

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>

Capgemini :: Learning & Development - Windows Internet Explorer

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

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Capgemini
CONSULTING. TECHNOLOGY. OUTSOURCING.





India Learning Management System

Domain: Corp

User Name:

Password:

Login

Use your windows login



Learning & Development

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Home Master Training Agreement Certification Reports Log Out

Total Hrs Completed in Current Year: 0

Target Hrs: 40

Manager: [REDACTED]

Certification Details

Approval Screen For End

Manual Certification

Completed in Last Year: 0

- ▶ Trainings Attended
- ▶ Nomination Status
- ▶ Certification Status

Hi, [REDACTED]



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?

Click here

[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	<input type="text" value="59870"/>
Certification Category	Microsoft ▾
Exam Code	70-285 ▾
Exam Name	Exam 70-285: Designing a Microsoft Exchange Server 2003 Organization ▾
Percentage	<input type="text" value="75"/>
Certification Amount	<input type="text" value="1"/>
Date Of Certification	<input type="text" value="1/14/2014"/> ...
Certification Expire Date	<input type="text" value="1/14/2020"/> ...
Date Of Claim	<input type="text" value="1/15/2014"/> ...
Apply For Reimbursement	<input type="checkbox"/>
Save Reset	

Put 1 if not claiming reimbursement

Dates as per certificate. If no expiry date put any date in 2025

Date of filling out details

Do not click if not claiming reimbursement

Employee Certification Details

Save and ask N+1 to approve

No Records Found

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.

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

STEP 1

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



Your account, our priority
Adding security information helps protect your account

Sign in

Microsoft account [What's this?](#)

☐ Keep me signed in

[Sign in](#)

[Can't access your account?](#)
[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)

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

Microsoft account

Call us overprotective, but we need to verify that
[redacted]@capgemini.com is yours

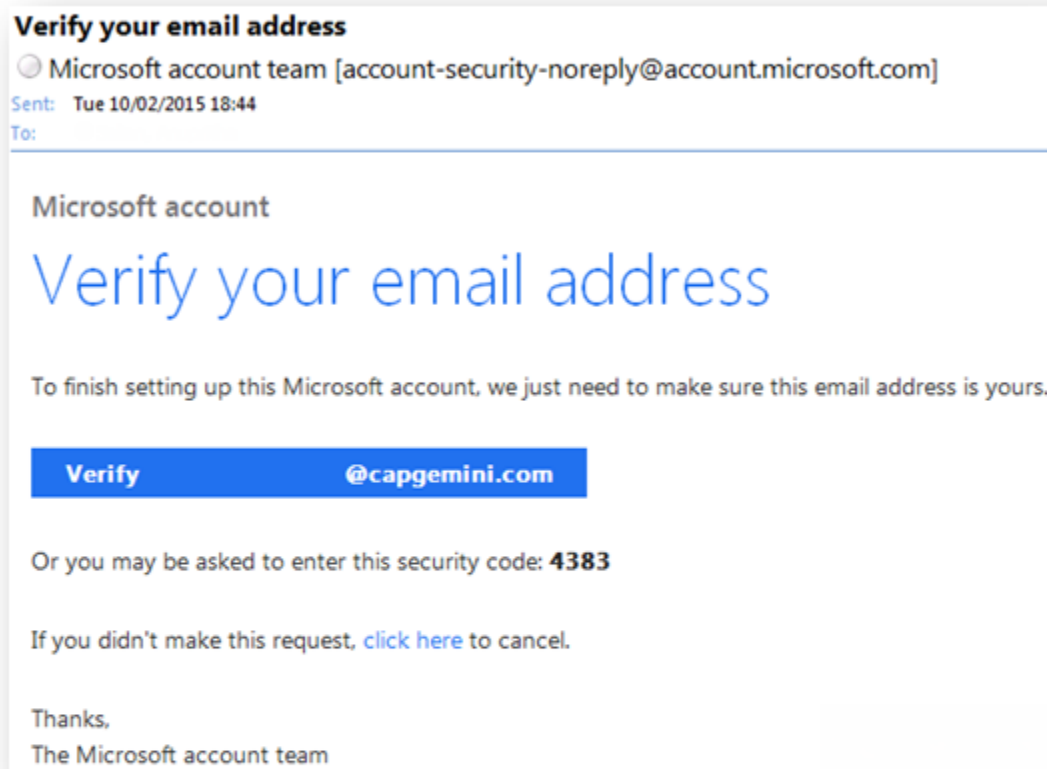
Before you can continue, you need to check your inbox for a message from the Microsoft account team. Follow the instructions in the mail to finish setting up your account.

[Use a different email address as your Microsoft account](#)

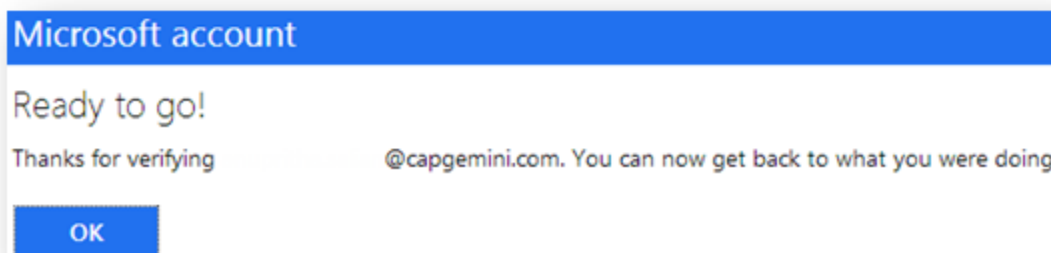
Resend email

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.

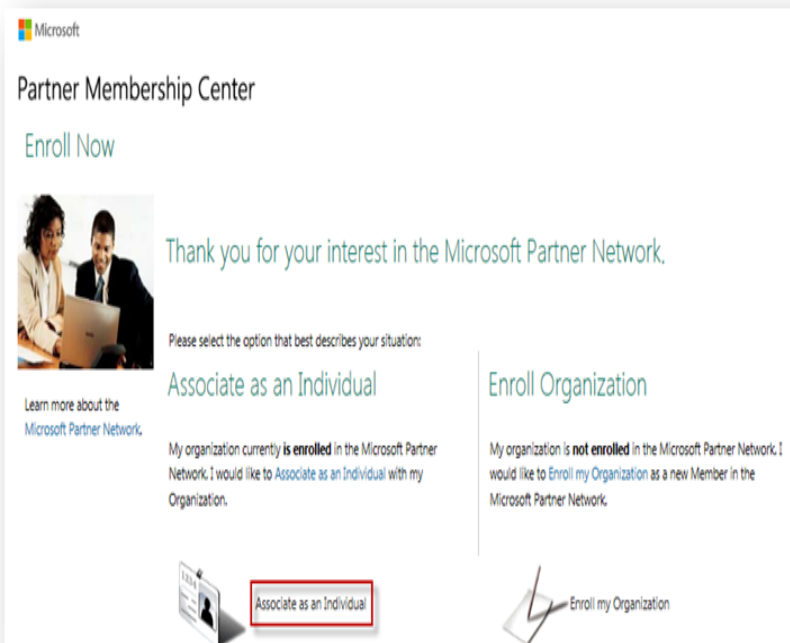


- It will show **Ready to go** message to confirm verification. Your windows live id is now created



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**.



Microsoft

Partner Membership Center

Enroll Now

Thank you for your interest in the Microsoft Partner Network.

Please select the option that best describes your situation:

Associate as an Individual

My organization currently **is enrolled** in the Microsoft Partner Network. I would like to Associate as an Individual with my Organization.

Associate as an Individual

Enroll Organization

My organization is **not enrolled** in the Microsoft Partner Network. I would like to Enroll my Organization as a new Member in the Microsoft Partner Network.

Enroll my Organization

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

Find Your Organization

To locate your Organization, please enter the Organization's information below.

* Indicates an answer is required.

* Organization/Location Name

Doing Business As Name (if any)

* Country/Region

City

State/Province

-- OR --

Your Organization's Domain Address
Example: <http://www.company.com>

-- OR --

Organization's Microsoft Partner Network ID (if known)

1020958

Find My Organization

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

Similar Organization(s) Found

[Capgemini Group \(Reykjavíkplein 1, UTRECHT, Utrecht, Netherlands\)](#)

If the Organization you intended to register is shown in the list above, you may Associate with it as an Individual by clicking on it to select it and clicking Associate to this Organization. This option gives you access to the benefits your Organization is entitled to in the Microsoft Partner Network.

Associate to this Organization

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

Organization Found - Submit E-mail

To associate with Capgemini Group, please enter your name and e-mail address. If your e-mail domain matches one of the domains specified by Capgemini Group, you will be sent an e-mail notification and instructions on how to complete your association.

* Indicates an answer is required.

*E-mail

Example@company.com

Preferred First Name

* First Name

* Last Name

Submit

- You will get an authorization for Association with Capgemini Group

Thank you!

You have been authorized for Association with Capgemini Group.

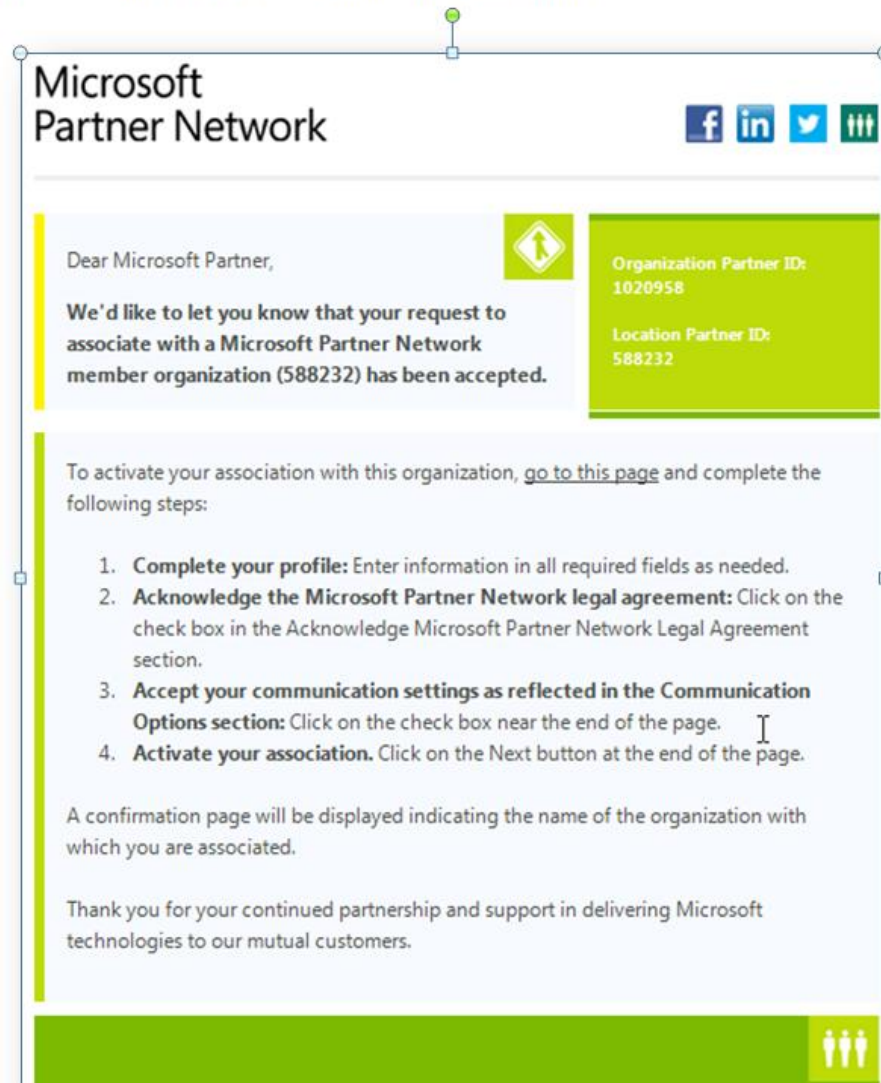
You will receive further instructions for completing your Association from partnote@microsoft.com. Please be sure to add this e-mail address to your safe e-mail list, if you use one.

Should you not receive an e-mail within 72 hours, please return to the Microsoft Partner Page and contact the [Regional Service Center](#) for your region.

To learn more about the exclusive benefits available to you through the Microsoft Partner Network, please visit the [Microsoft Partner Network Web site](#).



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



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**

⊖ Acknowledge Microsoft Partner Network Legal Agreement

As an Individual Associated with an Organization in the Microsoft Partner Network, it is necessary for you to observe the guidelines of the existing Program Agreement.

*

☒ I have read, understand and agree to abide by the Microsoft

Partner Network Agreement.

[View the Microsoft Partner Network Legal Agreement](#)

⊖ Your Microsoft Certified Professional Information

If you are a Microsoft Certified Professional, you may choose to link your certification to Capgemini Group.

Would you like to do this now?

☐ Yes
☒ No

Click on yes, you are Microsoft certified professional. Enter your MCP ID and Click on submit

As stated in the Microsoft Partner Network Agreement, you will receive Microsoft Partner Network related communications. These communications include information on events and training opportunities, invitations to your company to participate in surveys and research, and sales and marketing information, materials, and resources to support your company's efforts to deliver solutions based on Microsoft technologies.

Note: For information about managing your contact preferences for other Microsoft sites and services, go to the "[Communication Preferences](#)" section of Microsoft Online Privacy Statement.

Submit

Congratulations!

You are now Associated with Capgemini Group.

You now have access to the exclusive content on the [Microsoft Partner Network Web site](#).

You may view and update your Individual Profile from your [Individual Account Home page](#).

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.