

# Always Cognizant Registration & Login

*Your Help Guide to Login*

*Date: 11-Sep-2014*

# Registration process

Step 1: Click on “One Cognizant” from Welcome mailer

Step 2: On the Login page, click ‘New User [Register here](#)’



# Registration process

Step 3: On the Registration page, type your email address

Step 4: Type the registration code and click on validate

The screenshot displays a web interface for the registration process. At the top, a blue navigation bar contains links for 'Registration', 'Reset Registration Code', 'Reset Password', and 'Help'. Below this, a dark grey header bar reads 'REGISTRATION'. The main content area shows 'Step 1 of 2 : Validation of Email ID and Registration Code'. The form contains two input fields: 'User Email Address' (with a yellow envelope icon) and 'Registration Code' (with a yellow padlock icon). The email field is pre-filled with '\*\*\*\*\*@gmail.com'. Below the fields are two buttons: 'Validate' and 'Cancel'. Two blue callout boxes provide instructions: one points to the 'Validate' button with the text 'Click Validate', and the other points to the 'Registration Code' field with the text 'Enter Registration code'.

# Registration process

Step 5: Choose a password and click Register. You will be automatically redirected to the Login page.

The screenshot displays the registration interface with a top navigation bar containing links for Registration, Reset Registration Code, Reset Password, and Help. The main heading is 'REGISTRATION'. The current step is 'Step 2 of 2 : Create Username & Password'. The form contains three input fields: 'User Name' (with a user icon), 'New Password' (with a password icon), and 'Confirm Password' (with a password icon). A 'Password Policy' pop-up is shown, detailing requirements: at least 8 characters, must not use the username, at least 1 English alphabet (A-Z, a-z), at least 1 numeral (0-9), and at least 1 special character (such as !, #, \$, %). A callout points to the 'Next' button with the text 'Click to Register'. Another callout points to the 'New Password' field with the text 'Enter Password'.

Registration   Reset Registration Code   Reset Password   Help

**REGISTRATION**

Step 2 of 2 : Create Username & Password

User Name

New Password

Confirm Password

**Password Policy**

Please enter a password meeting ALL the below mentioned policies.

- ▶ Atleast 8 characters
- ▶ Must not use your UserName
- ▶ Atleast 1 English Alphabets (A-Z, a-z)
- ▶ Atleast 1 Numerals (0-9)
- ▶ Atleast 1 Special Characters (such as !, #, \$, %)

**Click to Register**

**Enter Password**

Next Cancel

# Registration process

Step 6: On the Login page, click Registered Users [Click here](#).



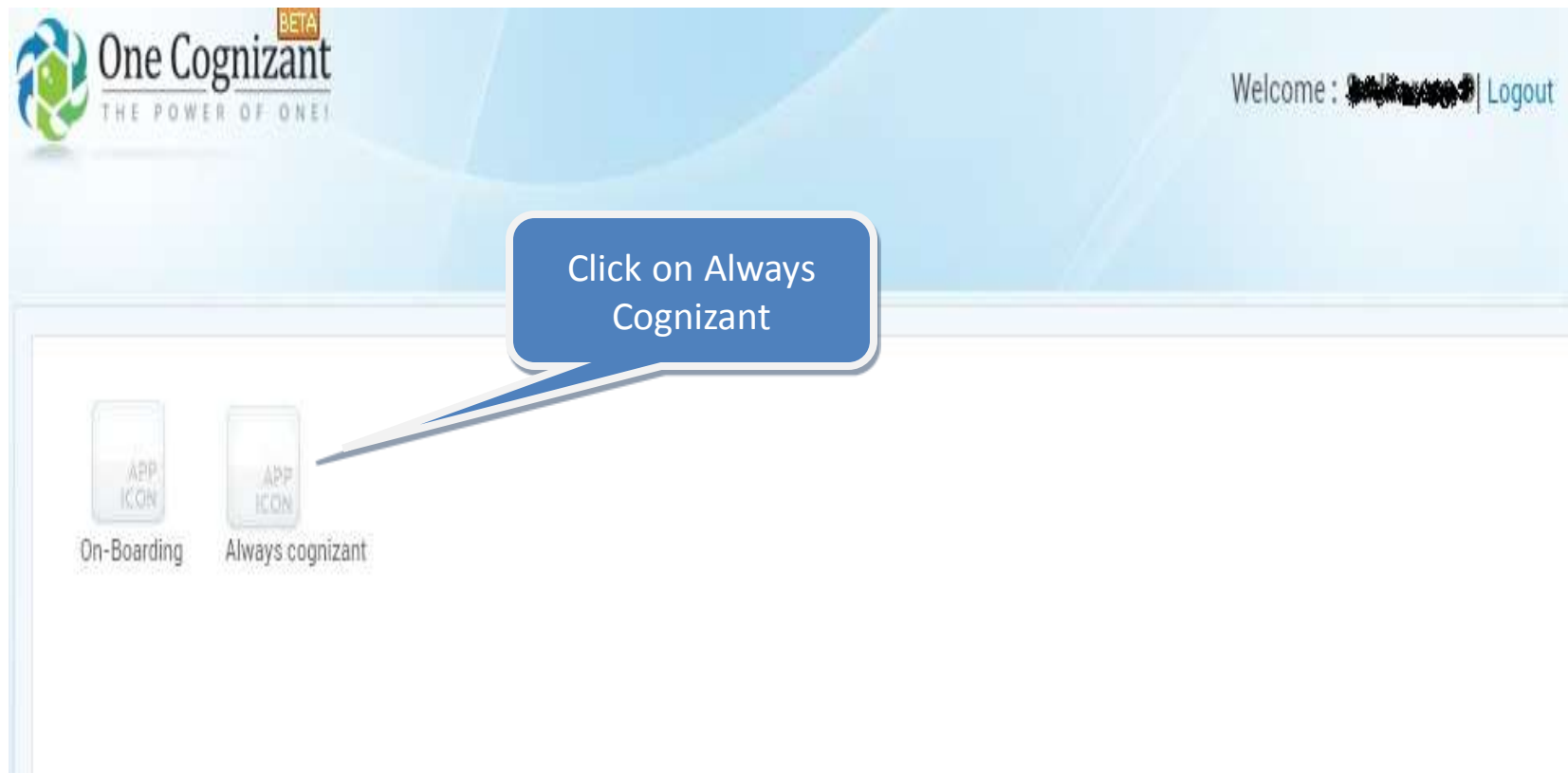
# Registration process

Step 7: Type the selected password and click Log In



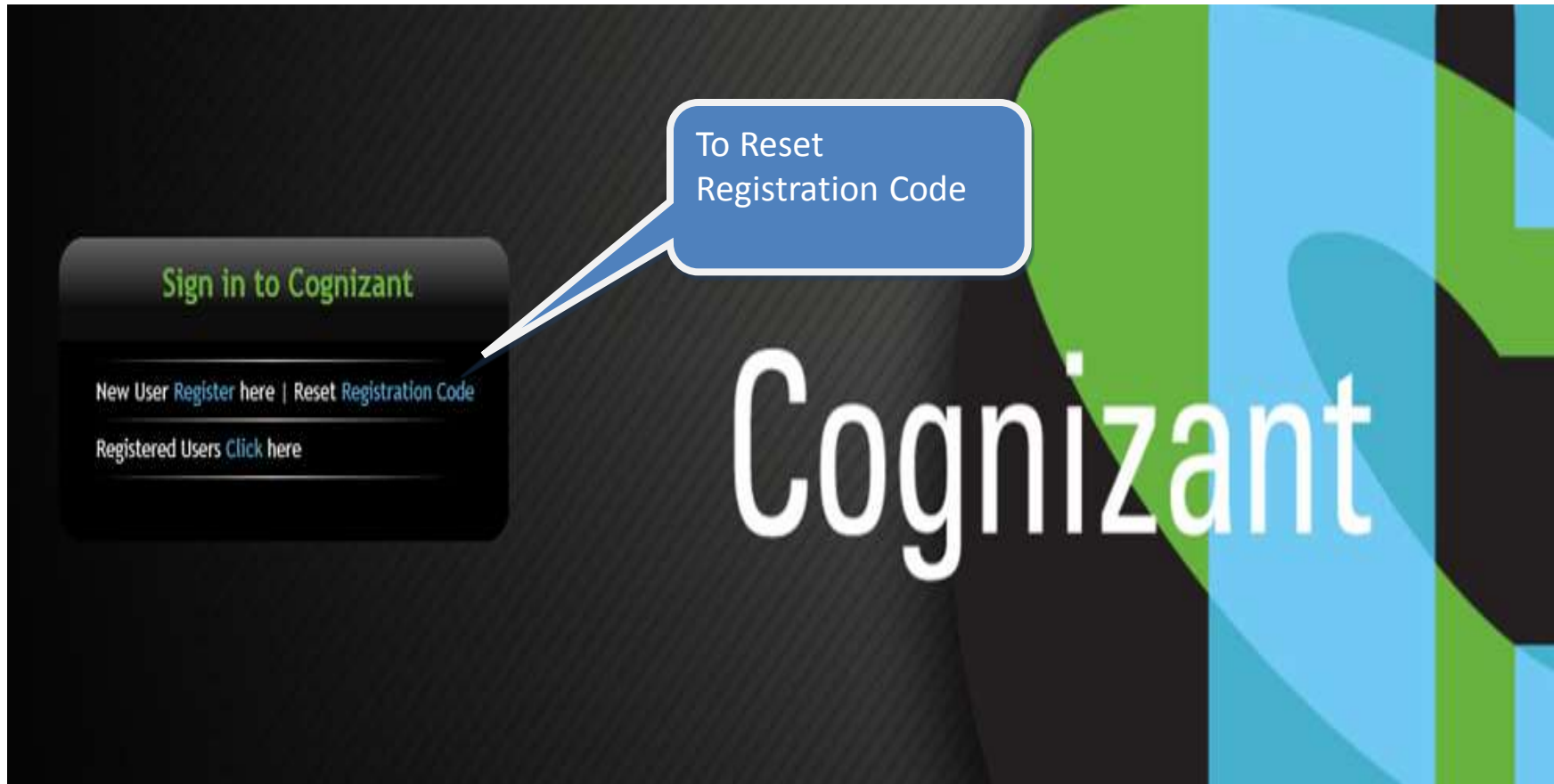
# Registration process

Step 8: On successful log on, to complete the clearance process and access an array of other functionalities, on the Home page, click **“Always Cognizant”**.



# Reset Registration Code

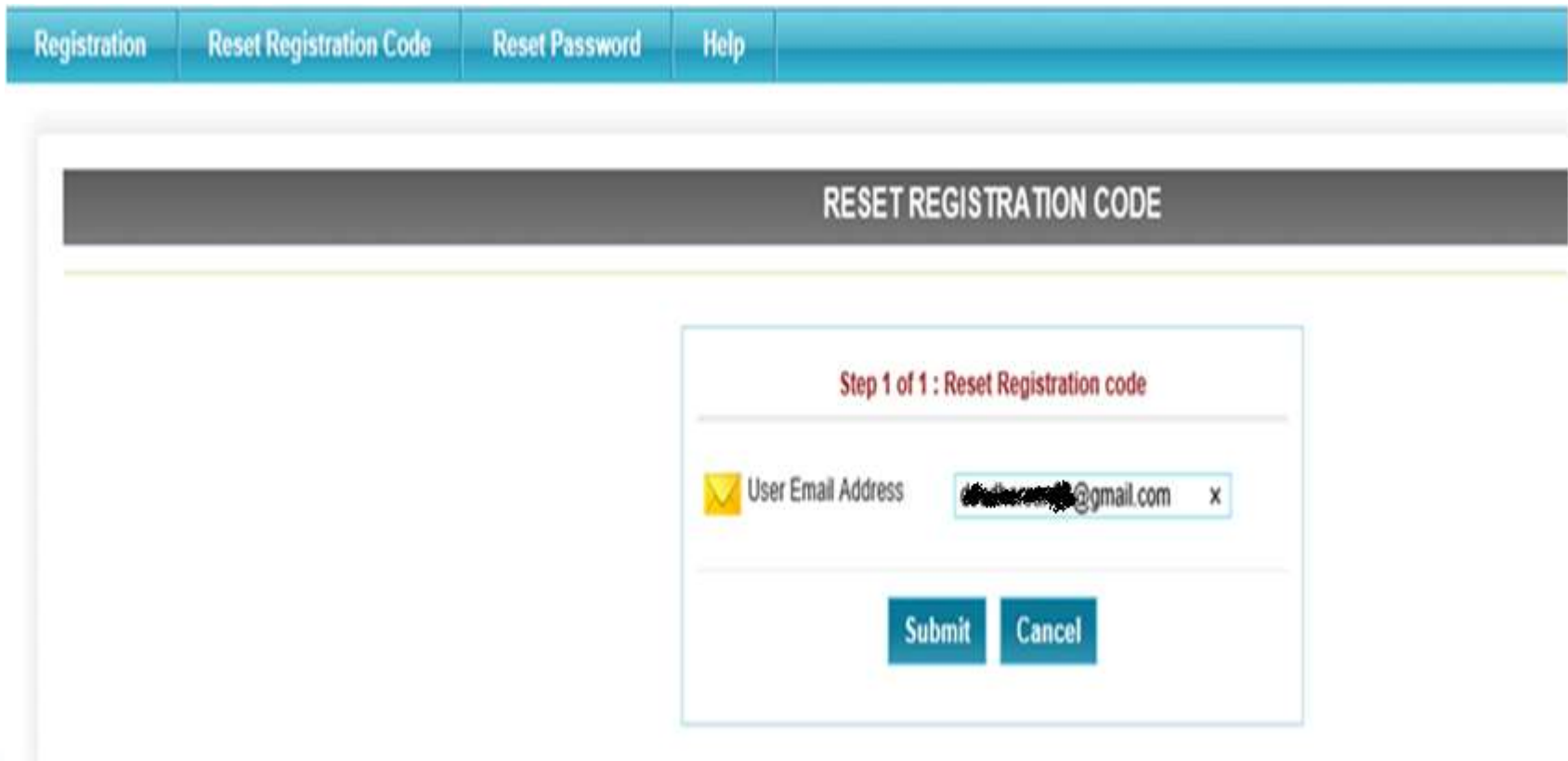
To Reset the Registration Code click on Reset [Registration Code](#)





# Reset Registration Code

To get a new Registration code, click submit. A welcome mailer with a new Registration code will be generated and sent to your email address.



The screenshot shows a web interface for resetting a registration code. At the top, there is a blue navigation bar with four tabs: 'Registration', 'Reset Registration Code' (which is selected), 'Reset Password', and 'Help'. Below this bar is a dark grey header with the text 'RESET REGISTRATION CODE'. The main content area contains a light blue-bordered box titled 'Step 1 of 1 : Reset Registration code'. Inside this box, there is a label 'User Email Address' next to a yellow envelope icon. To the right of the label is a text input field containing a redacted email address followed by '@gmail.com'. A small 'x' icon is visible to the right of the input field. Below the input field are two blue buttons: 'Submit' and 'Cancel'.

# Reset Password

To Reset the password click on [Reset Password ?](#)



# Reset Password

To reset the password, enter authentication key from the welcome mailer and validate.

Registration	Reset Registration Code	Reset Password	Help
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## RESET PASSWORD

**Step 1 of 2 : Validate Email Address And Authentication Key**

Email Address

Authentication Key

Click Validate

Enter Authentication Key

# Reset Password

To reset the password, enter new password and submit.

Registration	Reset Registration Code	Reset Password	Help
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**RESET PASSWORD/UNLOCK ACCOUNT**

**Step 2 of 2 : Enter New Password and Reset**

 User Name

 New Password  

 Confirm Password

**Click Submit**

**Enter New password**

*Thank you*