

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

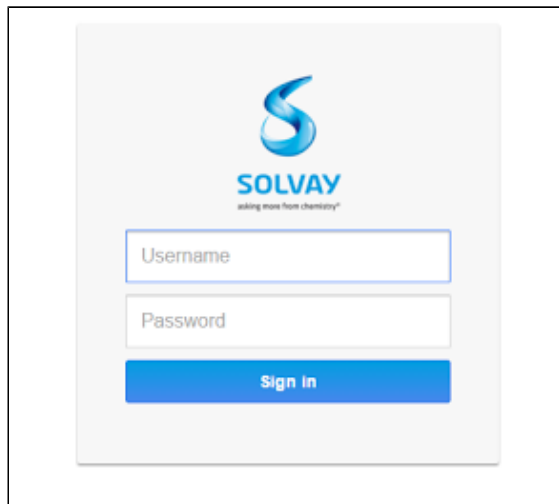
Global SL.

First name	Last name	country	company	site (provide if Solvay office)	Phone number	Mobile number	email CGI	Support Level (Access management, 1,1,1,2,3,3)	SL (2,3 - team detail Enc. Pop, SR, SAP, Reporting)
Amarechwar	H	IN	CGI	HYD	866655	9194223255	amarechwar@cgi.com	L2 & L3	Reporting

- How to access **SOLVAY** mail?

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

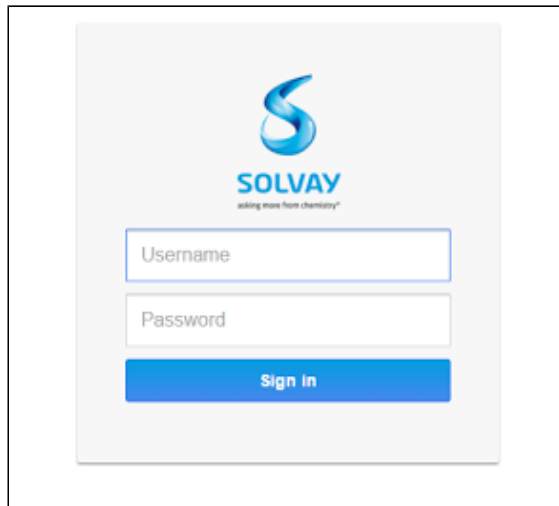
Solvay login page is displayed as shown below :



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
- Enter your solvay mail address firstname.lastname@solvay.com, **without** your password and you will be redirected to Solvay Login page as shown below

A screenshot of the Solvay login page. At the top center is the Solvay logo, a blue stylized 'S' with the word 'SOLVAY' below it and the tagline 'adding more from chemistry®' in smaller text. Below the logo are two input fields: 'Username' and 'Password'. At the bottom of the form is a blue button labeled 'Sign In'.

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)

STEP 5 :

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

STEP 6 :

Distribution List addition : Send Email to Brahmam Rayala (brahmam.rayala@cgi.com)

STEP 7 :

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

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