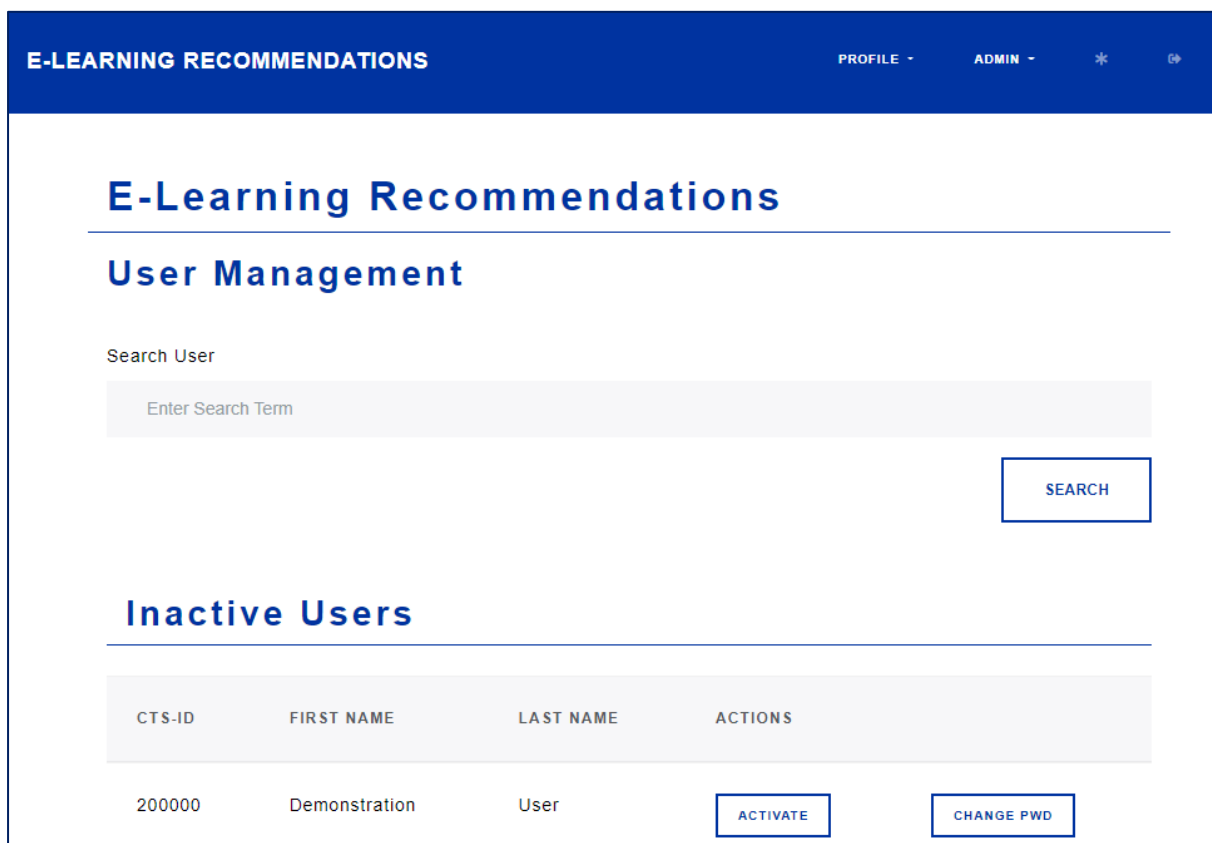
As an administrator, you will have an additional section in the navigation bar:



The “**Admin**” section will contain a link to the *user administration* page, where you will be able to fulfill your administrative tasks.

7.1 User Management – Home

The *user management* page will be central of administrative tasks.



The *user management* page will have a very similar build to the general home page. There is a function where you can search users based on your criteria. For the search function, please read chapter 4.1 for more details, as it works in a similar manner.

Inactive Users			
CTS-ID	FIRST NAME	LAST NAME	ACTIONS
726003	Loic	Fliege	<button>ACTIVATE</button> <button>CHANGE PWD</button>
200000	Demonstration	User	<button>ACTIVATE</button> <button>CHANGE PWD</button>

In the user management page, there will also be a table, which lists the users that must be admitted into the application. This means, that they have signed up, yet they do not have access to the functionalities.

Inactive Users			
There are no inactive users.			

If there are no users with pending admission, you will be informed accordingly.

“Activate” Button:

The users can be admitted, by clicking the “**Activate**” button. After the admission, the user will be able to access the functionalities.

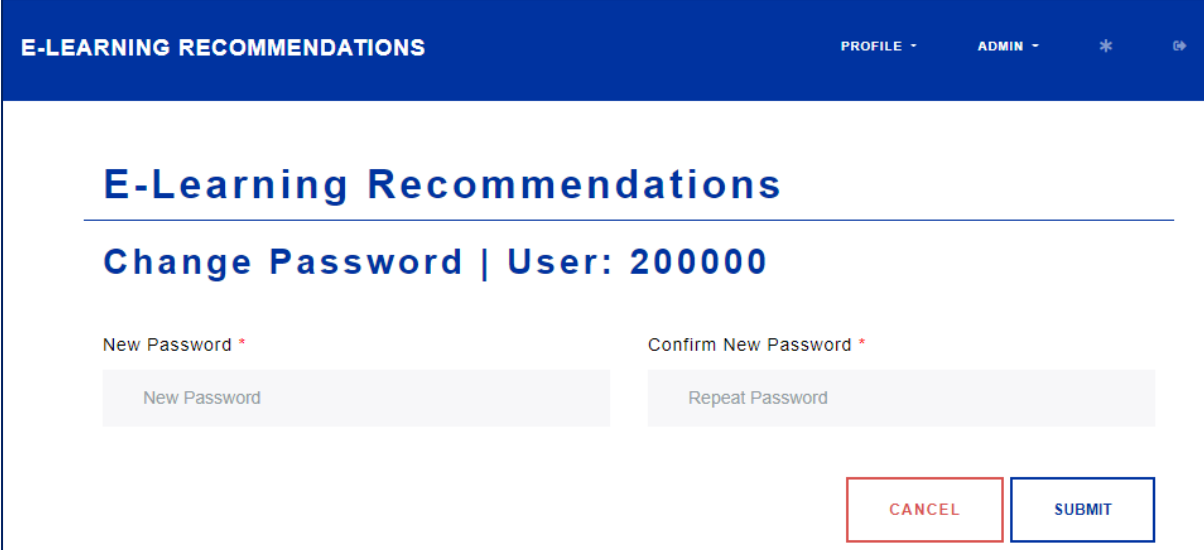
E-Learning Recommendations			
User Management			
User 726003 has been activated! ×			

A successful admission will display a success message.

“Change PWD” Button:

The button will redirect you to its own form, in which you can define a new password for the user, who has forgotten his password. Please navigate to chapter [7.2](#) for further details.

7.2 Change Password – Administrator



The screenshot shows a web interface for 'E-LEARNING RECOMMENDATIONS'. At the top, there is a blue header bar with the text 'E-LEARNING RECOMMENDATIONS' on the left and 'PROFILE - ADMIN - *' on the right. Below the header, the main content area has a title 'E-Learning Recommendations' followed by a subtitle 'Change Password | User: 200000'. There are two input fields: 'New Password *' and 'Confirm New Password *'. The 'New Password' field has a placeholder text 'New Password' and the 'Confirm New Password' field has a placeholder text 'Repeat Password'. At the bottom right, there are two buttons: 'CANCEL' (outlined in red) and 'SUBMIT' (outlined in blue).

The Change Password form is kept simple. The form consists of two Input fields. Both fields are mandatory and marked with a red * (Asterisk).

Unlike in the [normal password change form](#), that non-administrative users have, you will not be required to enter the current password.

The “**New Password**” input field requires you to enter a new password with the same criteria as in the Sign-Up form:

- Minimum of 8 characters in length
- Minimum of one lower case letter
- Minimum of one upper case letter
- Minimum of one special character, such as “%”, “\$”, “%”, “*”, “?” and “&”

The “**Confirm New Password**” input field requires you to re-enter the password, that you have entered in the “**New Password**” input field. The two inputs must be identical, otherwise your password will be *neglected*.

You can submit the form by clicking the “**Submit**” button. Or you can cancel the process by clicking the “**Cancel**” button, which will take you to the menu.