How to Claim Certification Reimbursement:

You need to submit hard copies of the below mentioned documents, in person, to apply for reimbursement:

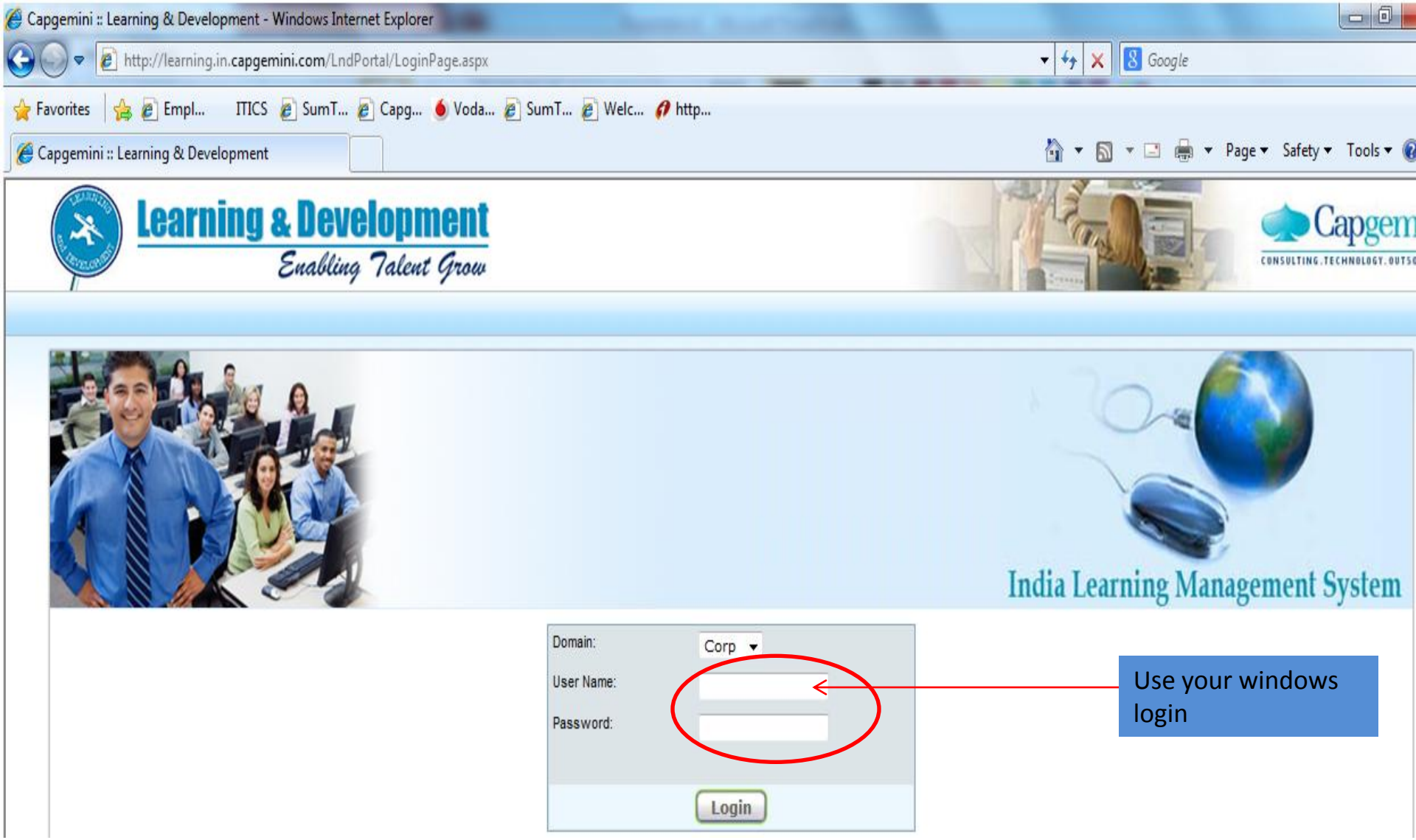
a. Fill the claim reimbursement application form (page 5)
b. Original fee receipt (If it is online or paid by credit card then submit online acknowledgement and bank statement. If the payment is in dollars also include the card statement which shows cost in INR)
c. Photocopy of your Mark sheet or Certificate (Signed by n+1 or Manager or Supervisor)
d. Hard copy of your BU Head pre approval mail (approved by AD or above)
e. Add the certification details on L&D portal: http://learning.in.capgemini.com

Once you add them, it will go to your manager for approval. Please ask your manager to approve the same on the Portal before submitting the application (apart from the mail approvals this is mandatory for Audit purpose).

Note: The claims will be accepted only between the 1st and the 10th of every month.
Time: 3 pm - 5 pm.

Contact person: For Mumbai, Pravin Ghone (Extn - 221 3412). Desk # M4A/44
For Bangalore, Suresh Prabhu (Extn – 7807 0698)

Link - http://learning.in.capgemini.com/LndPortal/LoginPage.aspx



Learning & Development

Enabling Talent Grow

Home | Master | Training | Agreement | Certification | Reports | Log Ou

Certification Details
Approval Screen For End
Manual Certification

Total Hrs Completed in Current Year: 0 Target Hrs: 40 Completed in Last Year: 0

Manager: [redacted]

- Trainings Attended
- Nomination Status
- Certification Status

Hi, [redacted]

Click here

Learning & Development

Welcome to our Learning & Development Portal !

Did you know that

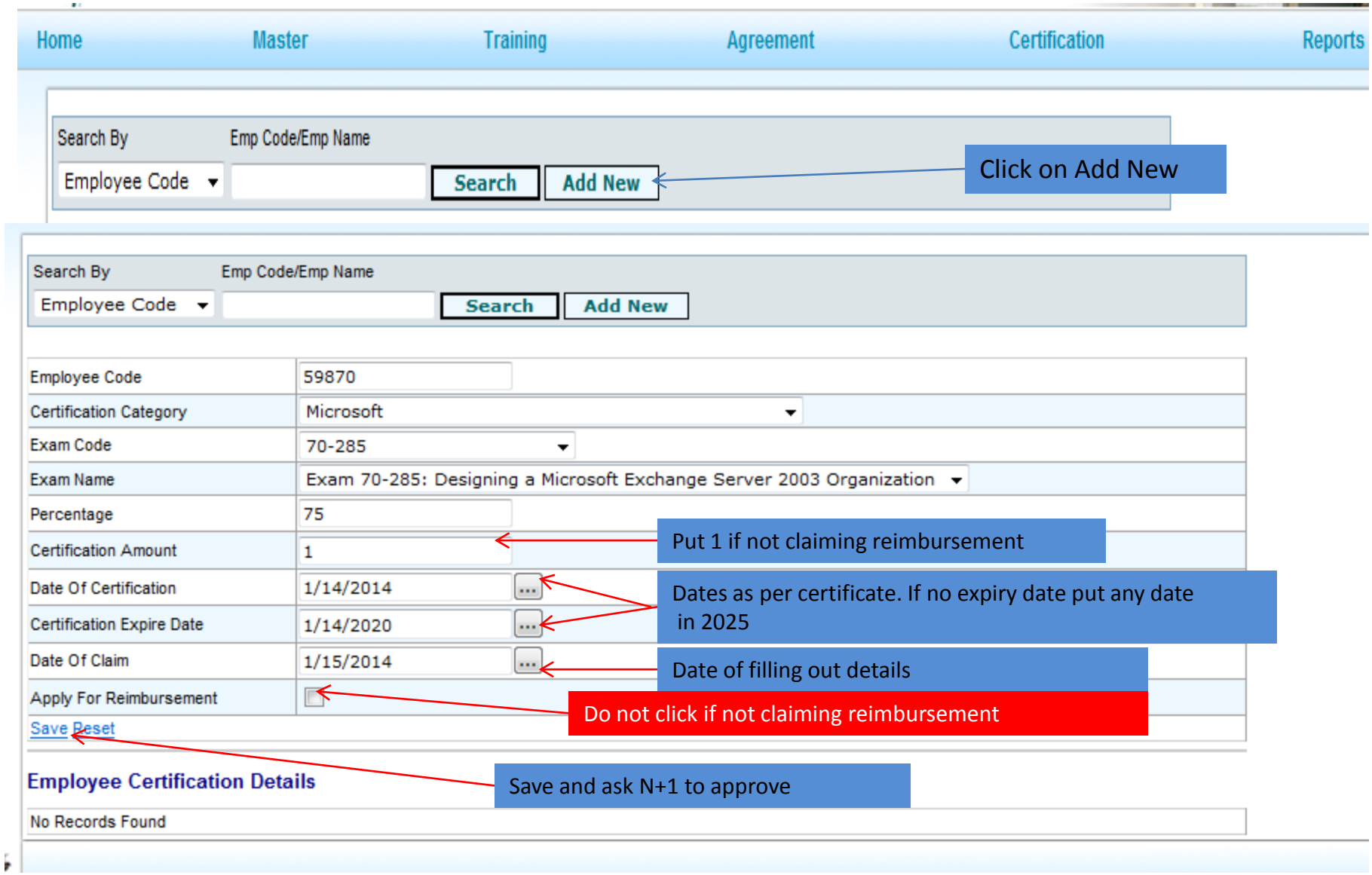
each one of us have to go through atleast 40 hours of training in a calendar year, prorated from the date of joining?

it is mandatory to attend Company Onboarding program "Discover" and "QMS" within one month of joining?

5 hours of e-learning is mandatory and we have more than 1000 courses available on My Learning ?

there are Capgemini specific certification programs for Engagement Manager, Software Engineers, Infrastructure Engineers and Architects?

certain external vendor certifications are reimbursed if they are inline with business requirements?


Home
Master
Training
Agreement
Certification
Reports
Search By
Emp Code/Emp Name
Employee Code
Search
Add New
Click on Add New
Search By
Emp Code/Emp Name
Employee Code
Search
Add New
Employee Code
59870
Certification Category
Microsoft
Exam Code
70-285
Exam Name
Exam 70-285: Designing a Microsoft Exchange Server 2003 Organization
Percentage
75
Certification Amount
1
Put 1 if not claiming reimbursement
Date Of Certification
1/14/2014
Certification Expire Date
1/14/2020
Dates as per certificate. If no expiry date put any date in 2025
Date Of Claim
1/15/2014
Date of filling out details
Apply For Reimbursement
Do not click if not claiming reimbursement
Save Reset
Save and ask N+1 to approve
Employee Certification Details
No Records Found

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

Payment / Expense Voucher

Dept: LnD
Location: Mumbai / Bangalore /Kolkata

Name of Emp.: _____

Emp. Code: _____ SUB BU_____ BU _____

Salary A/c No. _____Bank Name_____

IFSC Code |___|___|___|___|___|___|___|___|___|___|___|Contact No._____

Description (Certification)	Amount	Project Code	BT / NBT
		A000288 (don't change)	NBT (don't change)
Total			

Rupees: _____

_____
Employee Signature

Checked & Approved
(Pravin Ghone_L&D)

For Finance & Accounts only

GL Code _____

TDS Rate _____

Check _____

RECD ON	PAID ON

Please note: Reimbursement is not a part of your salary, and will not be credited with the salary; the amount will be credited to the salary account by the last week of the respective month.

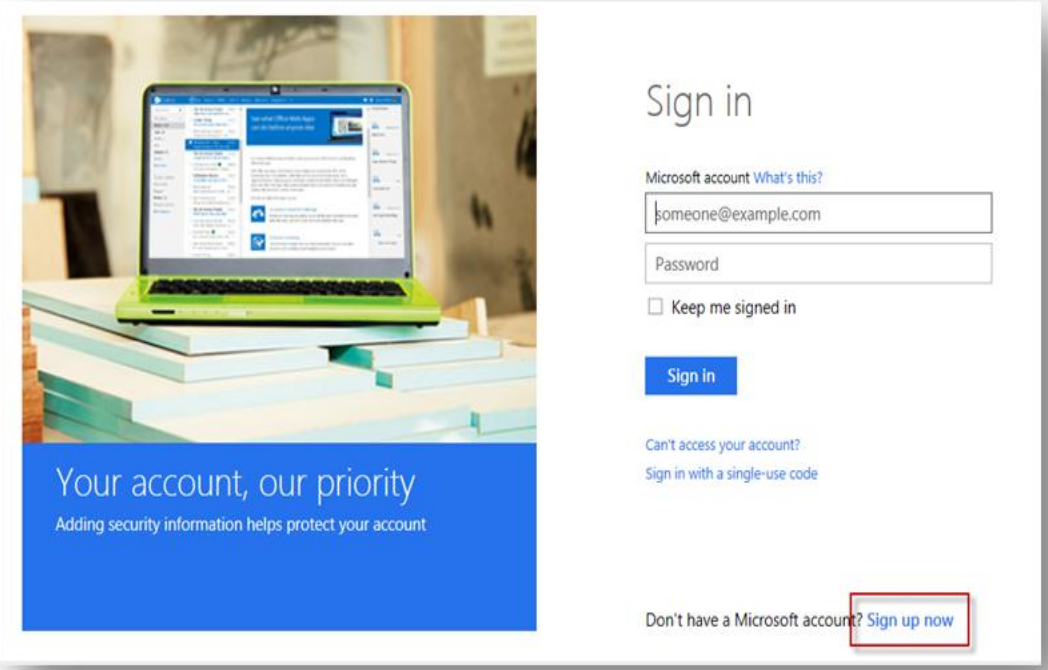
***For Microsoft certifications please go through the following examples to complete the steps and submit the form.

STEP 1

https://partners.microsoft.com/partnerprogram/Welcome.aspx
Ctrl+Click to follow link

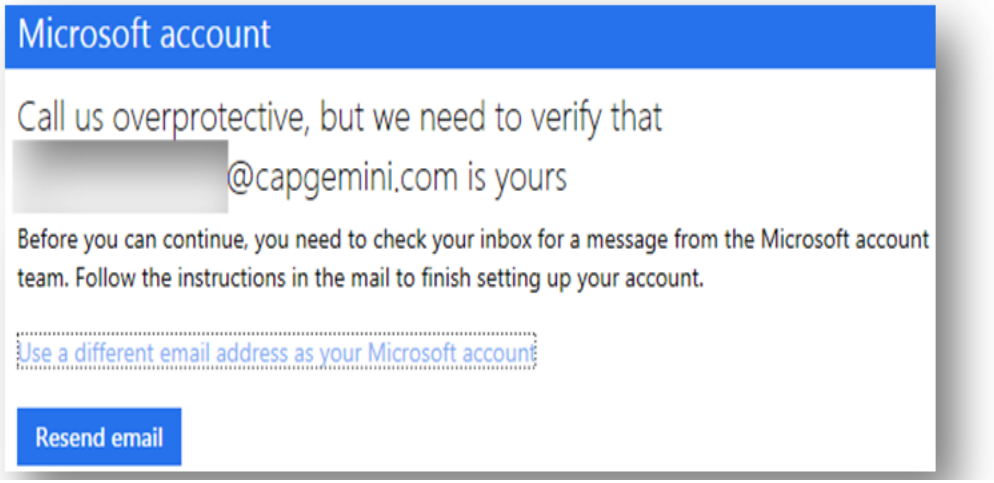
Go to link https://partners.microsoft.com/partnerprogram/Welcome.aspx

- If you have a windows live id, Sign in to the Partner Membership Center using it and go to **Step 4**
- If you do not have windows live id, click on **Sign up now** and follow the below steps



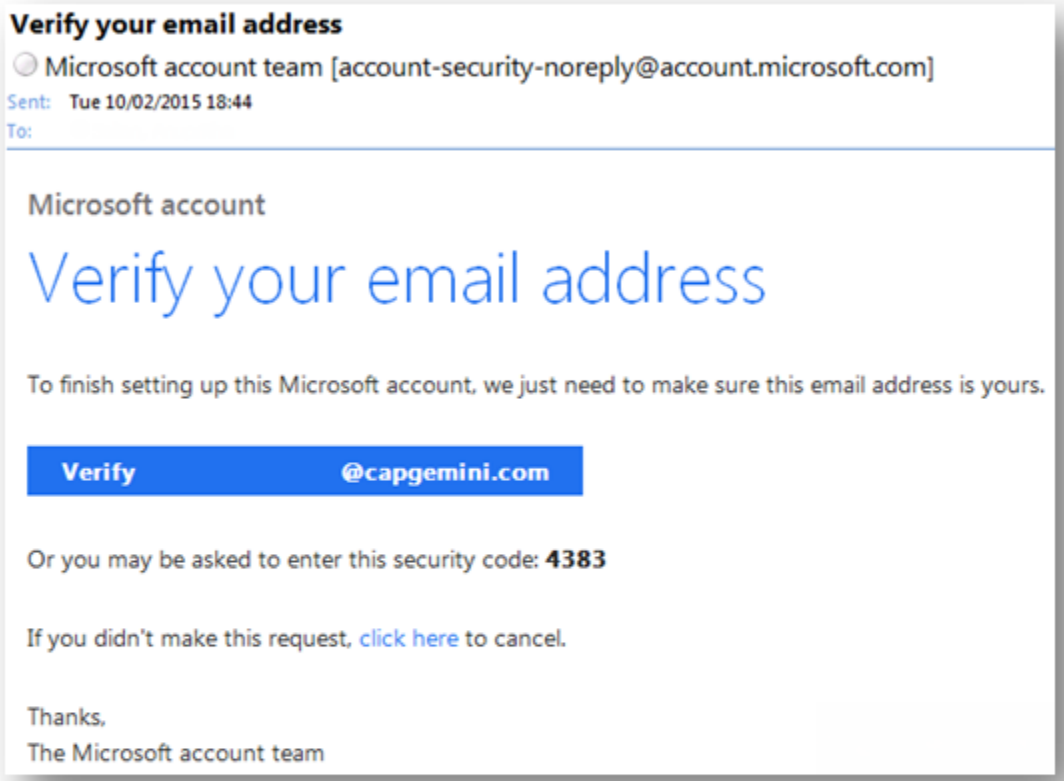
STEP 2

- Enter Name (First and Last)
- Enter Capgemini email id
- Create password
- Reenter password
- Select Country and Zip code
- Select Birth date and Gender
- Enter contact number
- Enter the Characters in the picture
- Click on Create Account

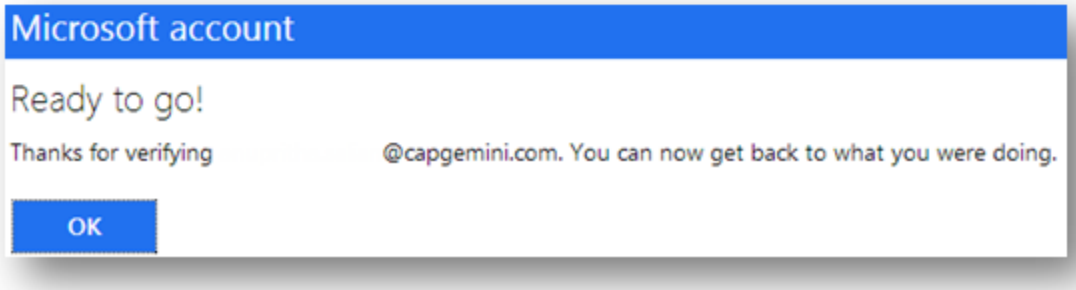


STEP 3

- After submitting the information in **Step 2**, you'll get an email to verify your email id.
- Click on the link **Verify xxx@capgemini.com** to verify your id.

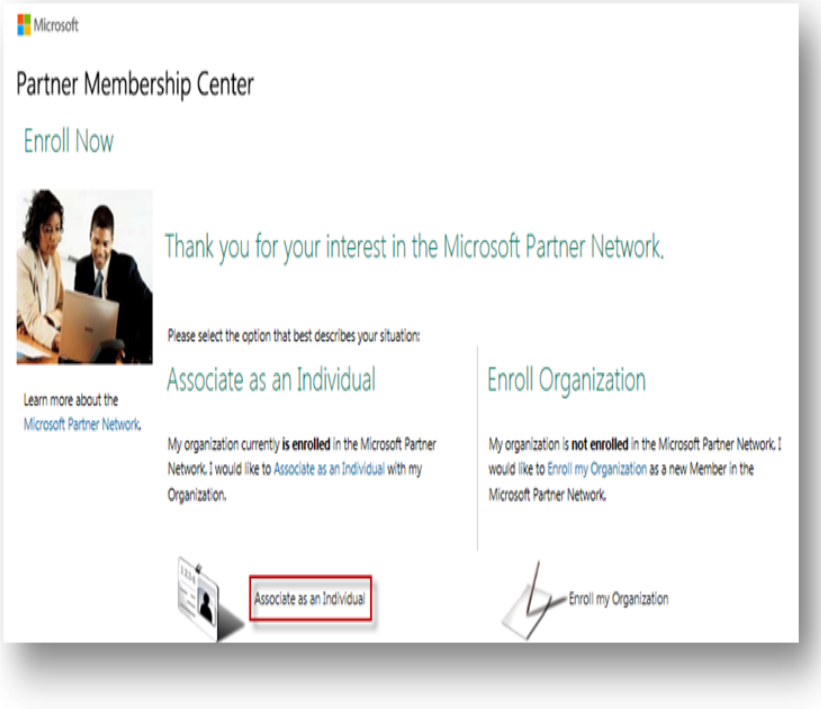


- It will show **Ready to go** message to confirm verification. Your windows live id is now created

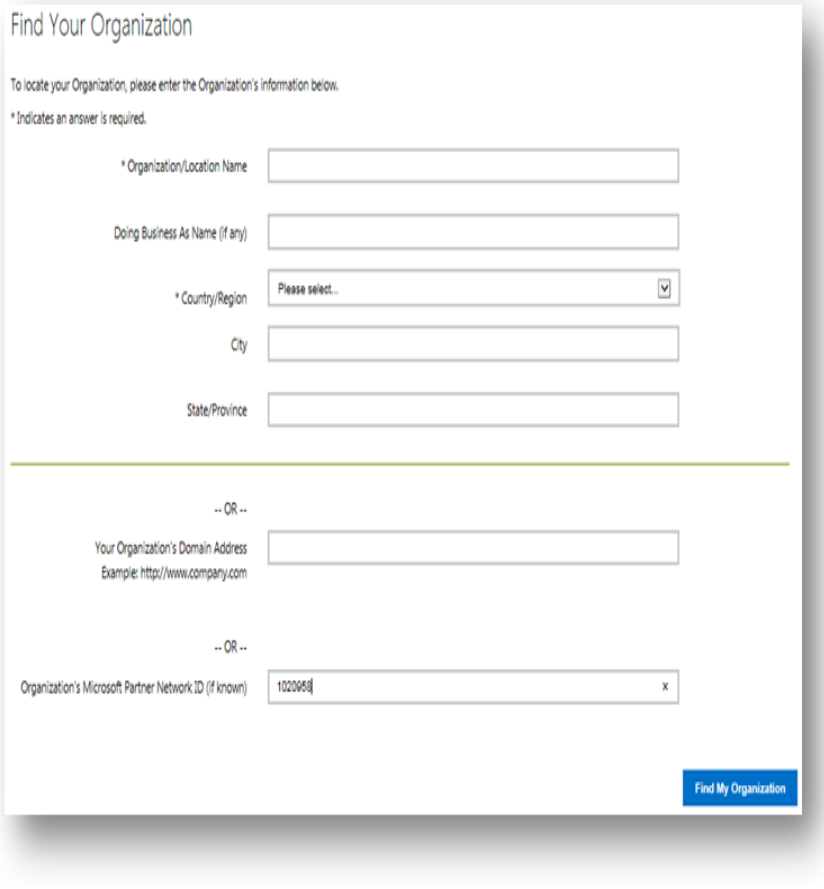


STEP 4

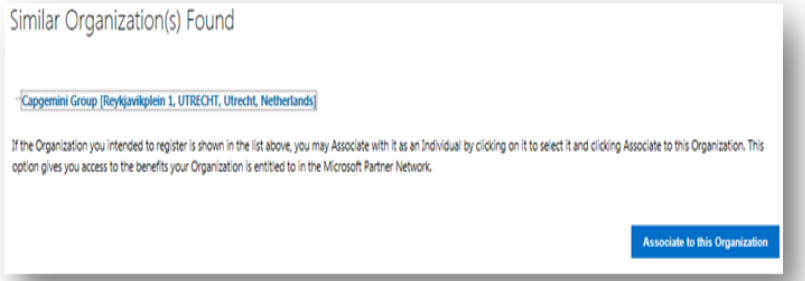
- Click on the link below and enter the email id you had created in above steps or your personal windows live id and password.
  https://partners.microsoft.com/partnerprogram/Welcome.aspx
- You will get the below screen. Click on **Associate as an Individual**.



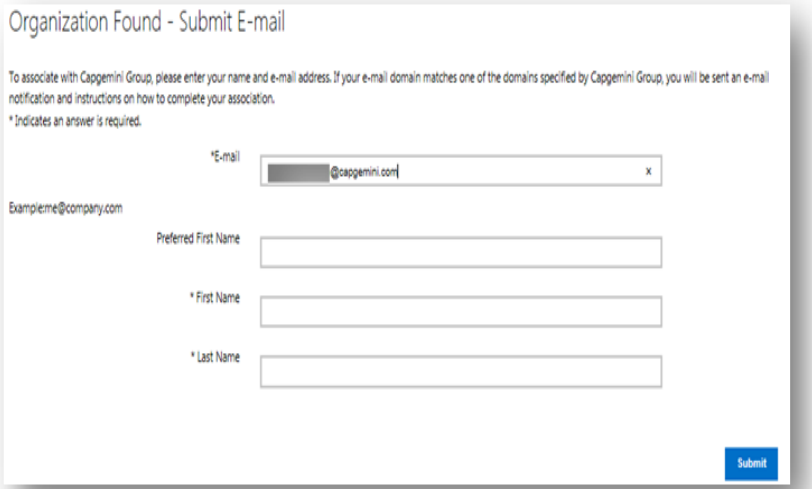
- Enter Organization id **1020958** in the last box as shown in the picture and click on **Find my organization**



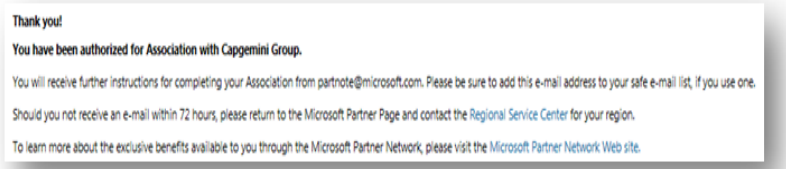
- Select **Capgemini Group (Reykjavikplein 1, UTRECHT, Utrecht, Netherlands)** and click on **Associate to this organization**



- Enter Capgemini email ID and name in the required fields and click on **Submit**

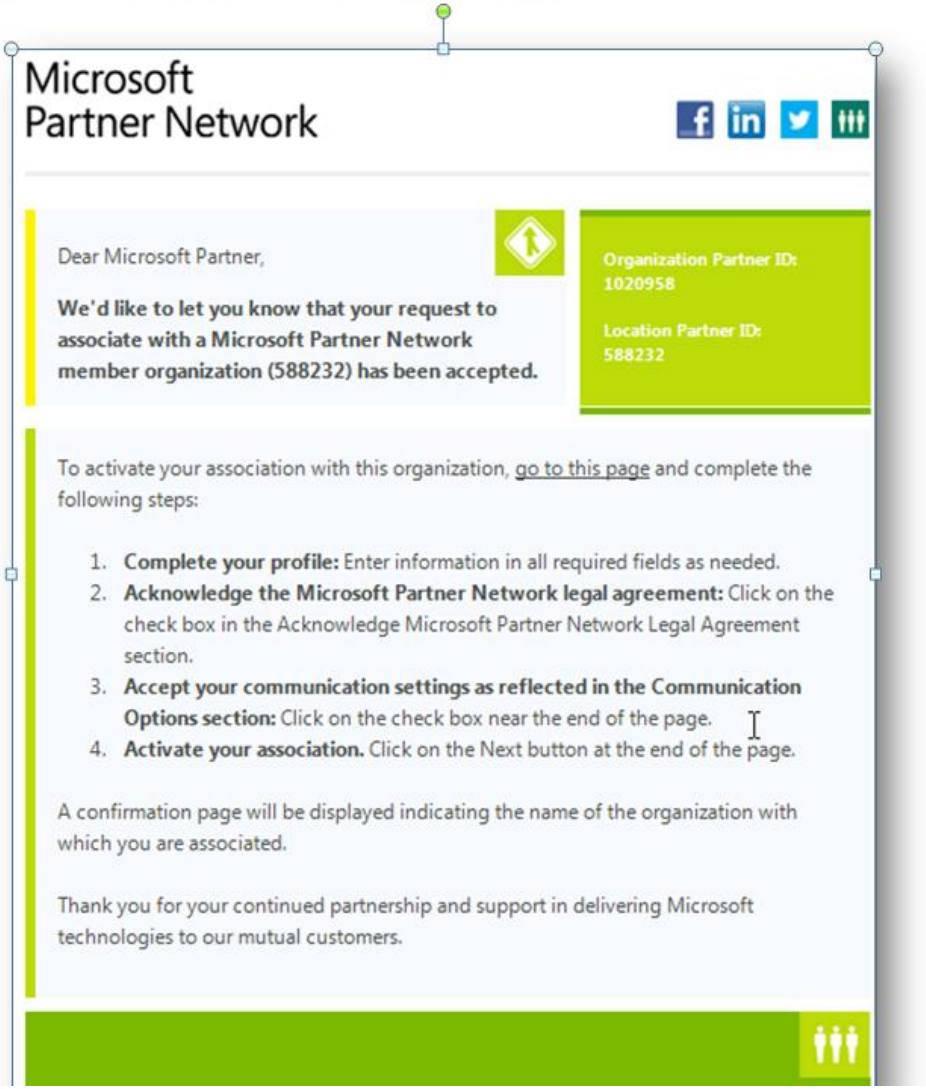


- You will get an authorization for Association with Capgemini Group



STEP 5

- You will get an email as shown below. Click on **go to this page** link



Microsoft
Partner Network

Dear Microsoft Partner,

We'd like to let you know that your request to associate with a Microsoft Partner Network member organization (588232) has been accepted.

Organization Partner ID: 1020958

Location Partner ID: 588232

To activate your association with this organization, go to this page and complete the following steps:

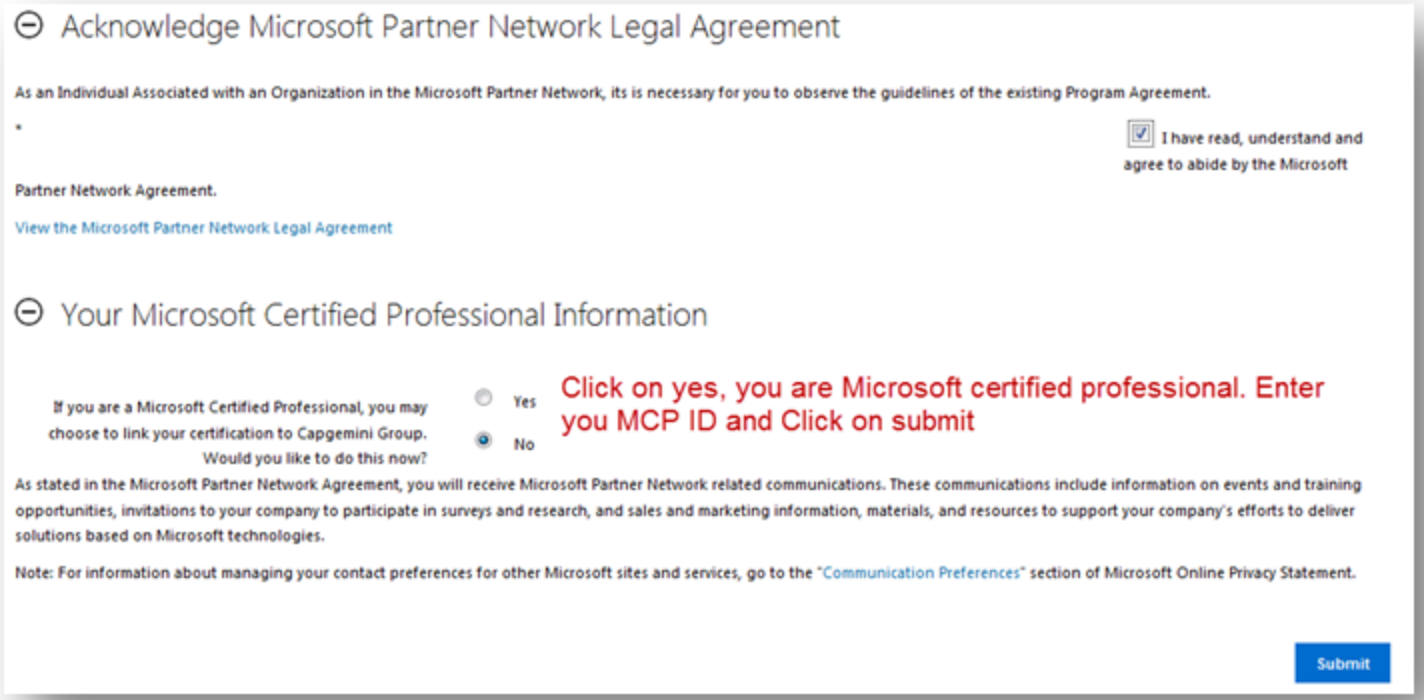
1. **Complete your profile:** Enter information in all required fields as needed.
2. **Acknowledge the Microsoft Partner Network legal agreement:** Click on the check box in the Acknowledge Microsoft Partner Network Legal Agreement section.
3. **Accept your communication settings as reflected in the Communication Options section:** Click on the check box near the end of the page.
4. **Activate your association.** Click on the Next button at the end of the page.

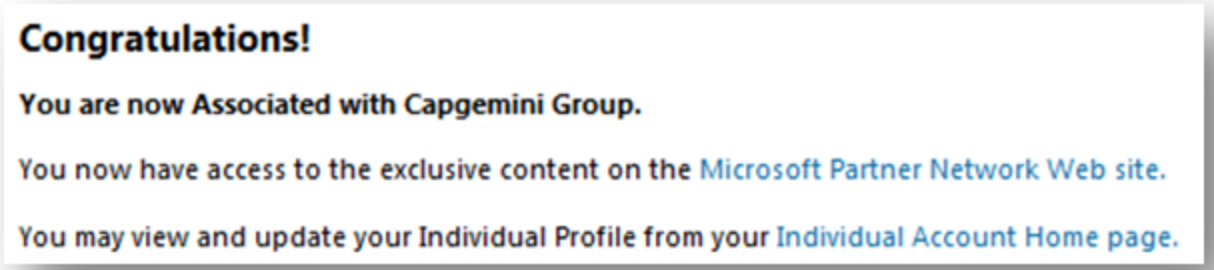
A confirmation page will be displayed indicating the name of the organization with which you are associated.

Thank you for your continued partnership and support in delivering Microsoft technologies to our mutual customers.

STEP 6

- Confirm all fields and enter any mandatory fields that are marked asterisk (*)
- At the end of the page check the Acknowledgement check box
- In case you are a Microsoft Certified Professional (MCP) then click on **Yes** under **Your Microsoft Certified Professional Information** and enter your MCP ID
- It is mandatory to enter the MCP ID if you are a Microsoft Certified Professional (MCP)
- Click on **Submit**





Sometimes there could be a delay in getting emails from Microsoft due to server load. It is recommended to wait for couple of hours before you try again. In case you are not receiving emails from Microsoft then kindly contact rajni.pillai@capgemini.com (user name :: rapillai) for support.