

Cognizant Onboarding

- Your Help Guide to Login

Registration & Login process – Onboarding Application

Step 1: Click on “OneCognizant” from Welcome mailer

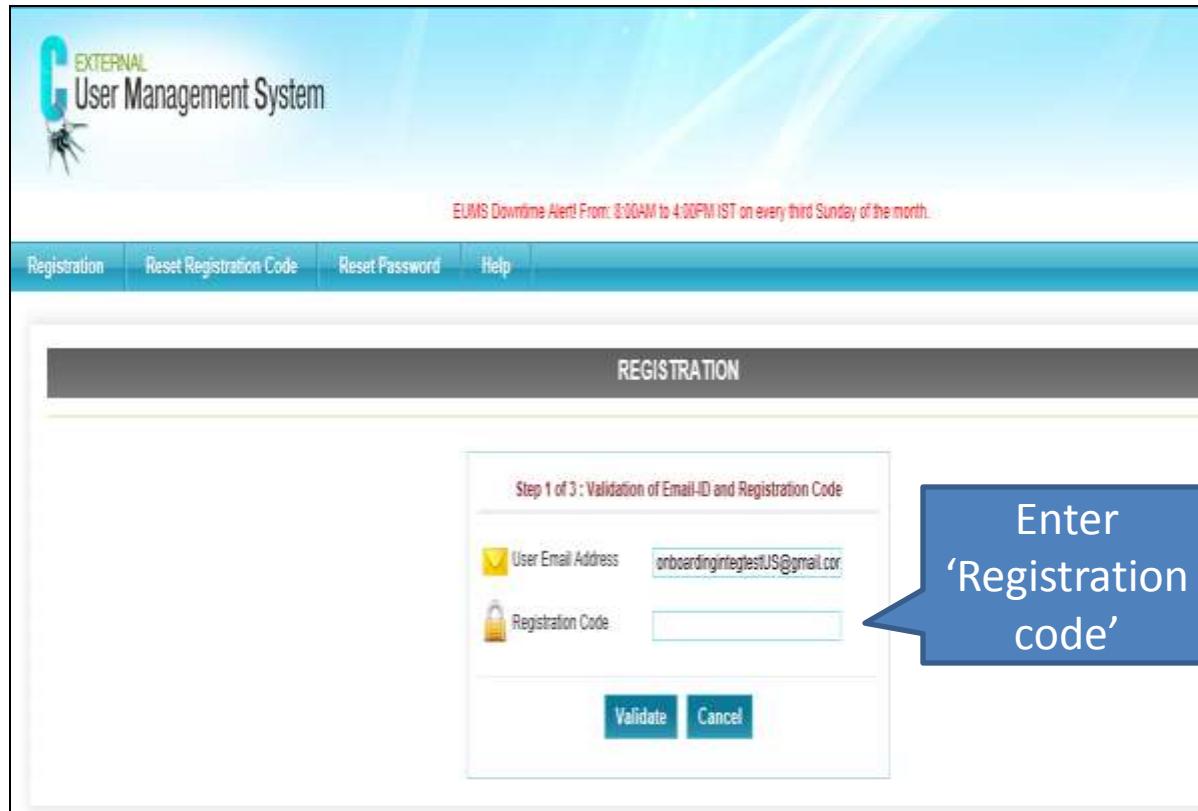
Step 2: For all first time users click ‘ New User Register here’



Registration process

Step 3 : Validating email address and Registration code

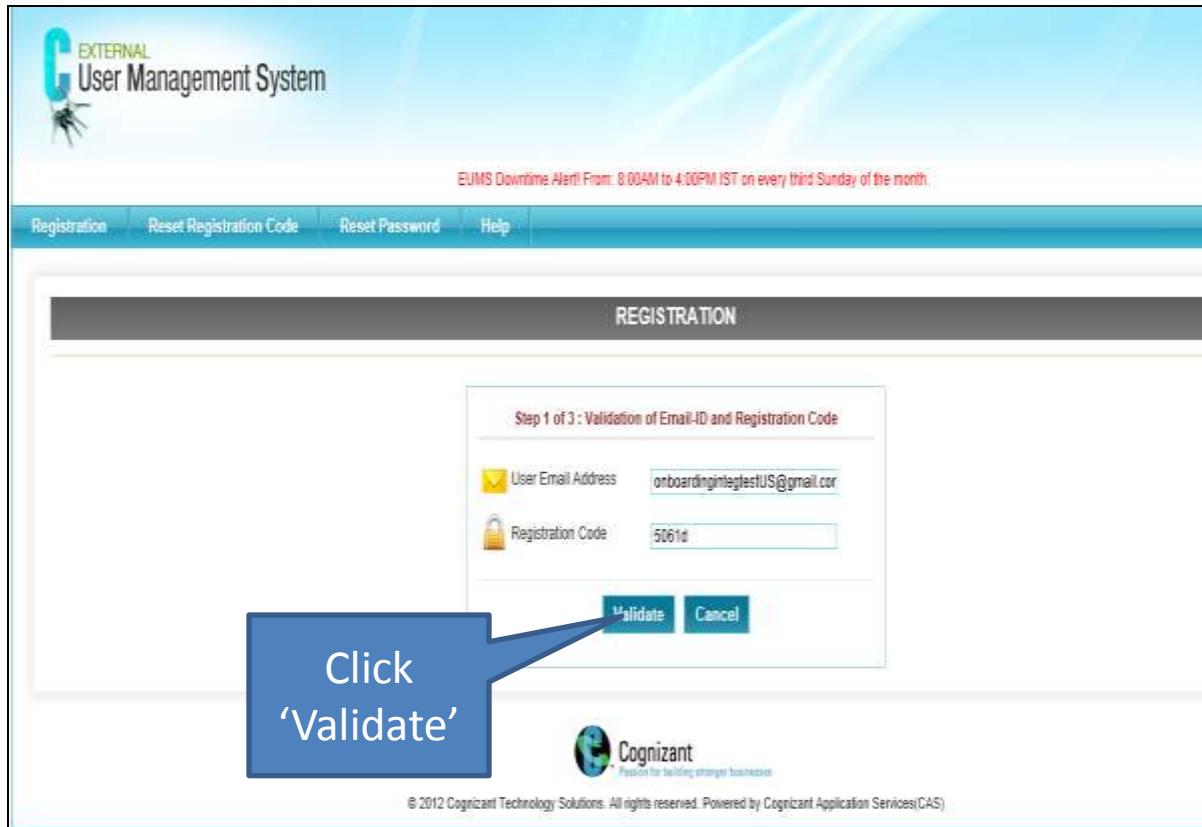
Please refer to the welcome mailer for the Registration code



The screenshot shows the EUMS (External User Management System) registration interface. At the top, there is a logo with a stylized 'C' and the text 'EXTERNAL User Management System'. Below the logo, a message states 'EUMS Downtime Alert! From: 8:00AM to 4:00PM IST on every third Sunday of the month.' The navigation bar includes links for 'Registration', 'Reset Registration Code', 'Reset Password', and 'Help'. The main content area is titled 'REGISTRATION'. A sub-section titled 'Step 1 of 3 : Validation of Email-ID and Registration Code' contains two input fields: 'User Email Address' (with the value 'onboardingintegtestUS@gmail.com') and 'Registration Code' (an empty input field). Below these fields are 'Validate' and 'Cancel' buttons. A blue callout box with the text 'Enter 'Registration code'' points to the empty 'Registration Code' input field.

Registration process - Validating Registration code

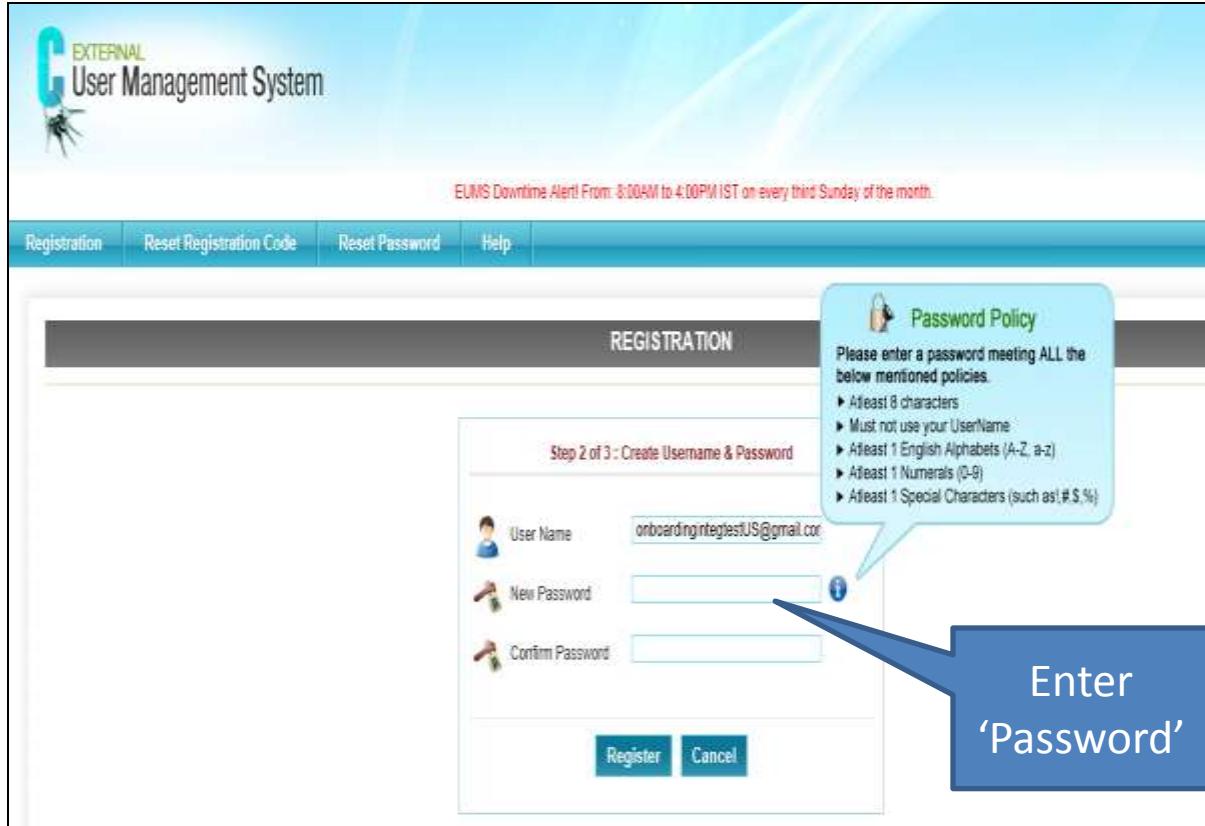
- Validate 'Registration code'



The screenshot shows the 'REGISTRATION' page of the EUMS (External User Management System). The top navigation bar includes links for Registration, Reset Registration Code, Reset Password, and Help. A red banner at the top states: 'EUMS Downtime Alert! From: 8:00AM to 4:00PM IST on every third Sunday of the month.' The main content area is titled 'REGISTRATION' and displays 'Step 1 of 3 : Validation of Email-ID and Registration Code'. It contains two input fields: 'User Email Address' (with the value 'onboardingintegtestUS@gmail.com') and 'Registration Code' (with the value '5061d'). Below these fields are 'Validate' and 'Cancel' buttons. A blue callout box with the text 'Click 'Validate'' points to the 'Validate' button. The Cognizant logo is visible at the bottom of the page, along with the copyright notice: '© 2012 Cognizant Technology Solutions. All rights reserved. Powered by Cognizant Application Services(CAS)'.

Registration process – Creating Password

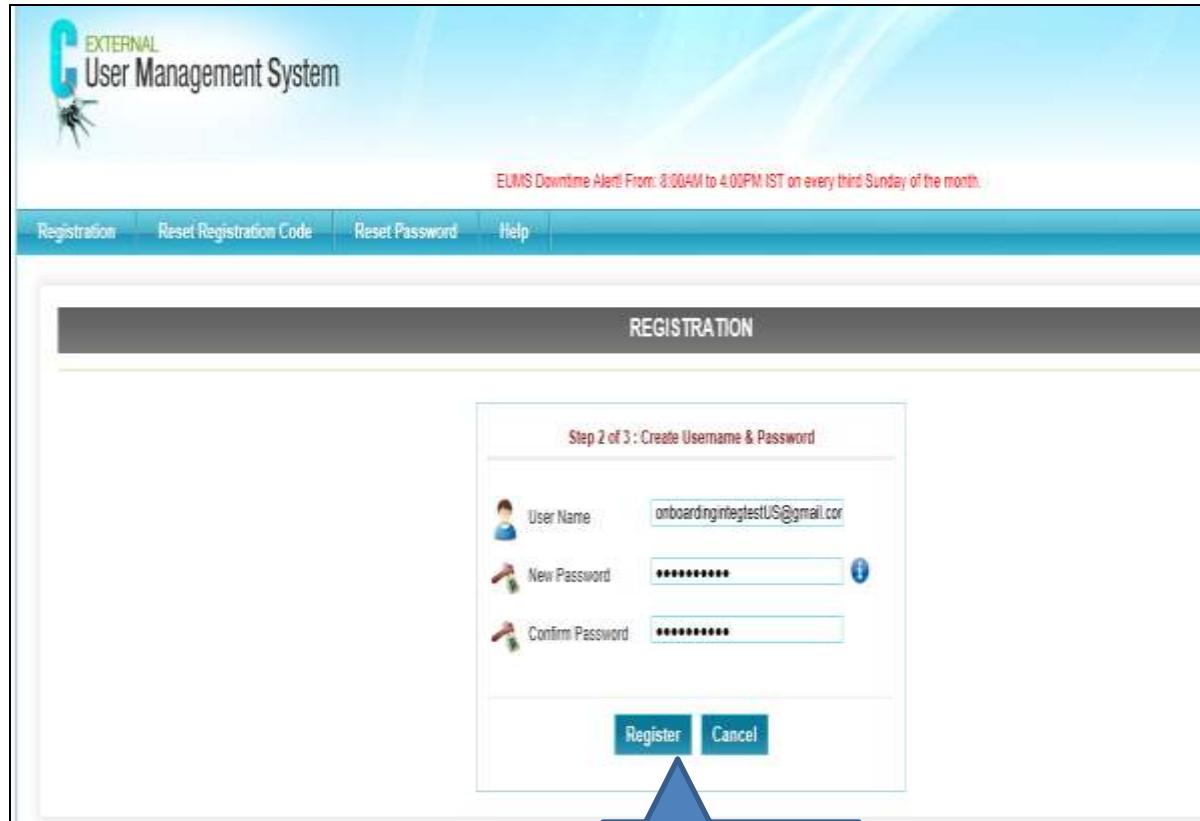
Step 4: Create a password



The screenshot shows the 'Registration' step of the EUMS (External User Management System) process. The page title is 'REGISTRATION' and the sub-step is 'Step 2 of 3 : Create Username & Password'. It features three input fields: 'User Name' (containing 'onboardingntestUS@gmail.com'), 'New Password' (highlighted with a blue callout bubble and a blue arrow pointing to a blue box containing the text 'Enter \'Password\''), and 'Confirm Password'. Below the fields are 'Register' and 'Cancel' buttons. A 'Password Policy' box is overlaid on the right, listing requirements: 'Please enter a password meeting ALL the below mentioned policies.' with points: 'Atleast 8 characters', 'Must not use your UserName', 'Atleast 1 English Alphabets (A-Z, a-z)', 'Atleast 1 Numerals (0-9)', and 'Atleast 1 Special Characters (such as #,\$,%)'.

Registration process – creating password

Step 5 : Complete the Registration process



Click on
Register

Login process to 1C Onboarding Application

Step 6: On clicking Registered Users 'Click here' New Hire will be asked to enter the credentials to login to 1C Onboarding



Login process to 1C Onboarding

Step 7: New Hire should enter the user id and password to login to 1C Onboarding



Enter the
'password'

Reset
Password

RESET 'Registration code'

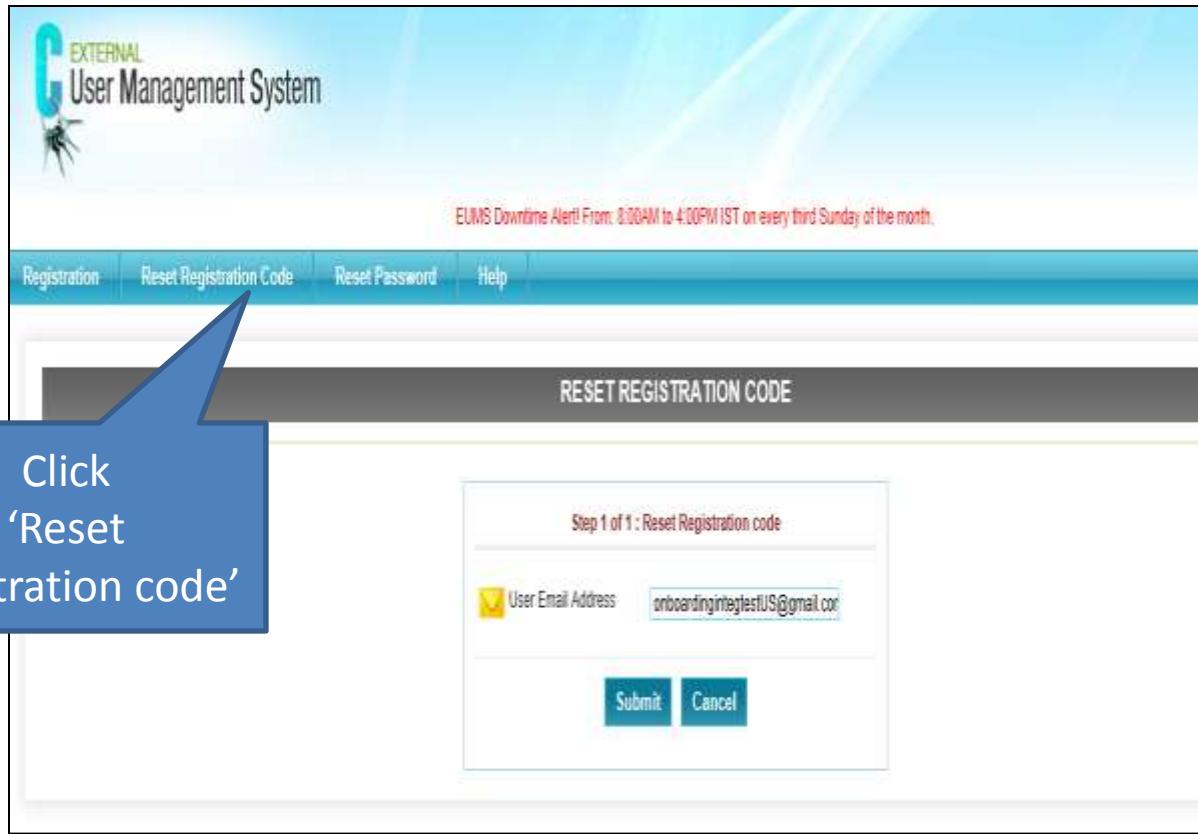
To Reset 'Registration code'

Reset
'Registration
code'



Reset Registration code

- Enter email address; Click on Submit
- New welcome mailer will be sent
- Use the new registration code and follow steps 1 to 7



Reset Password

- Enter email address and authentication key from the welcome mailer.

