

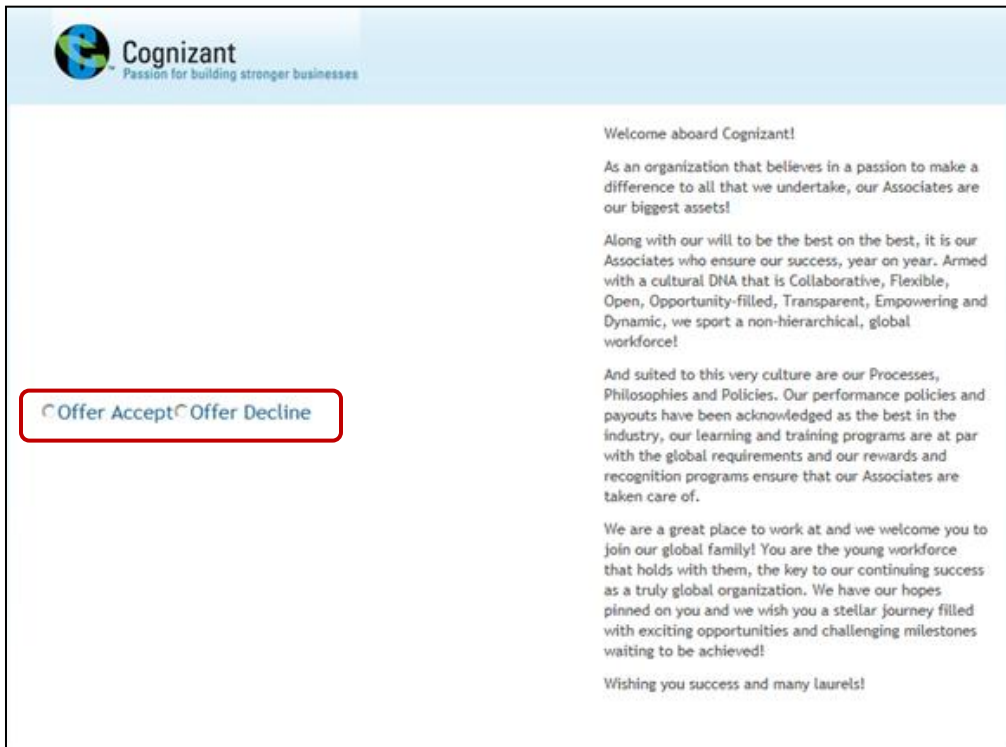
User Manual

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.






The screenshot displays the Cognizant onboarding portal. At the top left is the Cognizant logo with the tagline "Passion for building stronger businesses". The main content area contains a welcome message: "Welcome aboard Cognizant! As an organization that believes in a passion to make a difference to all that we undertake, our Associates are our biggest assets! Along with our will to be the best on the best, it is our Associates who ensure our success, year on year. Armed with a cultural DNA that is Collaborative, Flexible, Open, Opportunity-filled, Transparent, Empowering and Dynamic, we sport a non-hierarchical, global workforce! And suited to this very culture are our Processes, Philosophies and Policies. Our performance policies and payouts have been acknowledged as the best in the industry, our learning and training programs are at par with the global requirements and our rewards and recognition programs ensure that our Associates are taken care of. We are a great place to work at and we welcome you to join our global family! You are the young workforce that holds with them, the key to our continuing success as a truly global organization. We have our hopes pinned on you and we wish you a stellar journey filled with exciting opportunities and challenging milestones waiting to be achieved! Wishing you success and many laurels!" Below the text, there are two radio buttons: "Offer Accept" and "Offer Decline". The "Offer Accept" button is highlighted with a red rectangular border.


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.


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☒ Offer Accept
 ☐ Offer Decline

* Location Preference1 : --Select--
 * Location Preference2 : --Select--
 * Tentative Exam Date : 
 (MM/DD/YYYY)
 * Tentative Exam ResultDate : 
 (MM/DD/YYYY)
 * Tentative Available Date of Provisional Certificate : 
 (MM/DD/YYYY)

SUBMIT

[Please refer to the user manual for information on the process flow](#)


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We are a great place to work at and we welcome you to join our global family! You are the young workforce that holds with them, the key to our continuing success as a truly global organization. We have our hopes pinned on you and we wish you a stellar journey filled with exciting opportunities and challenging milestones waiting to be achieved!

Wishing you success and many laurels!

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’.

On Boarding

Completed: 5
 Pending: 18 (Indicates count of pre-joining and post-joining tasks)

Pre-Joining

Tasks: (3)

Task	Status	Due Date / Completion Date	Estimated Time	Action	Reminder / References
Reference User Manual				View	 
Student Profile Questionnaire	Not Started	4/1/2012	10 min	Submit Now	 
Application Form	Not Started	4/1/2012	10 min	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.

The screenshot shows the top portion of a questionnaire. At the top left is the Cognizant logo with the tagline 'Passion for building stronger businesses'. Below this, the text 'COGNIZANT TECHNOLOGY SOLUTIONS CORPORATION' and 'Student Profile Questionnaire' are centered. A 'Dear Student Name' placeholder is followed by a congratulatory message from Cognizant HR. The message states that the student is the right person for the role and offers an opportunity to grow professionally and personally. It asks for additional information to better understand the student and requests completion of the questionnaire. The page ends with 'Regards, Cognizant HR' and a section header 'Academic Details:' followed by a prompt to share elective course details.

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COGNIZANT TECHNOLOGY SOLUTIONS CORPORATION
Student Profile Questionnaire

Dear Student Name

Congratulations! We are delighted to welcome you into Cognizant!

The right person in the right role! This is a maxim we firmly believe in.

As an associate of Cognizant, we believe that you should be given the opportunity to grow not just professionally, but also hone soft-skills such as communication, team management skills and personal effectiveness, which would help in your overall growth in the organization.

Which is why, we would like to receive additional information from you that will help us understand you better!

Please take time to complete this questionnaire.

Regards,
Cognizant HR

Academic Details:

Please share details of all your elective courses and your academic performance. Do specify why you chose this elective.

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.

This screenshot shows the 'Academic Details' section of the questionnaire. A red box highlights the section header and a tooltip that appears when the mouse hovers over it. The tooltip contains the text: 'Request you to share information with respect to your elective course with % of marks scored (convert CGPA to %, if needed) and also semester in which you have done the same.' Below the header is a table with four columns: 'SNo', 'Studied In Which Semester', 'Percentage', and 'Remarks'. The table has six rows, each with a dropdown menu for the semester and input fields for the percentage and remarks. Below the table is the 'Learning And Certification:' section header, followed by a prompt to provide details of certification courses. At the bottom, there is a table with five columns: 'Name of the Learning', 'Certifying body', 'Time taken', 'Score', and 'Remarks'.

One Cognizant
ON BOARDING APPLICATION

Please close this window to return to One Cognizant.

Regards,
Cognizant HR

Academic Details:

Please share details of all your elective courses and your academic performance. Do specify why you chose this elective.

Request you to share information with respect to your elective course with % of marks scored (convert CGPA to %, if needed) and also semester in which you have done the same.

SNo	Studied In Which Semester	Percentage	Remarks
1	-- Select --		
2	-- Select --		
3	-- Select --		
4	-- Select --		
5	-- Select --		
6	-- Select --		

Learning And Certification:

Please provide details of any certification courses (internal and external certifications) you have completed.

Name of the Learning	Certifying body	Time taken	Score	Remarks
----------------------	-----------------	------------	-------	---------

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**.

One Cognizant
ON BOARDING APPLICATION

Please close this window to return to One Cognizant

Others

Membership in any professional body :

Name of organization

Period of association

--Select--

--Select--

Any other relevant information that you would like to share :

SIGNATURE: _____ DATE: 03/14/2012

☒ I understand that the information cited here is to the best of my knowledge and I authorize the same.

* Please refer to the welcome mailer(sent to your personal email address) for the authentication key

Authentication Key

Sign Forgot Key

Reset Save 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.

On Boarding

Completed: 6

Pending: 17 (indicates count of pre-joining and post-joining tasks)

Pre-Joining

Next Recommended Task - Reference User Manual

Tasks: (3)

Task	Status	Due Date / Completion Date	Estimated Time	Action	Reminder / References
Reference User Manual				View	
Application Form	Not Started	4/1/2012	10 min	Submit Now	
Student Profile Questionnaire	Completed	3/27/2012	10 min	View	

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 close this window to return to One Cognizant

Prev
1
2
3
Next

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APPLICATION FORM

Please fill in the details with utmost attention, as these shall be verified by Cognizant Technology Solutions and/or by its authorized representatives.

All details are compulsory.

Please Affix Your Passport Size Photograph

Personal Details

Candidate ID	208204208	* Prefix	-- Select --
* First Name	Mendiratta	Middle Name	
* Sur Name(Initial Expansion)	Shweta	* Date of Birth	05/20/1988 (MM/DD/YYYY)
* Marital Status	Single	* Sex	Female

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.

Please close this window to return to One Cognizant

Prev
1
2
3
Next

☐ Permanent address is same as current address

PERMANENT ADDRESS

* Address

* Country: -- Select --	* State: -- Select --	* City:	* Pincode:	* Phone:
----------------------------	--------------------------	---------	------------	----------

* Duration of Stay:

From 05/20/1988 (MM/DD/YYYY)

To (MM/DD/YYYY)

* Nature of Location:

☒ Rented
 ☐ Own
 ☐ Others

☐ Longest stay address is same as current address

LONGEST STAY ADDRESS IN LAST SEVEN YEARS

* Address

* Country: -- Select --	* State: -- Select --	* City:	* Pincode:	* Phone:
----------------------------	--------------------------	---------	------------	----------

* Duration of Stay:

From 05/20/1988 (MM/DD/YYYY)

To (MM/DD/YYYY)

* Nature of Location:

☒ Rented
 ☐ Own
 ☐ Others

Reset
Save

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.

One Cognizant
ON BOARDING APPLICATION

Please close this window to return to One Cognizant

Prev 1 2 3 Next

Passport Details

Passport Availability	Yes	* If Yes, Passport No.	
* Passport Country	-- Select --	* Passport State	-- Select --
* City		* Issue date	(MM/DD/YYYY)
* Expiry date	(MM/DD/YYYY)	Visas Stamped(List of Countries)	
Visa Rejection History		Reasons For Rejection	

SIGNATURE: _____ DATE: 03/14/2012

☒ I understand that the information cited here is to the best of my knowledge and I authorize the same.

* Please refer to the welcome mailer(sent to your personal email address) for the authentication key

Authentication Key

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

On Boarding

Completed: 7
Pending: 16 (Indicates count of pre-joining and post-joining tasks)

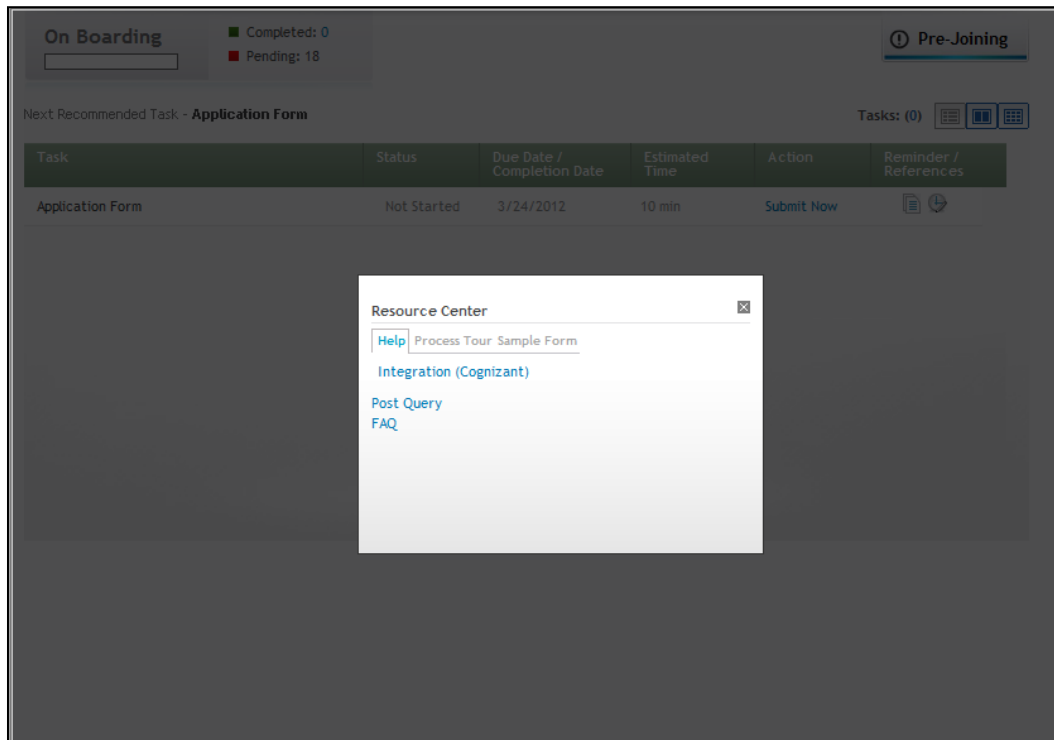
Next Recommended Task - Reference User Manual

Tasks: (3)



Task	Status	Due Date / Completion Date	Estimated Time	Action	Reminder / References
Reference User Manual	Completed	3/27/2012	10 min	View	
Student Profile Questionnaire	Completed	3/27/2012	10 min	View	
Application Form	Completed	3/27/2012	10 min	View	

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.

Generic Frequently Asked Questions

Regarding the Offer

- Can I join with an Appointment letter received during the campus interview?
- I will not be able to join on the date mentioned in the Date Intimation Mail. How do I revise my date of joining?

Regarding Joining

- Where do I report on my date of joining? What is the reporting time?
- Will my place of reporting & work location be the same?
- Can I join Cognizant on any day?
- What is the Dress Code Policy?
- What are the documents that I have to bring along on the joining date?
- Can I avail Cognizant's bus facility on the date of joining?

Please post your Queries here.


Subject :

Attachment :

Comments :

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.

On Boarding
Completed: 0
Pending: 18


Welcome : John Doe
Logout

Welcome Aboard!

What would I like to do?
Search

One Concierge >

Onboarding
Completed: 0
Pending: 18

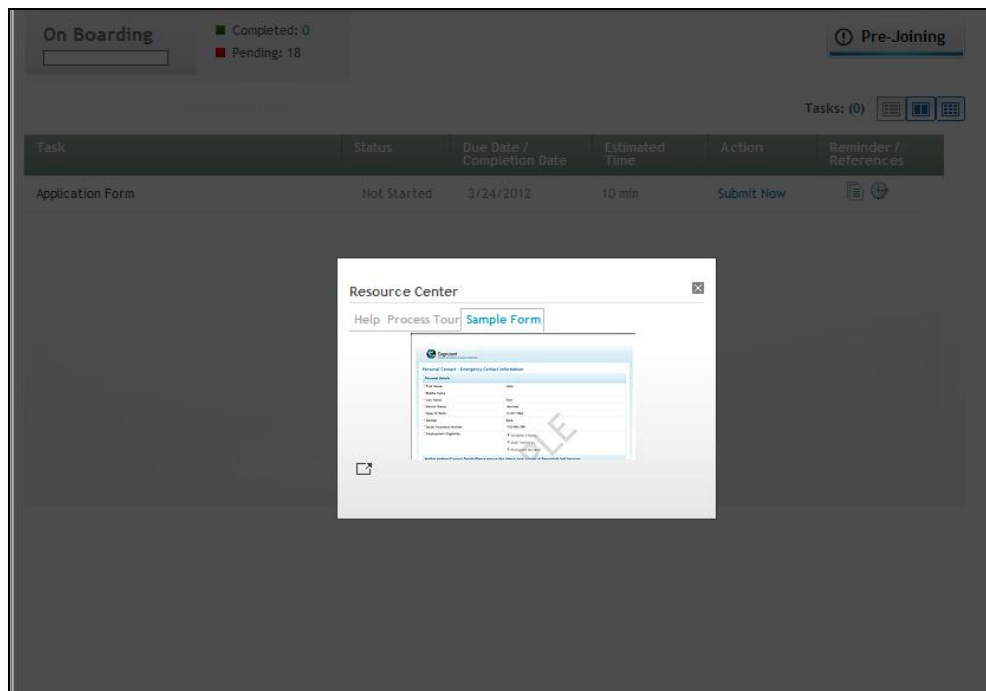
Pre-Joining

Next Recommended Task - NDA
Tasks: (10)

Task	Status	Due Date / Completion Date	Estimated Time	Action
Pre-joining Reference Documentation				
NDA	Not Started	4/5/2011	10-15 min	Read Now Submit Now
Personal Data Form	Not Started	4/5/2011	3-5 min	Submit Now
W4 Form	Not Started	4/5/2011	5-10 min	Submit Now
Annex Cardmember Agreement	Not Started	6/5/2011	3-5 min	Submit Now
Code of Ethics Certification	Not Started	4/5/2011	10-15 min	Submit Now
EEO, Disability & Veteran Self-Identification	Not Started	4/5/2011	5-10 min	Submit Now
Notice of Medical Election	Not Started	4/5/2011	3-5 min	Submit Now
Equipment Request Form	Not Started	4/5/2011	5 min	Submit Now

To exit the Onboarding application, click the Logout link.

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.



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GRATUITY NOMINATION FORM

Dear Sir/Madam,

I, **Balakrishna P**, a member of the Cognizant Technology Solutions India Private Ltd. Group gratuity scheme hereby agree to abide by the rules of the said scheme and do also hereby appoint in terms of Rule 19 of the Rules, the nominee/s mentioned hereunder to receive the benefits payable under the Scheme, in the event of my death before that amount becomes payable and having become payable has not been paid.

I hereby direct that the benefits under the Scheme, payable in respect of me, shall be paid to the nominee/s in proportion indicated against their respective names as given below:

Sl.No	Name & address of the Nominee/s	Relationship with the member	Age of the Nominee/s	Proportion by which gratuity shall be shared by the Nominee/s (100% Max)
1	Ravi	Father	45	50
2	Laxmi	Mother	38	50

I hereby certify that the person(s) mentioned herein above is/are my wife/children/lawfully adopted child/ dependent parents/ husband.

I hereby declare that I have no family and should I acquire family hereafter the appointment of nominee made here under should be deemed as canceled.


My father / mother/ parents/ sister (s) minor brother (s) are / not dependent on me.
My husbands father/ mother/ parents/ is/ are not dependent on me.

I also declare that this appointment of nominee/s made here in shall have the effect of my revoking the appointment of nominee/s made by me earlier.

Date : 09/16/2011

Signed by **Balakrishna P**
on Sep 16, 2011

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.

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☐ Offer Accept ☒ Offer Decline

We would like to understand your reasons for choosing to decline our offer.

Your response and feedback would help us assist you better in your future interactions with Cognizant.

--Select--

--Select--


Higher education – India

Higher education – Abroad

Better opportunities – India

Personal reasons

Others

[Please refer to the user manual for information on the process flow](#) 

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Wishing you success and many laurels!

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.

