

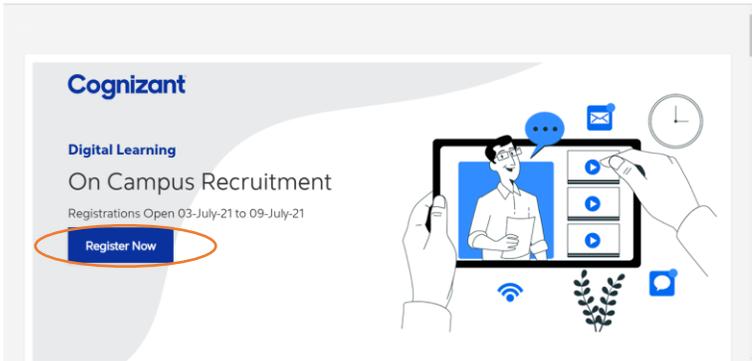
Dear Students,

Here is the end-to-end workflow to successfully complete your registration to Cognizant Digital Learning – On Campus Recruitment

Step 1: Click on the link : <https://cognizantee.tekstac.com/CognizantDigitalLearningRecruitment/>

Step 2: Read through the page in entirety, especially **Eligibility criteria, Selection Process, Job Description, Mandatory Documents and Disclaimer**

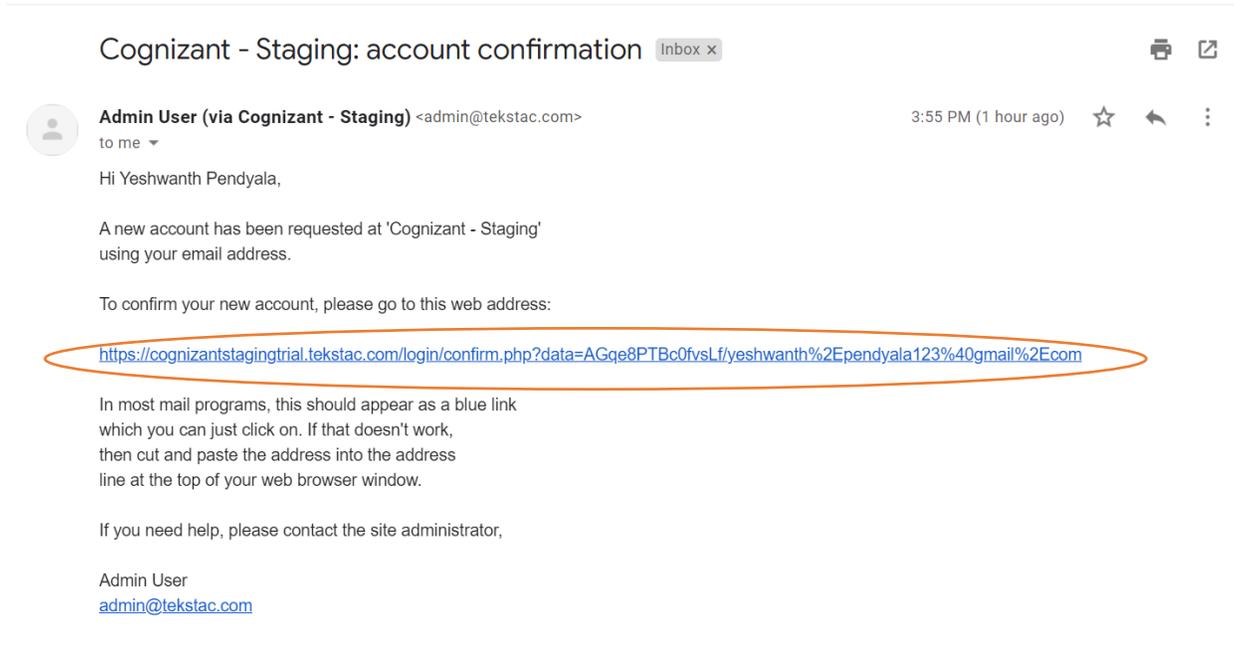
Step 3: Click on **Register now**



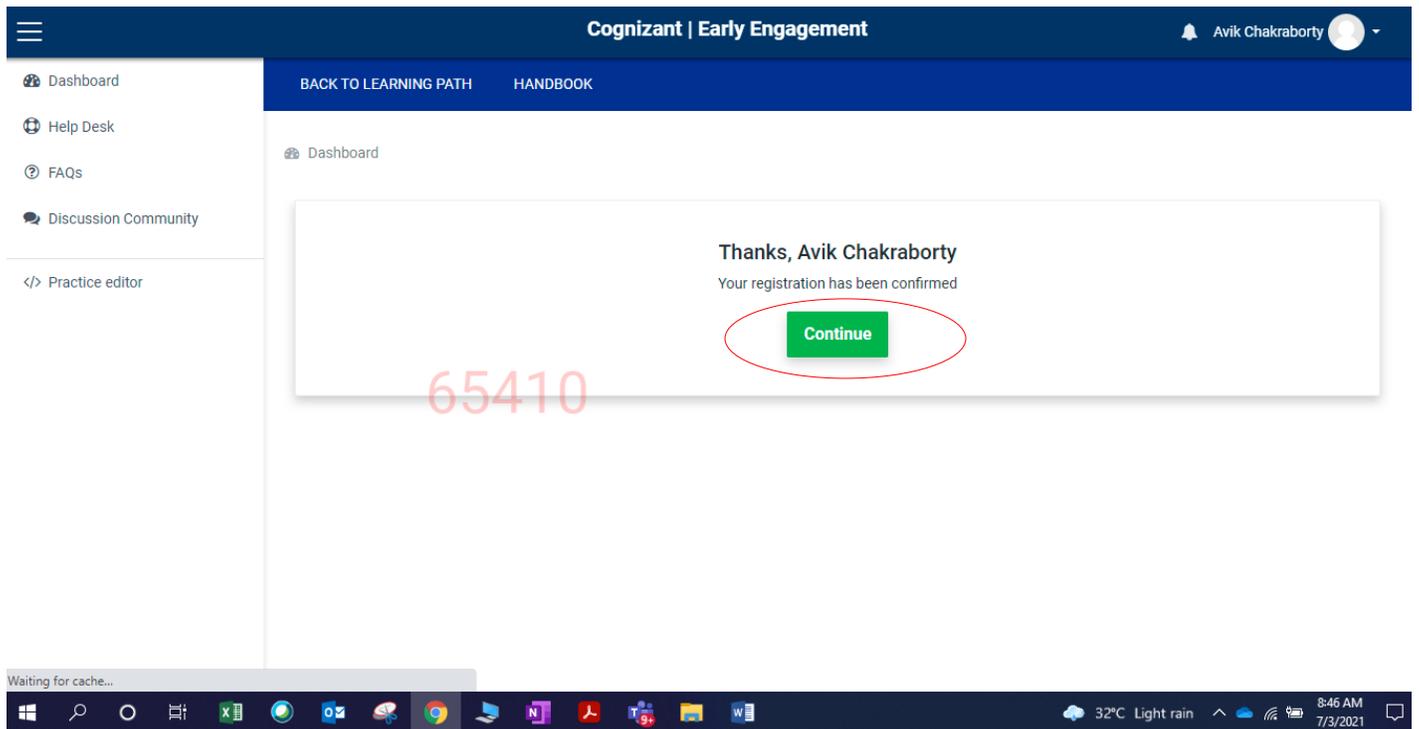
Step 4: Sign-up using your email ID and Click on **Create a new account**

A screenshot of the 'Cognizant Digital Learning - On Campus Recruitment Interview Registration' form. The form is titled 'Interview Registration' and has a 'Collapse all' button. It is divided into two main sections: 'Choose your username and password' and 'More details'. The 'Choose your username and password' section has fields for 'Username' (with a note: 'Preferably use your Primary e-mail address.') and 'Password'. The 'More details' section has fields for 'Email address' (with a note: 'Please use your Primary e-mail address. And ensure that you use only your PERSONAL E-MAIL ID'), 'Email (again)', 'First name', 'Surname', 'City/town', and 'Country' (a dropdown menu). At the bottom, there is a 'Security question' section with a checkbox for 'I'm not a robot' and a CAPTCHA icon. A green button labeled 'Create my new account' is circled in orange, next to a 'Cancel' button. A note at the bottom states: 'There are required fields in this form marked with a red dot icon.'

Step 5: Login to your e-mail and look out for a confirmation email from **Admin User (via Cognizant - Staging)** admin@tekstac.com and click on the **confirmation link**.



Step 6: You will be redirected back to the portal. Please click on 'Continue'



Step 7: Select the Job role and Click on Next

Profile Completion Progress

Personal Profile

- Technical Skill Set
- Additional Training / Certifications
- Internships / Industry Trainings / Extra Curricular Trainings
- Accomplishments and accolades
- Community Contributions

Role Selection

Select Job Role Technical Writer/Instructional Design Role *

Role Description

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- Identifying the gaps in the information provided.
- Asking relevant questions to understand the requirement better.
- Creating content for different deliverables, such as training materials, self-help guides, websites, promotional materials and others.
- Delivering error-free quality products as per the project standards, schedule/assigned deadlines and SLAs.
- Co-ordinating with cross-functional teams and other stakeholders regularly to ensure smooth delivery.

Next

Step 8: Under Personal Profile, fill in your Personal Details

Profile Completion Progress

Personal Profile

- Technical Skill Set
- Additional Training / Certifications
- Internships / Industry Trainings / Extra Curricular Trainings
- Accomplishments and accolades
- Community Contributions

Personal & Educational Details

Personal Details Educational Details

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<input type="text" value="Enter your first name"/> *	<input type="text" value="Enter your last name"/> *
<input type="text" value="yeshwanthpendyala1995@gmail.com"/> *	<input type="text" value="Enter your phone number"/> *
Gender <input checked="" type="radio"/> Male <input type="radio"/> Female *	<input type="text" value="04-01-2000"/> *
<input type="text" value="yeshwanthpendyala1995@gmail.com"/> *	<input type="text" value="India"/> *
<input type="text" value="Dowilaswaram"/> *	<input type="text" value="Andhra Pradesh"/> *

Step 9: Under the same Personal Profile, fill in your Education Details and click on Next

Profile Completion Progress

- Personal Profile
- Technical Skill Set
- Additional Training / Certifications
- Internships / Industry Trainings / Extra Curricular Trainings
- Accomplishments and accolades
- Community Contributions

Personal & Educational Details

Personal Details | Educational Details

10th Details

80 * 2016 *

12th/Diploma Details

80 * 2018 *

UG Details

B.Des. Communication Design * 3 Years Degree *

80 * 2021 *

Back | Next

Step 10: This is not a mandatory column. Candidates applying for Graphical Designer role can fill in the Technical Skillset, if they have any. Else, all the candidates can skip it by clicking on Next

Profile Completion Progress

- Personal Profile
- Technical Skill Set
- Additional Training / Certifications
- Internships / Industry Trainings / Extra Curricular Trainings
- Accomplishments and accolades
- Community Contributions

Technical Skill Set

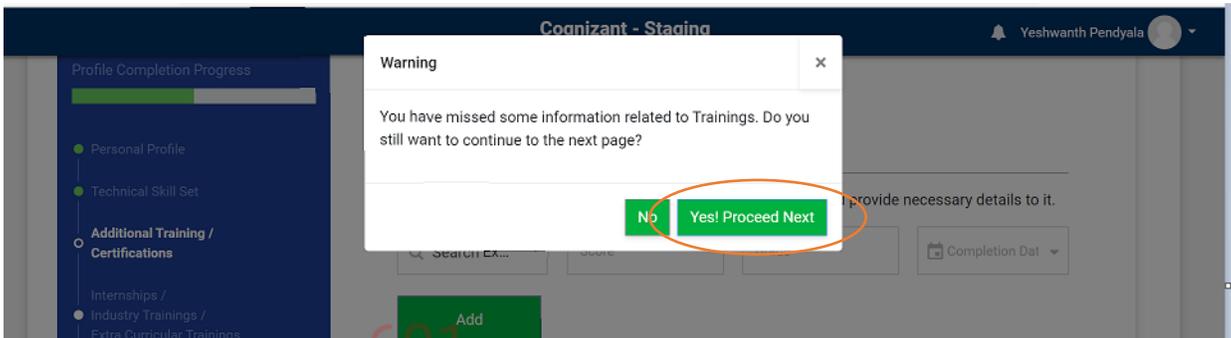
Design Processes | Tools | Skills | Experience | Digital Channels

Choose top 3 Design Processes that you are proficient in, and rate yourself on the Design Processes . (select the star based on your experience, hands on../ self-rating etc.)

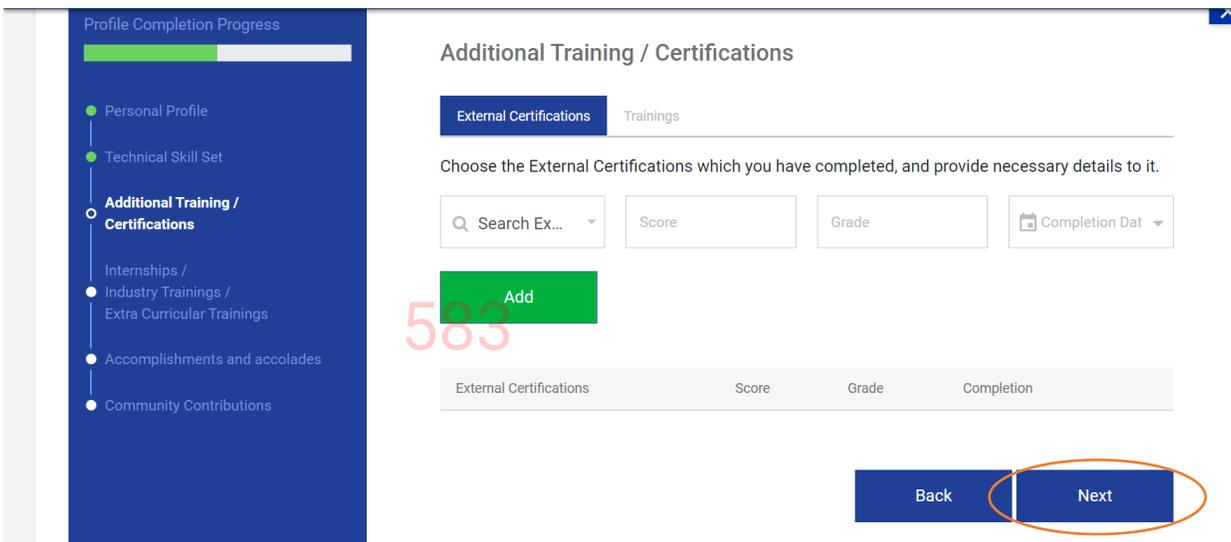
Search options Add

Back | Next

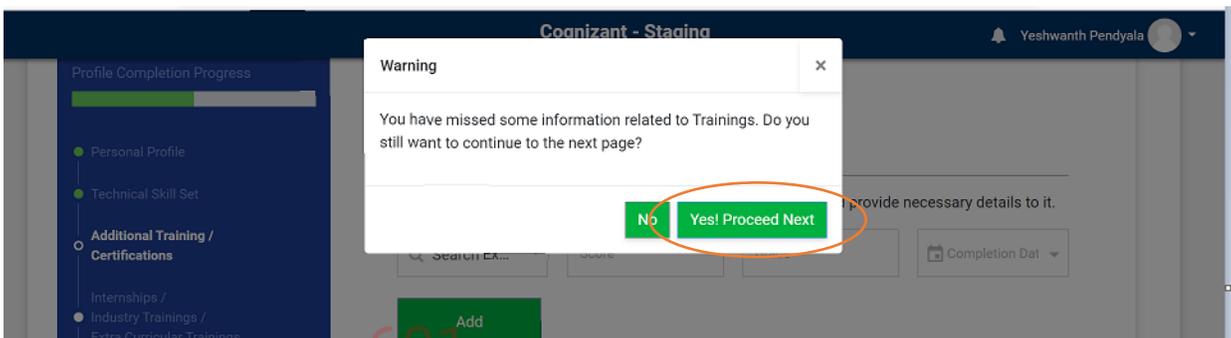
Step 11: Upon clicking Next, you may get the following dialogue box. Please click on **Yes! Proceed Next**



Step 12: This again is not a mandatory field. If you have done any Additional Trainings and/or Certifications, please specify. Else, proceed by clicking on **Next**



Step 13: Upon clicking Next, you may get the following dialogue box. Please click on **Yes! Proceed Next**



Step 14: Similar to earlier two fields, this is not a mandatory field. If you have done any Internships/Industry Trainings/Extra Curricular Trainings, please specify. Else, proceed by clicking on **Next**

Profile Completion Progress

Personal Profile

Technical Skill Set

Additional Training / Certifications

Internships / Industry Trainings / Extra Curricular Trainings

Accomplishments and accolades

Community Contributions

Internships / Industry Trainings / Extra Curricular Trainings

Share details of any internships/ Industry training you have done as a part of your degree program. You can also mention any self-sponsored or self-financed industry projects done as thesis project as a part of degree program.

Name of the program

Organization/Instution Name

Search Skills

Completion Date

Add

Program Name	Organization/Institution Name	Skill	Completion Date
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Back

Next

Step 15: Similar to earlier three fields, this is not a mandatory field. If you have any accomplishments and accolades, please specify. Else, proceed by clicking on **Next**

Profile Completion Progress

Personal Profile

Technical Skill Set

Additional Training / Certifications

Internships / Industry Trainings / Extra Curricular Trainings

Accomplishments and accolades

Community Contributions

Accomplishments and accolades

Please add any accomplishment and accolades received.

Title

Description

Completion Date

Add

Title	Description	Completion Date
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Back

Next

Step 16: Similar to earlier four fields, this is not a mandatory field. If you have made any community contributions, please specify. Else, proceed by clicking on **Submit**

Profile Completion Progress

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Community Contributions

Please add any recognition received which is done as a part of community contribution and doing your bit for under- privilege members of society, environment, city, global warming etc.

Title Url Platform

Skill Involved Your Contributions Event Date

Title	Url	Platform	Skills Involved	Contributions	Event Date
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Step 17: Now, you have to proceed to upload your portfolio and resume by clicking on **Close**

Profile Completion Progress

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Great! It's Done!!

Thank You! Your profile information has been successfully saved!

Step 18: Candidates applying for **Graphical Designer** role should add their Behance link in a word document and upload here or they should upload their portfolio here whereas candidates applying for **Instructional Designer/Technical Writer** role can ignore this portfolio option.

▼ Portfolio

Candidates applying for Graphical Designer role should add their Behance link in a word document or upload their portfolio here whereas candidates applying for Instructional Designer/Technical writer role can ignore this option.

Portfolio in word or pdf format Maximum file size: 9.5MB, maximum number of files: 3

FilesGrid List Folder



You can drag and drop files here to add them.

Accepted file types:

Step 19: Irrespective of the profile to which you are applying for, you should upload your **resume**. After uploading the resume, Click on **Submit**

Resume with recent photograph in word or pdf format ! Maximum file size: 9.5MB, maximum number of files: 3

FilesGrid List Folder



You can drag and drop files here to add them.

Accepted file types:

SubmitCancel

There are required fields in this form marked ! .

Step 20: Upon clicking on **Submit**, you will see the following screen. Click on **Continue**

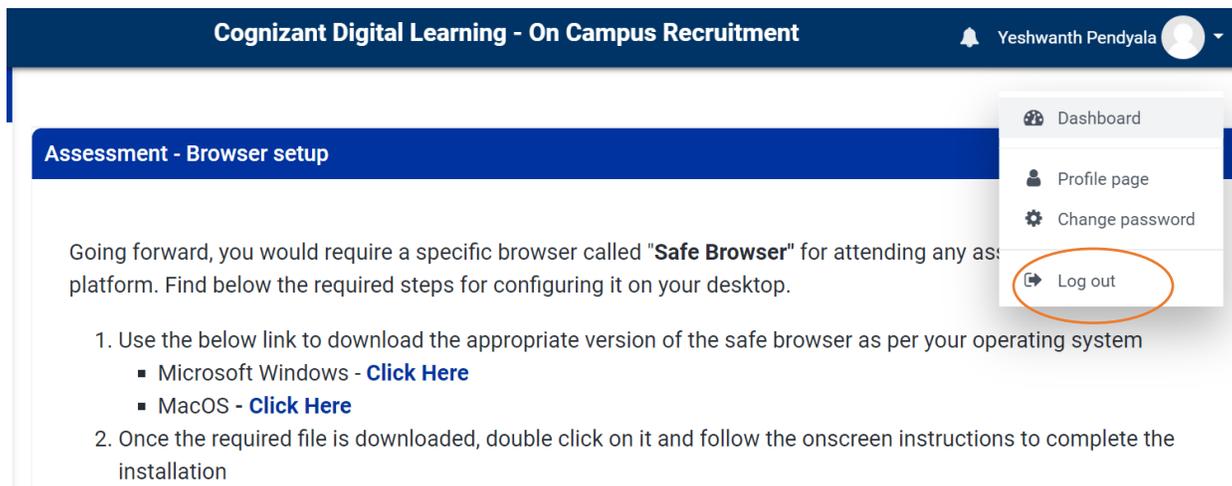
Dashboard

Your documents are successfully submitted

Continue

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Step 21: Click on your profile and **Log out**



The screenshot shows the Cognizant Digital Learning - On Campus Recruitment dashboard. The user is logged in as Yeshwanth Pendyala. A dropdown menu is open from the user profile icon, showing options: Dashboard, Profile page, Change password, and Log out. The 'Log out' option is circled in orange. The main content area is titled 'Assessment - Browser setup' and contains instructions for using a 'Safe Browser' for the assessment platform. It includes a list of steps and links for downloading the browser on Microsoft Windows and MacOS.

Please note down your Username and Password for future references.

The details of the online test will be shared soon. Please keep in touch with your placement officer for further updates.

We wish you all the very best for the drive.

Regards,

Human Resources-GenC Program

Cognizant

Disclaimer:

1. Cognizant does not entertain payments of any kind from candidates or vendors for employment. Requests for such payments should be promptly reported to GenCHRComplianceIND@cognizant.com
2. If you encounter anyone who claims to offer jobs at Cognizant in return for any benefit (monetary or non-monetary), please do not entertain them. Please be informed that Cognizant shall not be held responsible for any such instances or payments you make
3. We recommend that you do not respond to spam emails/messages you do not trust; never disclose your personal or financial details to any one you do not know. If any such emails purporting to come from Cognizant are received, we advise you to contact us at GenCHRComplianceIND@cognizant.com
4. Please report the phishing attempt to the following email id: CSIRT@Cognizant.com
5. To ascertain that you are receiving an official call from cognizant, please ensure you collect the recruiter's details (full name, employee ID, and mobile number) during the call. Please refrain from paying / depositing any money and promptly add it to your spam mail. In case, you have already made a payment. Please lodge a complaint with the nearest police station so that necessary action can be taken against the imposters
6. Cognizant reserves the right to withhold/ revise / rectify / pullback the results published at any stage if suspicious indicator is established through automated proctoring and / or authenticated source, post adequate investigation