

# Stellar-OB-000-On-boarding Procedure



Welcome to **SOLVAY** On Boarding checklist Procedures...

Please make sure that you have completed all the steps below...

## Step-by-step guide

There are 7 steps to Kick-in...

### STEP 1 :

**CGI Email ID** : CGI Email ID will be given by On-boarding team with in a week after joining CGI

along with PSA ID. Your Manager (RM) will let you know this.

### STEP 2 :

**Employee number** : CGI Employee ID will be given by On-boarding team with in a week after joining CGI.

Your Manager (RM) will let you know this

### STEP 3 :

**Solvay Email ID** : Send email as attached for SAP access, SOLVAY mail, network, Freshdesk etc...

member need to send the details to SL (Stream Leader) and SL will request Global SL.

| From : Manojkumar, Suresh M<br>To : Manojkumar, Suresh M<br>Subject : STELLAR CGI user management                                                        |           |         |         |                                 |              |               |                           |                                               |                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------|---------|---------------------------------|--------------|---------------|---------------------------|-----------------------------------------------|-------------------------------------------------------|
| Hi Manojkumar,                                                                                                                                           |           |         |         |                                 |              |               |                           |                                               |                                                       |
| In order to raise the request for SAP access, SOLVAY mail, network, Freshdesk etc...member need to send the details to SL and SL will request Global SL. |           |         |         |                                 |              |               |                           |                                               |                                                       |
| First name                                                                                                                                               | Last name | country | company | site (provide if Solvay office) | Phone number | Mobile number | email CGI                 | Support Level (Access management: L1, L2, L3) | If L2/L3 - team detail (Enc. PGP, SR, SAP, Reporting) |
| Manojkumar                                                                                                                                               | Suresh    | IN      | CGI     | HYD                             | 8666055      | 91-943232855  | manojkumar.suresh@cgi.com | L2 & L3                                       | Reporting                                             |
| Regards,                                                                                                                                                 |           |         |         |                                 |              |               |                           |                                               |                                                       |
| Suresh                                                                                                                                                   |           |         |         |                                 |              |               |                           |                                               |                                                       |

- How to access **SOLVAY** mail?

Open chrome or other web browser & enter this in URL <https://mail.google.com/a/solvay.com>

Solvay login page is displayed as shown below :

The image shows the Solvay login page. At the top is the Solvay logo with the tagline "asking more from chemistry®". Below the logo are two input fields: "Username" and "Password". At the bottom is a blue button labeled "Sign In".

Now try providing your Username & Password. so, that it will direct you to solvay mail.

Alternate for the above process is shown below...

- Goto [www.gmail.com](http://www.gmail.com)
- Enter your solvay mail address [firstname.lastname@solvay.com](mailto:firstname.lastname@solvay.com), **without** your password and you will be redirected to Solvay Login page as shown below

The image shows the Solvay login page. At the top is the Solvay logo, a blue stylized 'S' with the word 'SOLVAY' in blue capital letters below it. Underneath the logo is the tagline 'adding more from chemistry®'. Below the logo and tagline are two input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below these fields is a blue rectangular button with the text 'Sign In' in white.

Now try providing your Username & Password. so, that it will direct you to solvay mail.

**STEP 4 :**

**Sharepoint access Global :** Send E-mail to Sayyed Ali Ahammad ([sayyed.ali.ahammad@cgi.com](mailto:sayyed.ali.ahammad@cgi.com))

**STEP 5 :**

**Sharepoint access Local :** Send E-mail to Sayyed Ali Ahammad ([sayyed.ali.ahammad@cgi.com](mailto:sayyed.ali.ahammad@cgi.com))

**STEP 6 :**

**Distribution List addition :** Send Email to Brahman Rayala ([brahman.rayala@cgi.com](mailto:brahman.rayala@cgi.com))

**STEP 7 :**

**PSA time sheet access :** Send Email to Subramanian Venkateswaran ([subramanian.venkateswaran@cgi.com](mailto:subramanian.venkateswaran@cgi.com))

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