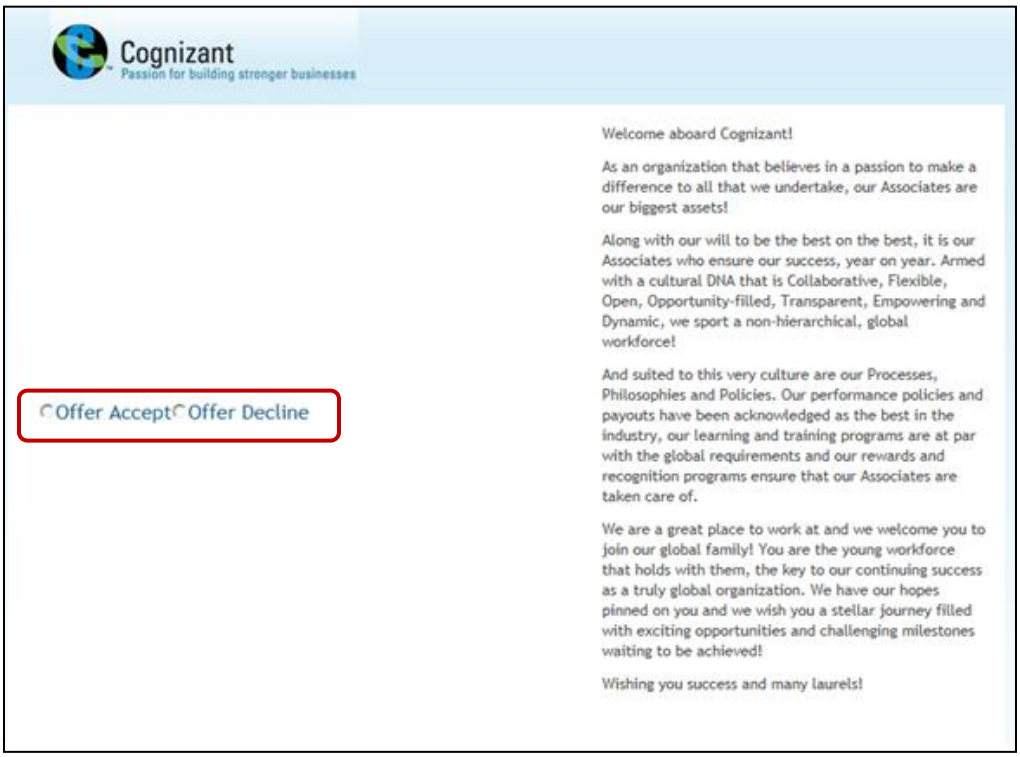
User Manual

Welcome to One Cognizant on-boarding module! Please refer to this user manual if you need any assistance while completing your pre-joining formalities.

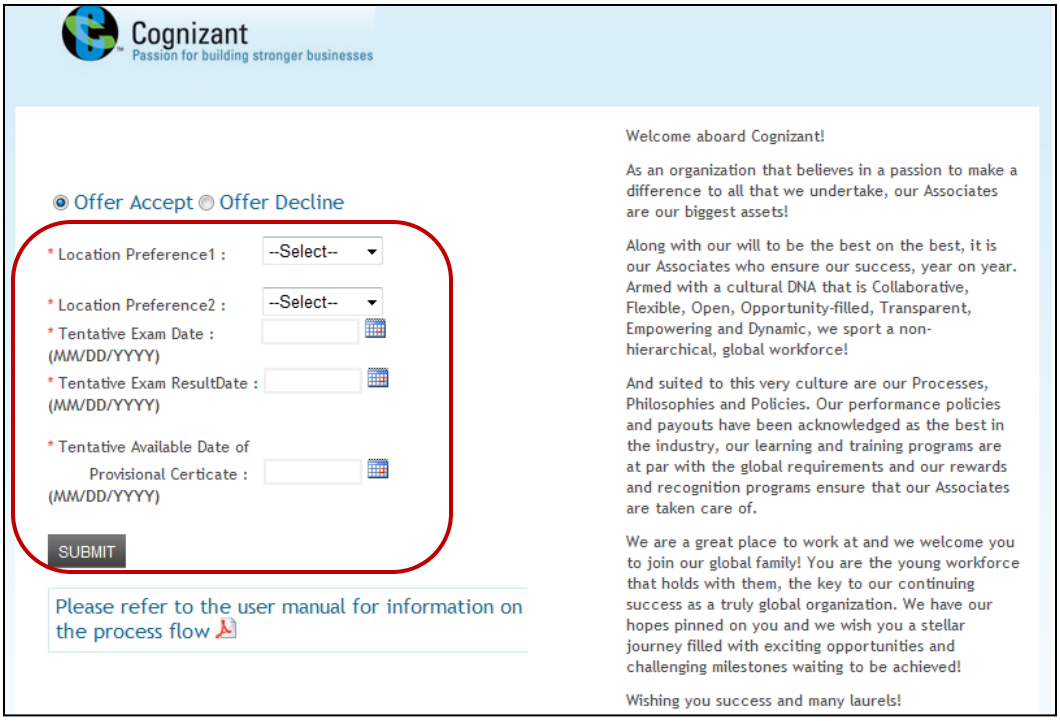
By now, you would have registered and logged in at One Cognizant. Post that, you will land at the below page.

There are **three steps** that you need to perform at this on-boarding portal. This will help us in providing you a smooth on-boarding experience!

The first step for you is to **'Accept' or 'Decline' the offer** extended to you by Cognizant. You can do so by clicking on the highlighted Radio buttons.

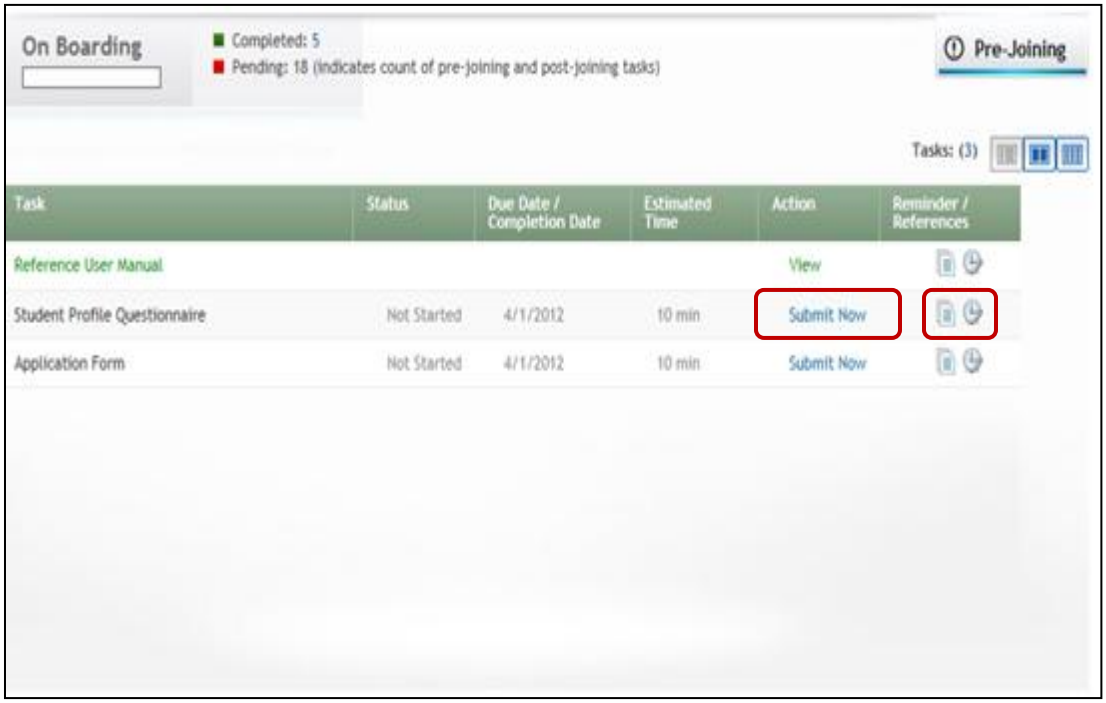


If you chose to accept the offer, you will land on the below page, where you will have to provide your location preferences. Based on your preferences as well as our business requirements, Cognizant HR team will decide and communicate your joining location to you. Please also provide the tentative dates for your Exam, Result and availability of your Provisional Certificate. Please click on **submit** after providing these details.

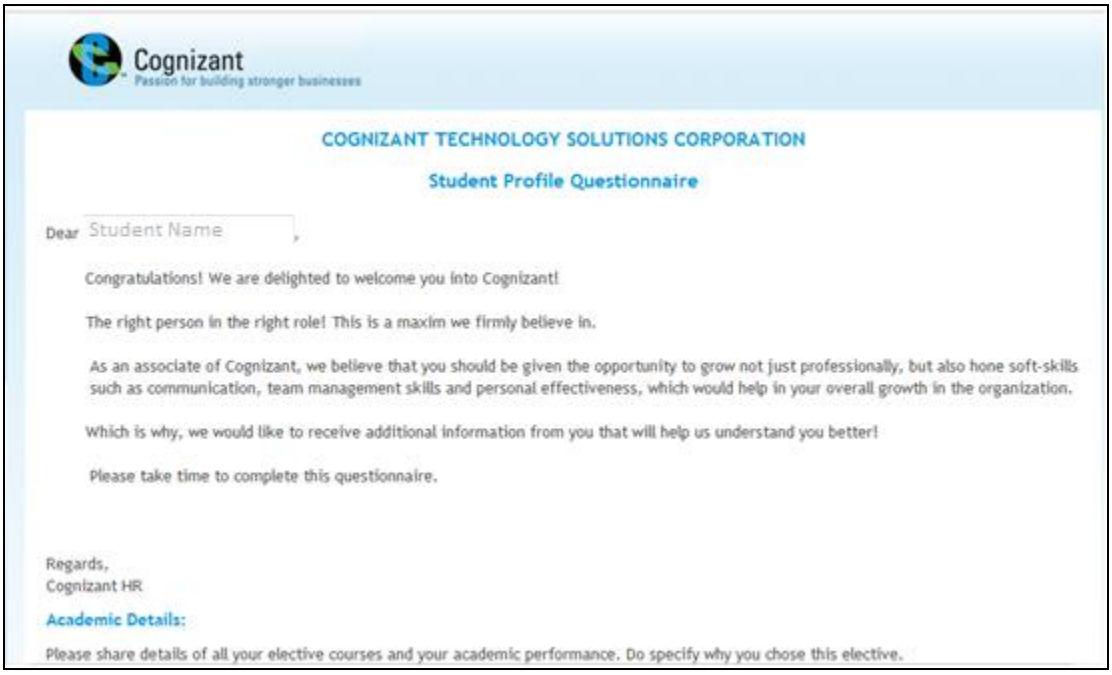


You will now land on the below page, where you will be asked to fill out a few Pre-joining forms.The second step for you is to fill your '**Student Profile Questionnaire'**.

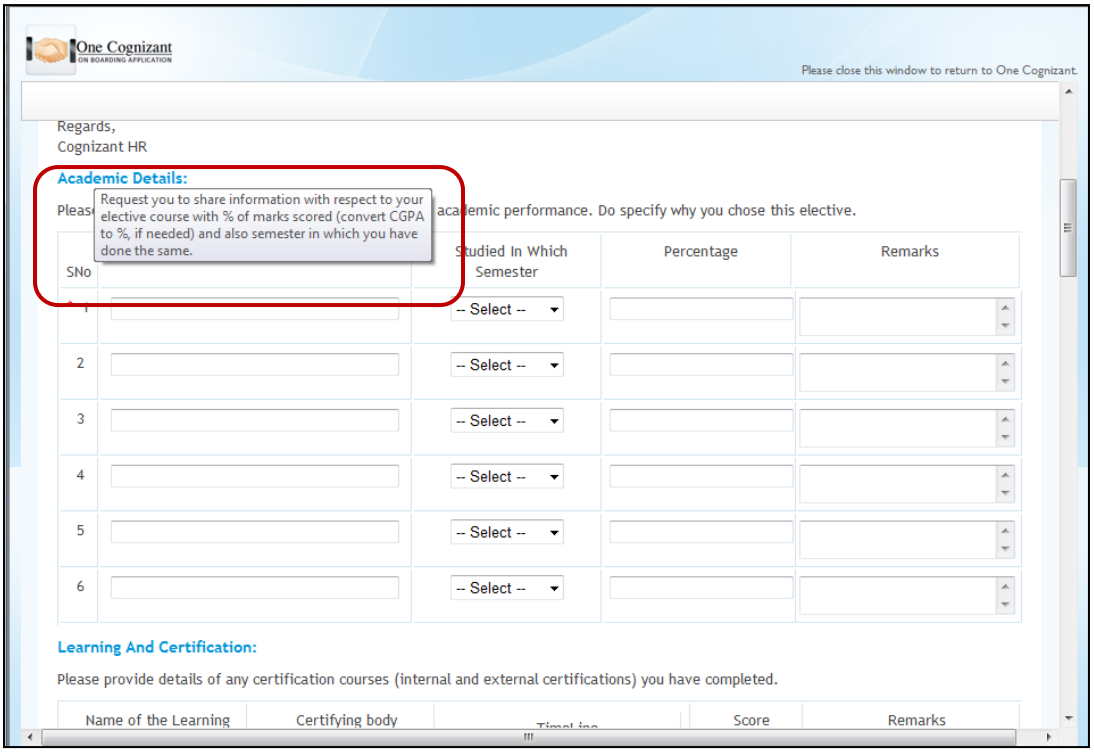
To fill up this form, please click on 'Submit Now'.



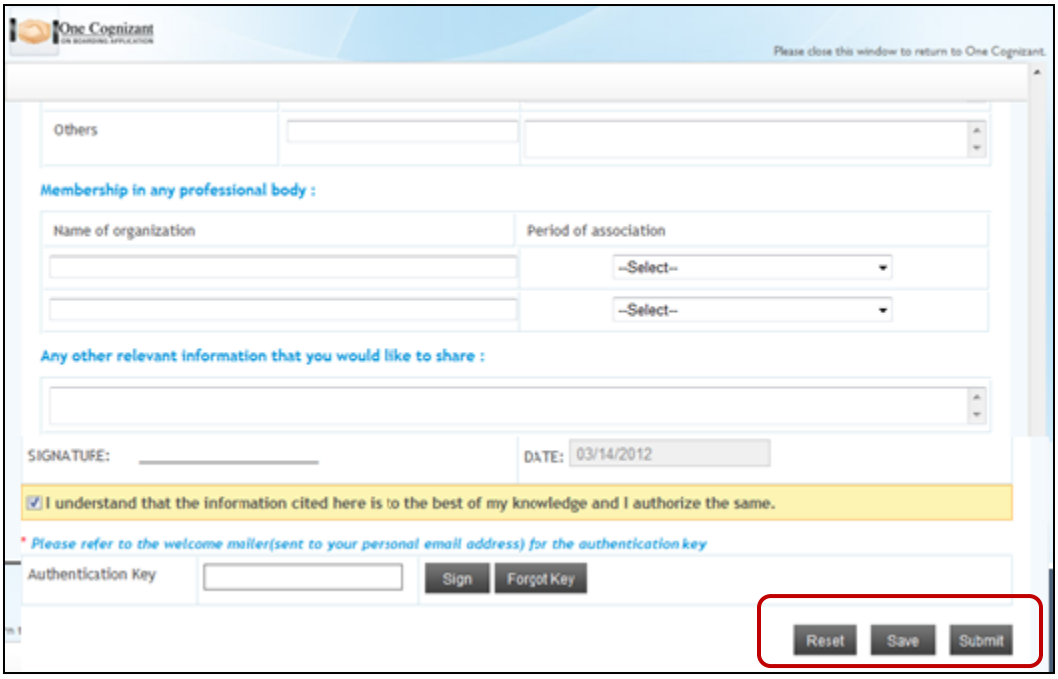
This form has 1 page. In case you have queries related to any particular field, please refer to the resource center for a filled sample form.



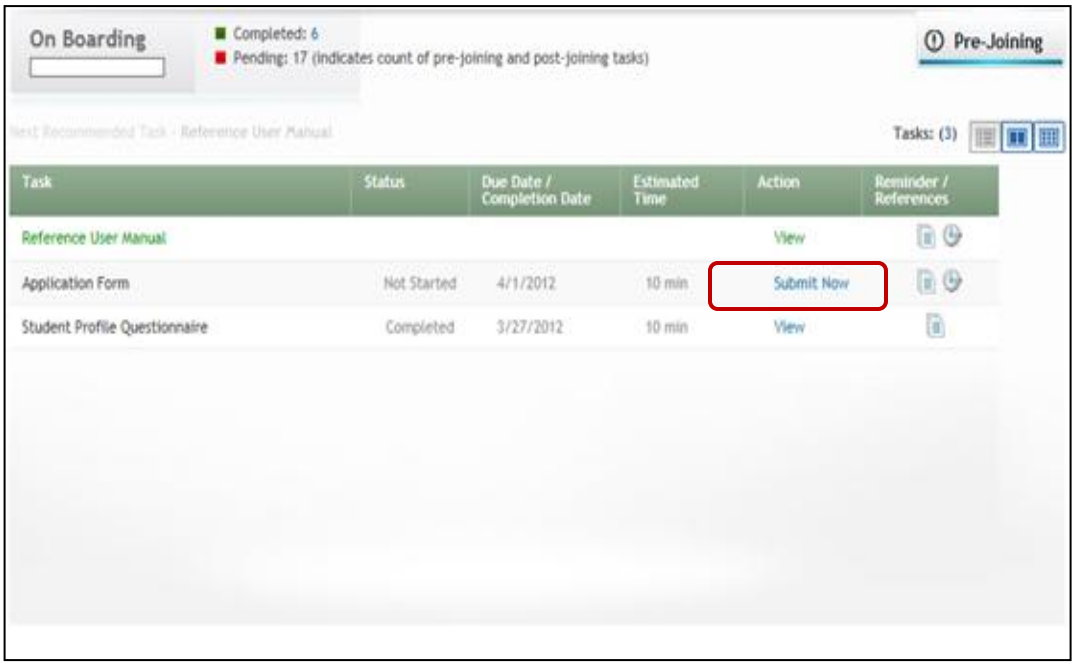
This questionnaire has 8 sections. Please provide details against each section. Mouse over on the heading of each section to read more about that section.



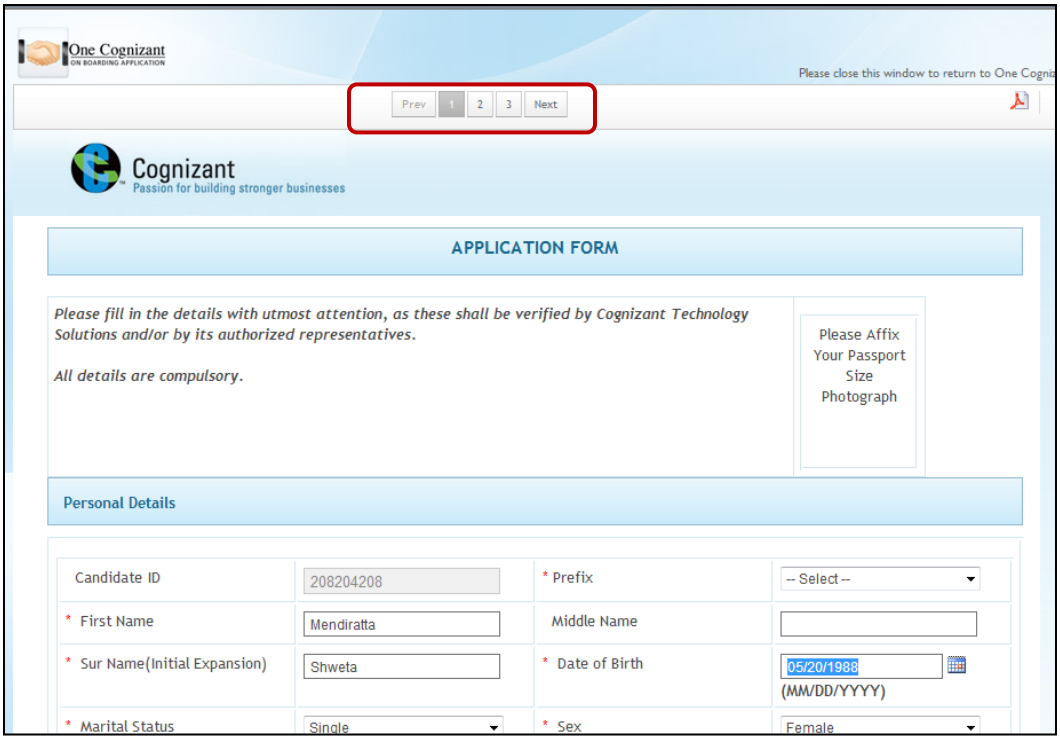
At the end of the form, please provide the Authentication key, which was sent to you along with your welcome mailer and click on **'sign'.** After completing your questionnaire, please click on **submit.**



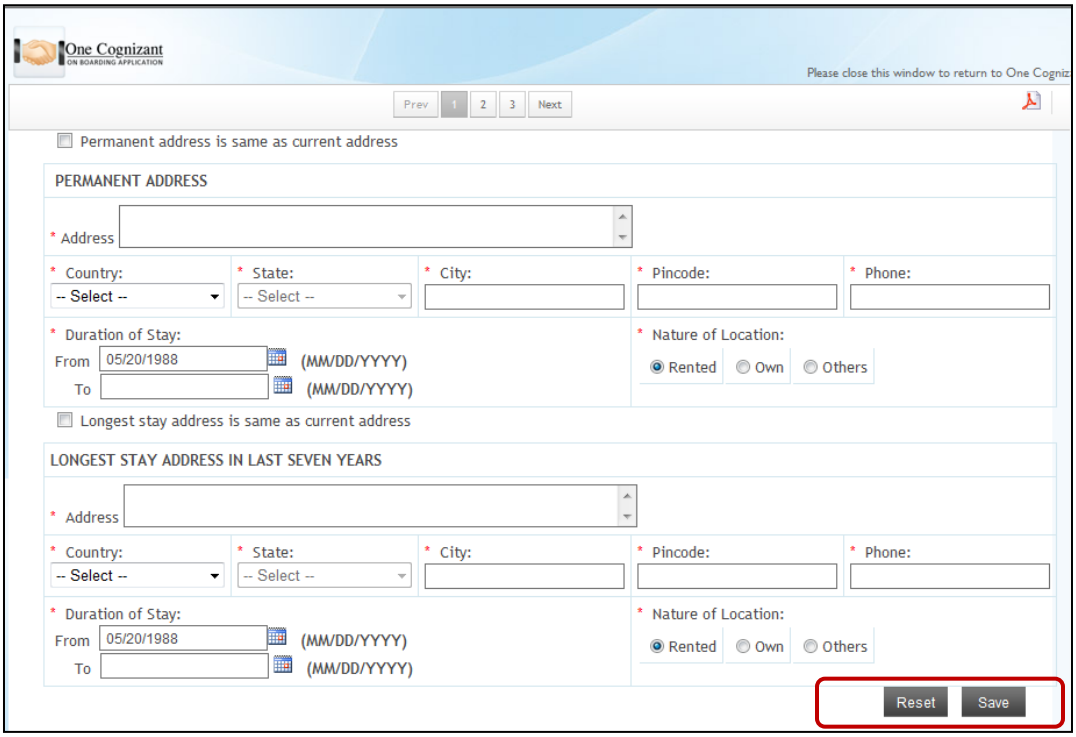
The third and the last step is to fill up your '**Application form'**. This form is to collect your personal details. Please click on 'Submit Now' to fill this form.



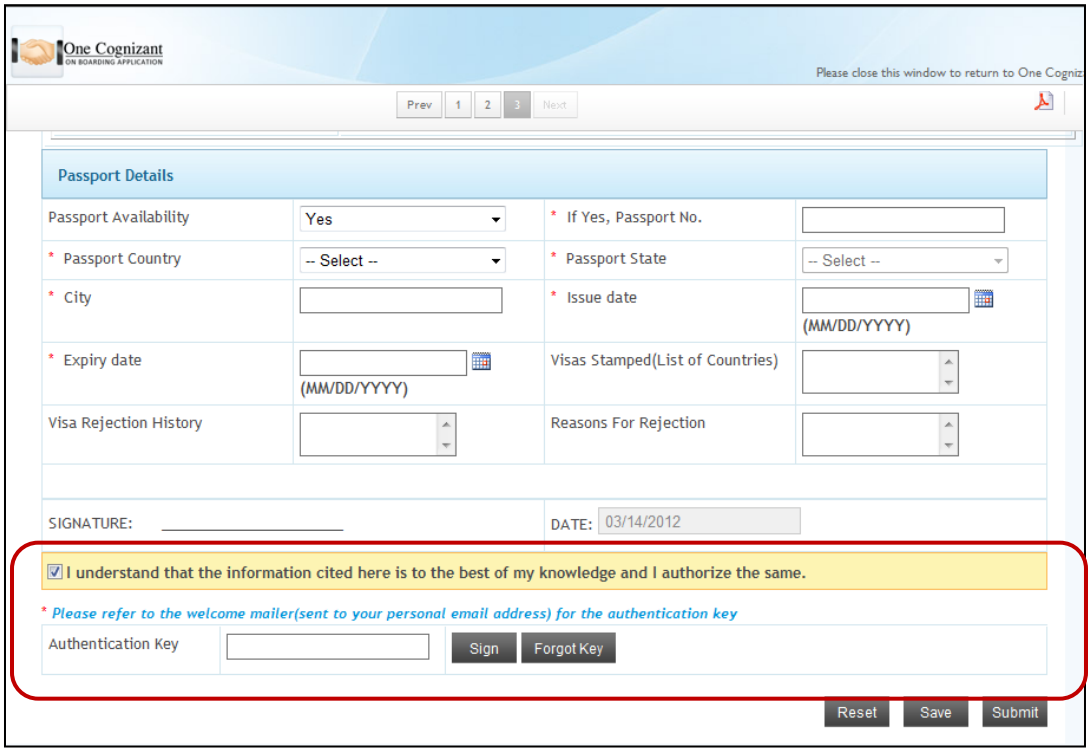
Your Application form has 3 pages and you can navigate through them by either clicking at the page numbers or by clicking at the next button.



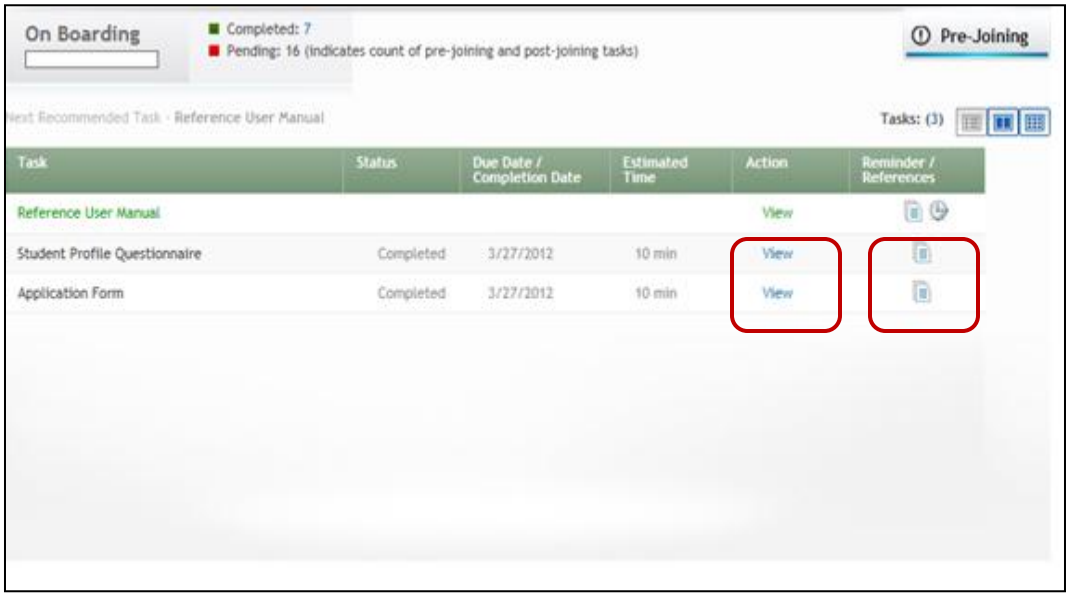
Please keep saving the information on the form as you move on to the next pages. This will ensure that you do not lose any data while navigating through pages. The save button is present at the bottom of each page.



At the end of 3rd and the last page, you will be asked to provide a digital signature or an Authentication Key. This key was sent to you in your welcome mailer. Once you have provided the key, please click on submit.

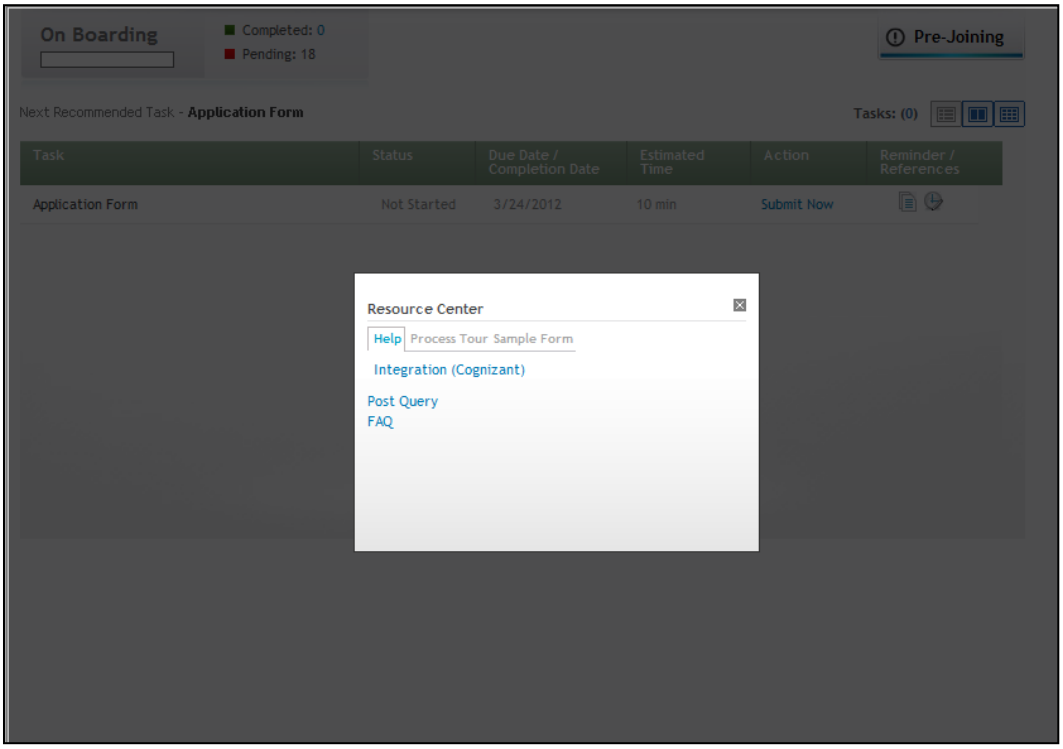


After submission, you will be redirected to the home page, where you can see the status of your filled application form.

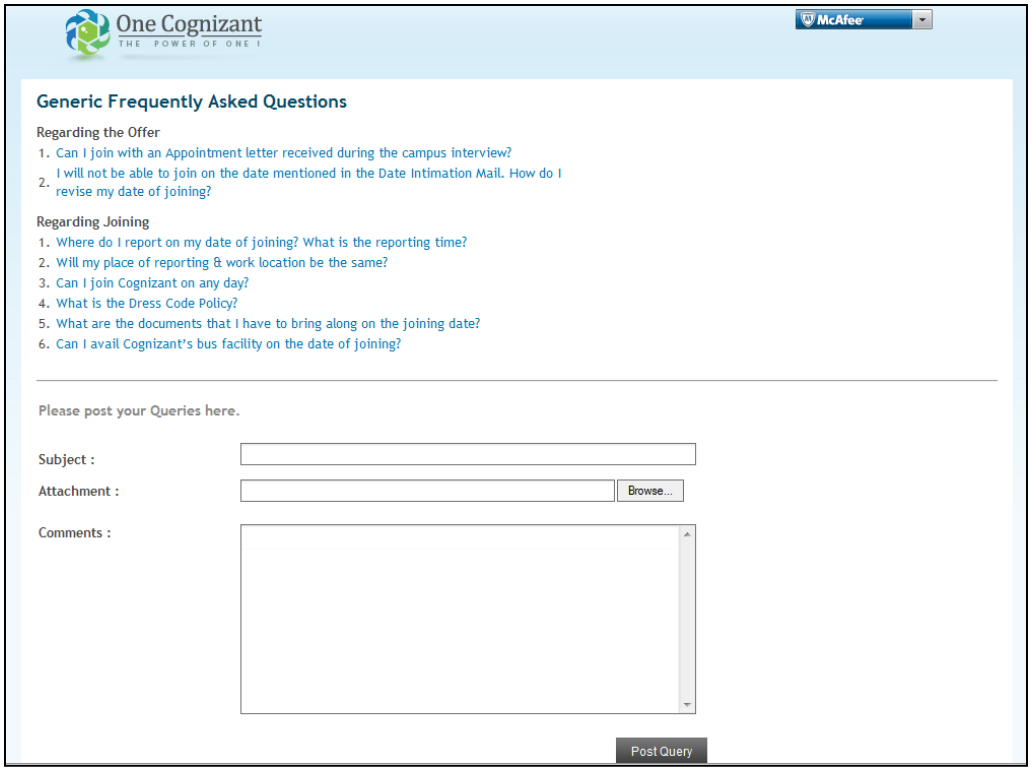


In case you have any trouble in filling up the form, please use the **resource center** by clicking the highlighted section above. The resource Center has 3 sections for your help – Help, Process Tour & Sample Form.

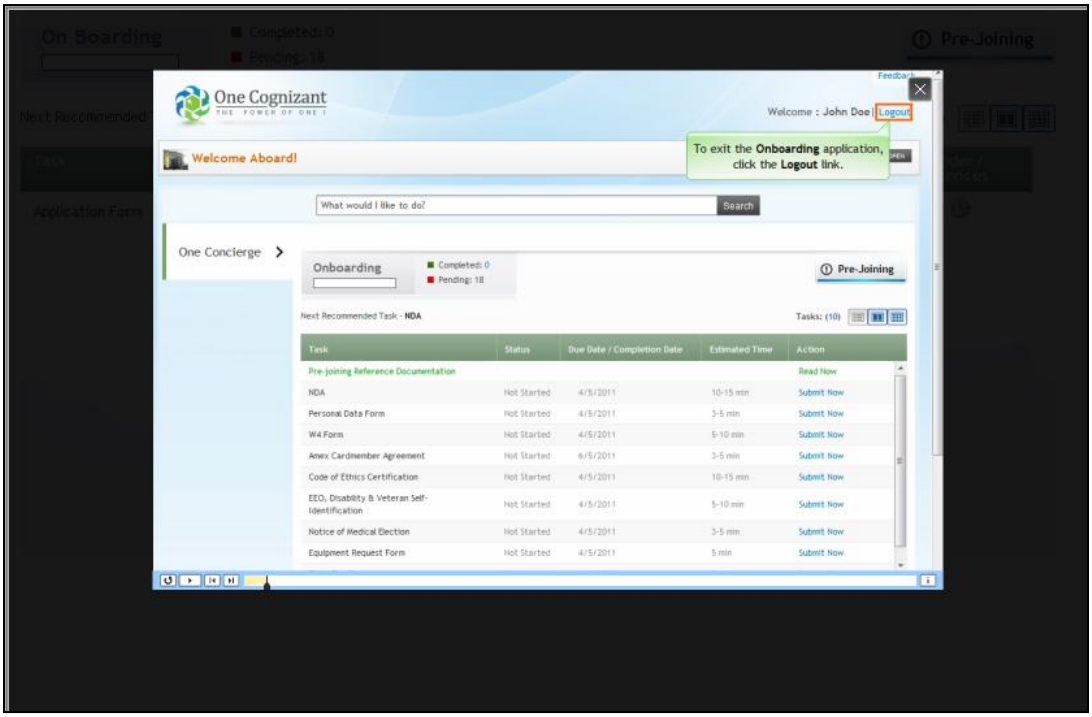
Using the **Help** section, you can post a query at One Cognizant, receiving which our HR team will revert to you with a solution.



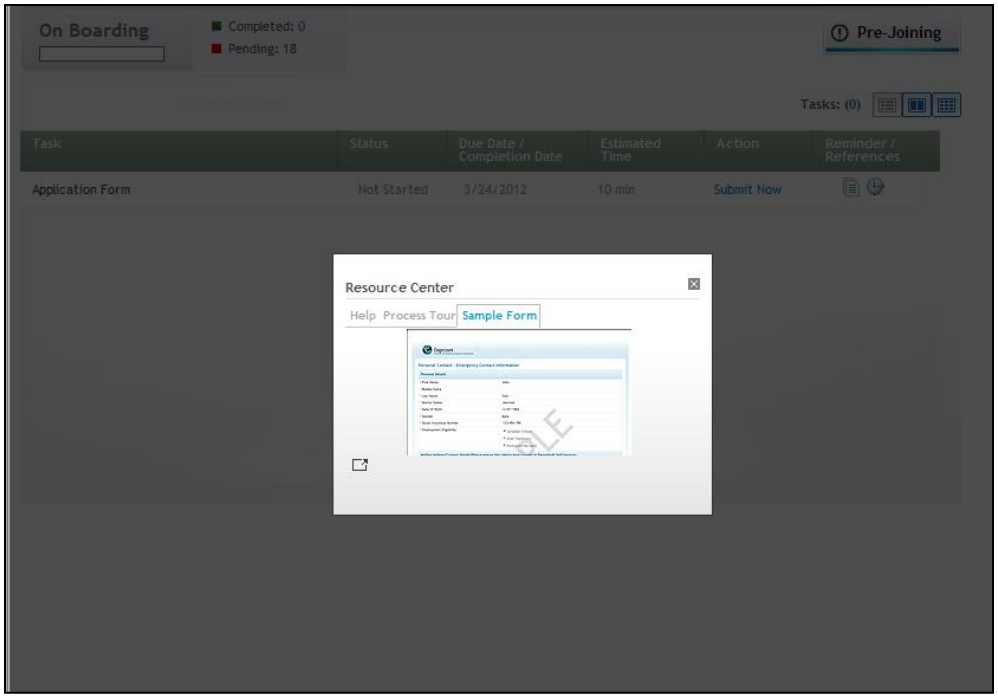
In this section, you can also go through The FAQ, which will mostly have an answer to your question, already listed there.



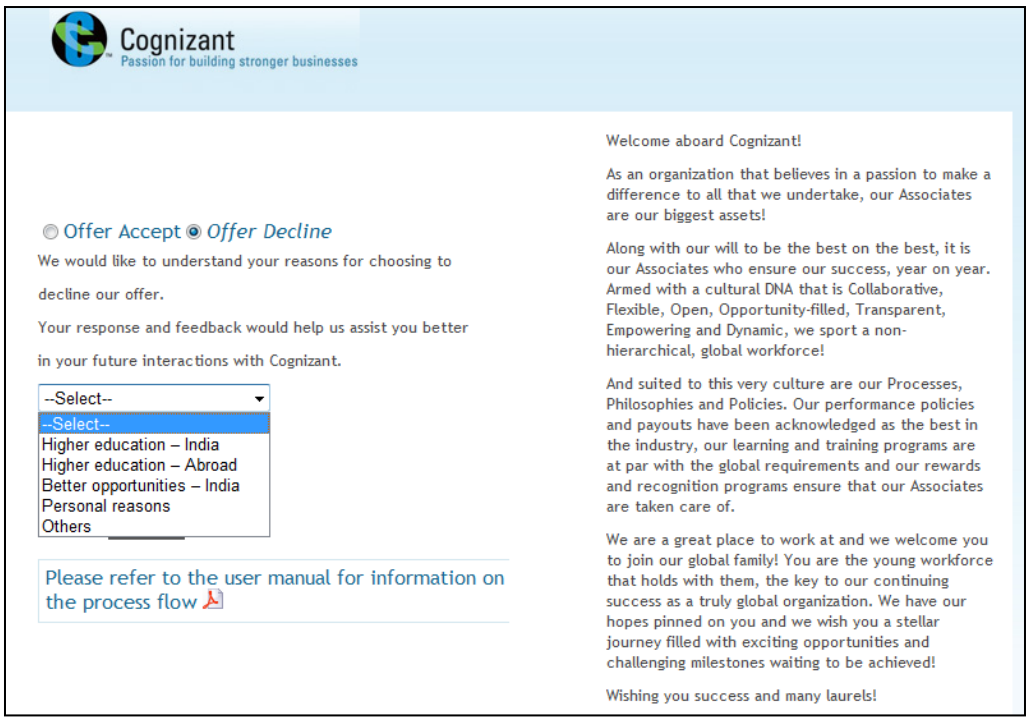
The next tab is that of the Process Tour, which takes you through the whole One Cognizant On-boarding portal and highlights the various functionalities and their usage.



The last tab has a completed sample application form. Please refer to this sample form, in case you have questions related to any particular field in the application form.



If you decided to decline your offer, you will be prompted to select the reason for the same. Please select the appropriate reason and click Submit.



If you decline your offer, you will no longer have access to one Cognizant. In case you want to change your decision, or you have clicked on offer Decline by mistake, you can reach out to your respective recruiter for help.