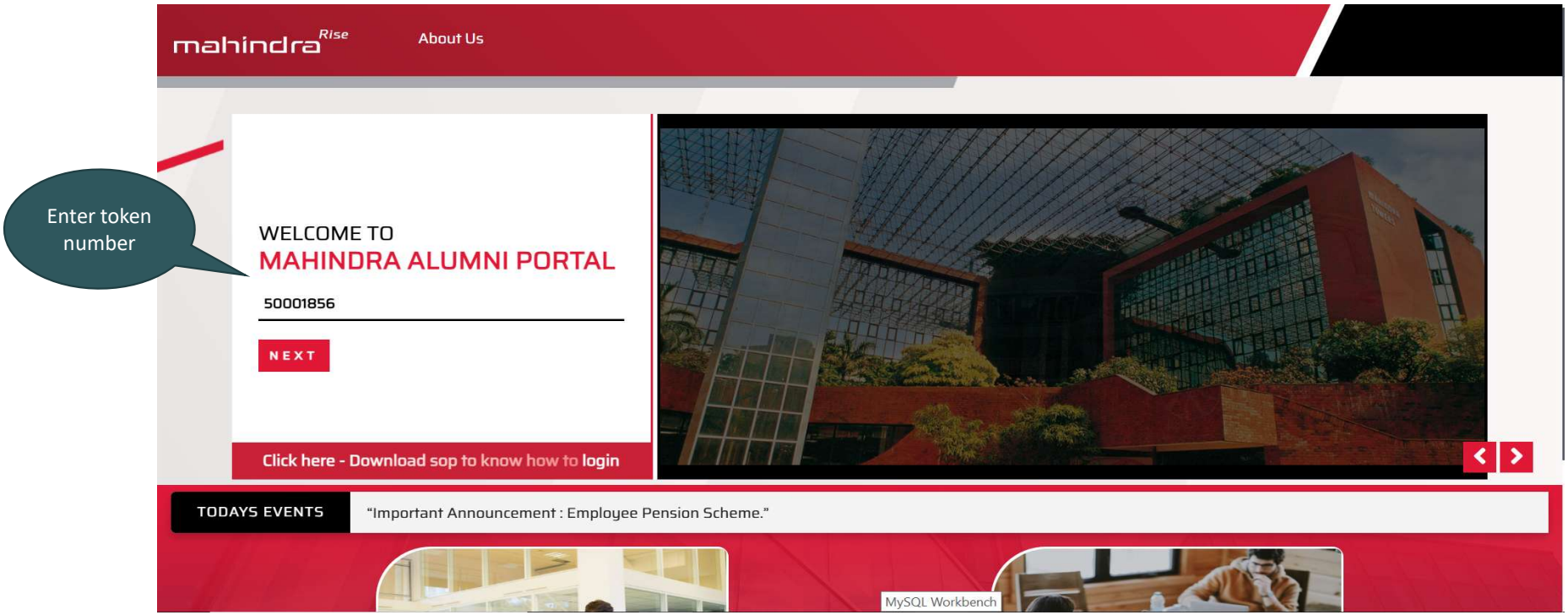
Alumni Portal

mahindra Rise

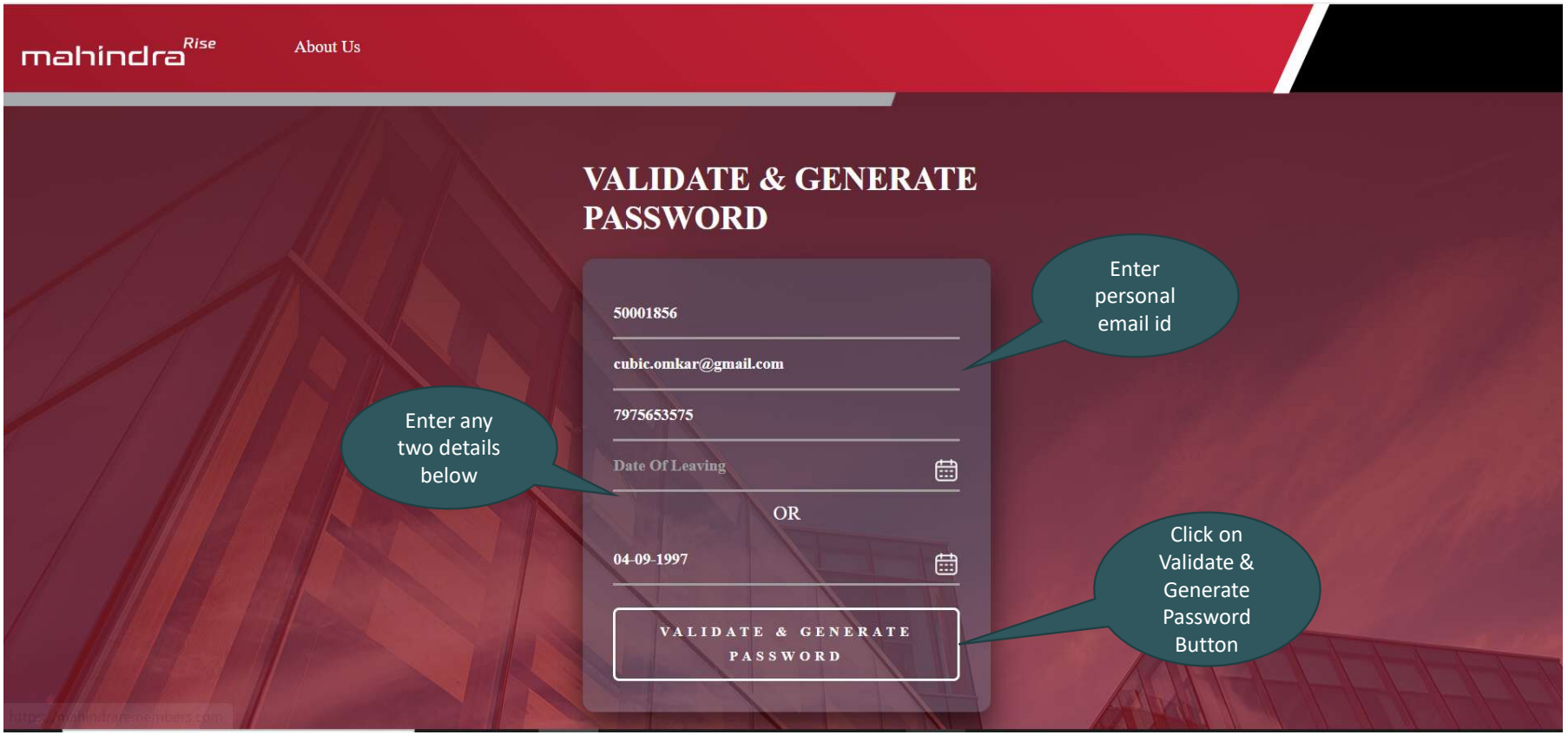
Alumni Portal Login

- Alumni portal is only for Mahindra AFS(Auto Farm Sector) and not for Tech Mahindra.
- Portal URL - https://alumni.mahindra.com
- Username is token number of the employee and will access portal 2 days after last working day
- First Time Login
- For new user, User will follow below steps to set up password for first time login
- Enter token number and click “NEXT”



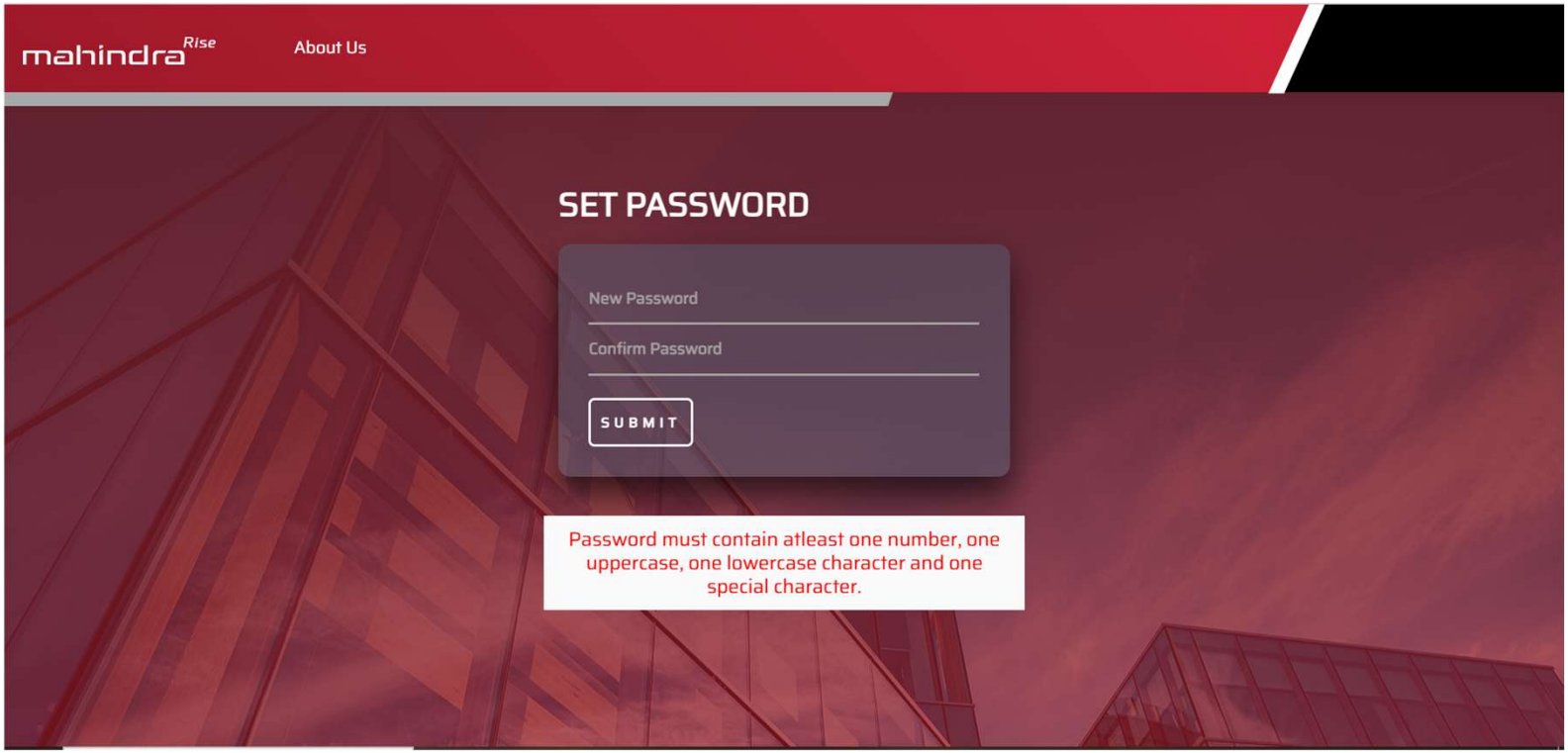
Alumni Portal – First Time Login

- **Validate & Generate Password**
  - The user will enter their registered email ID (personal ID) and mobile number, along with the date of leaving or date of birth, to generate the password. You will enter these details as they appear on the work portal (SAP SuccessFactors profile view).



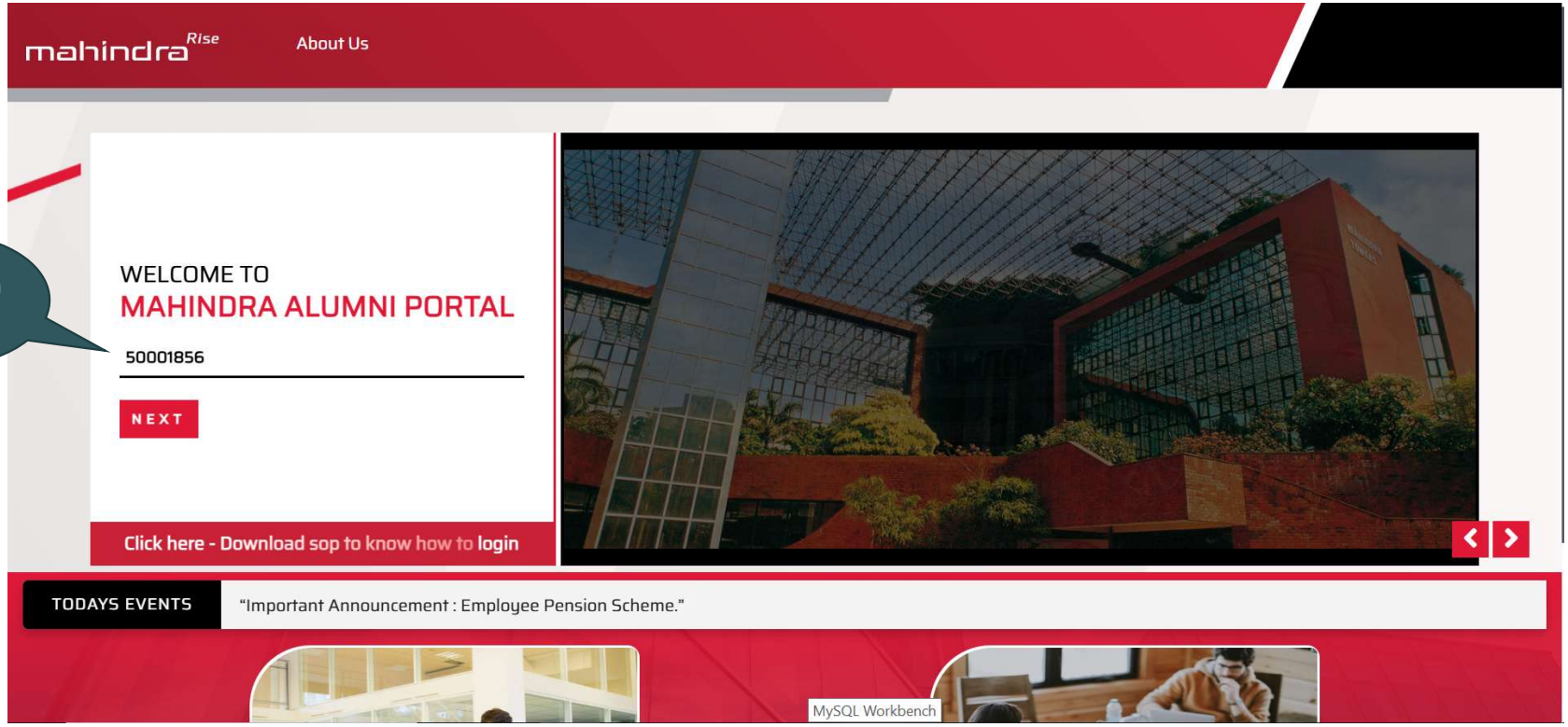
Alumni Portal - First Time Login

- **SET Password**
  - User will enter password using password guidelines and click “SUBMIT” button



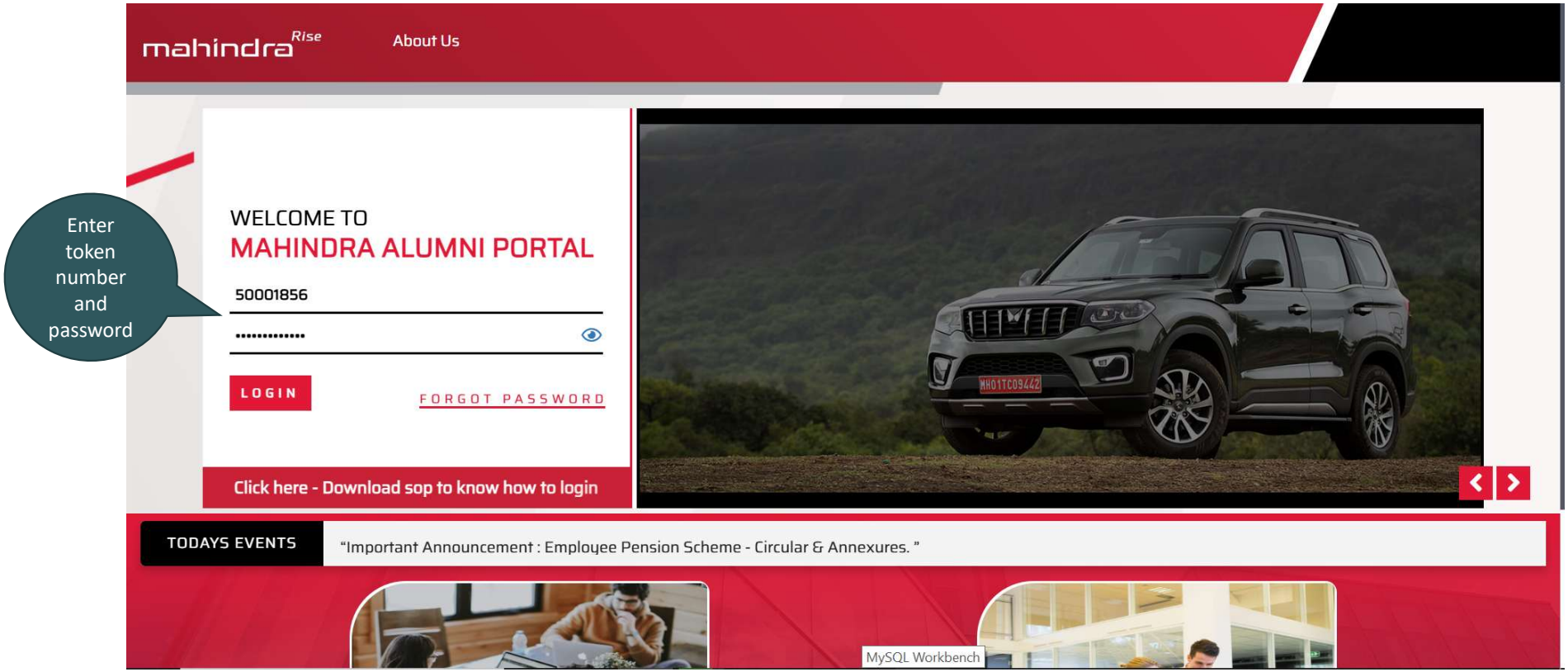
Alumni Portal Login

- **Login**
  - If user has already logged in to the portal then user will enter token number and click “SUBMIT” button



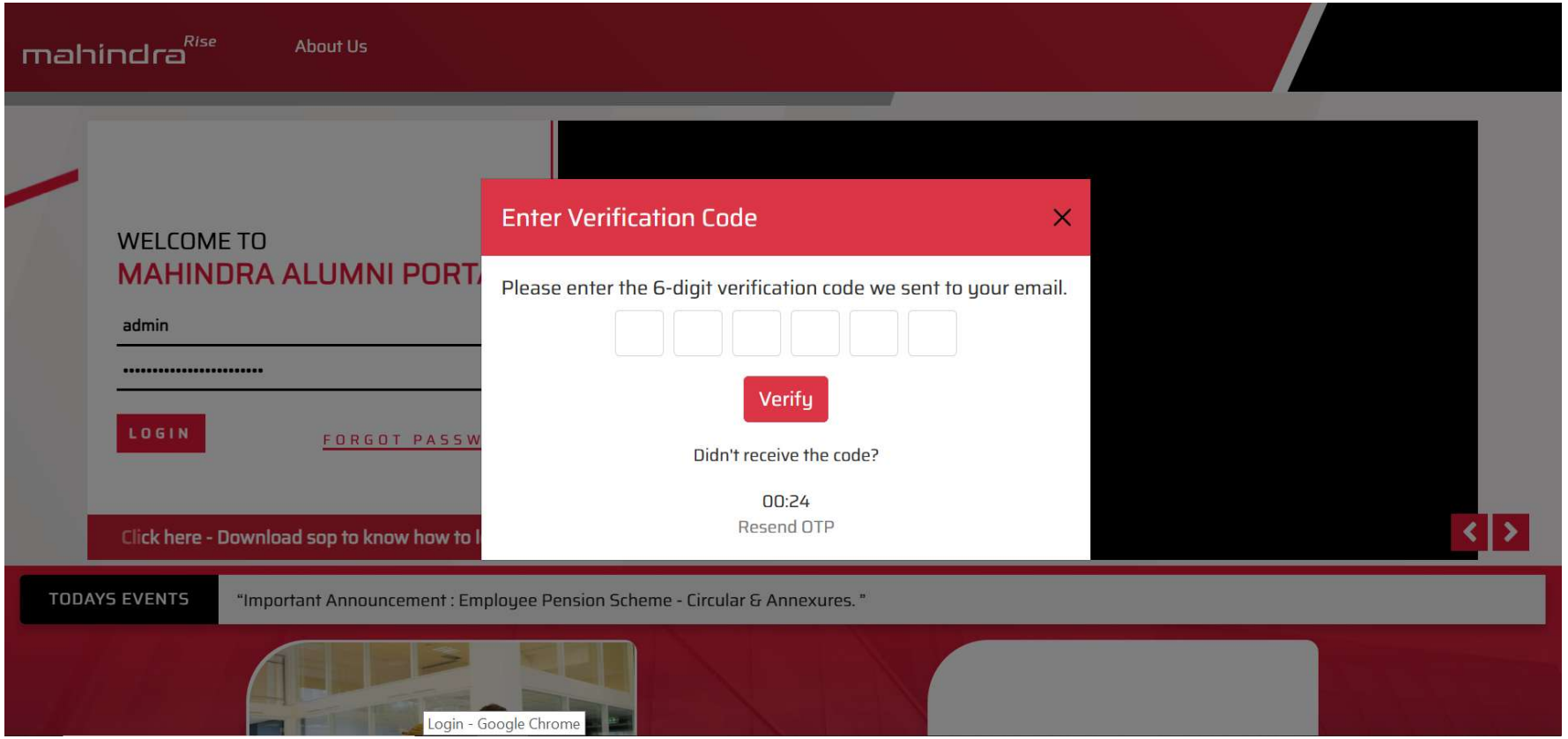
Alumni Portal Login

- User will then be prompt to enter token number and password to login to the portal



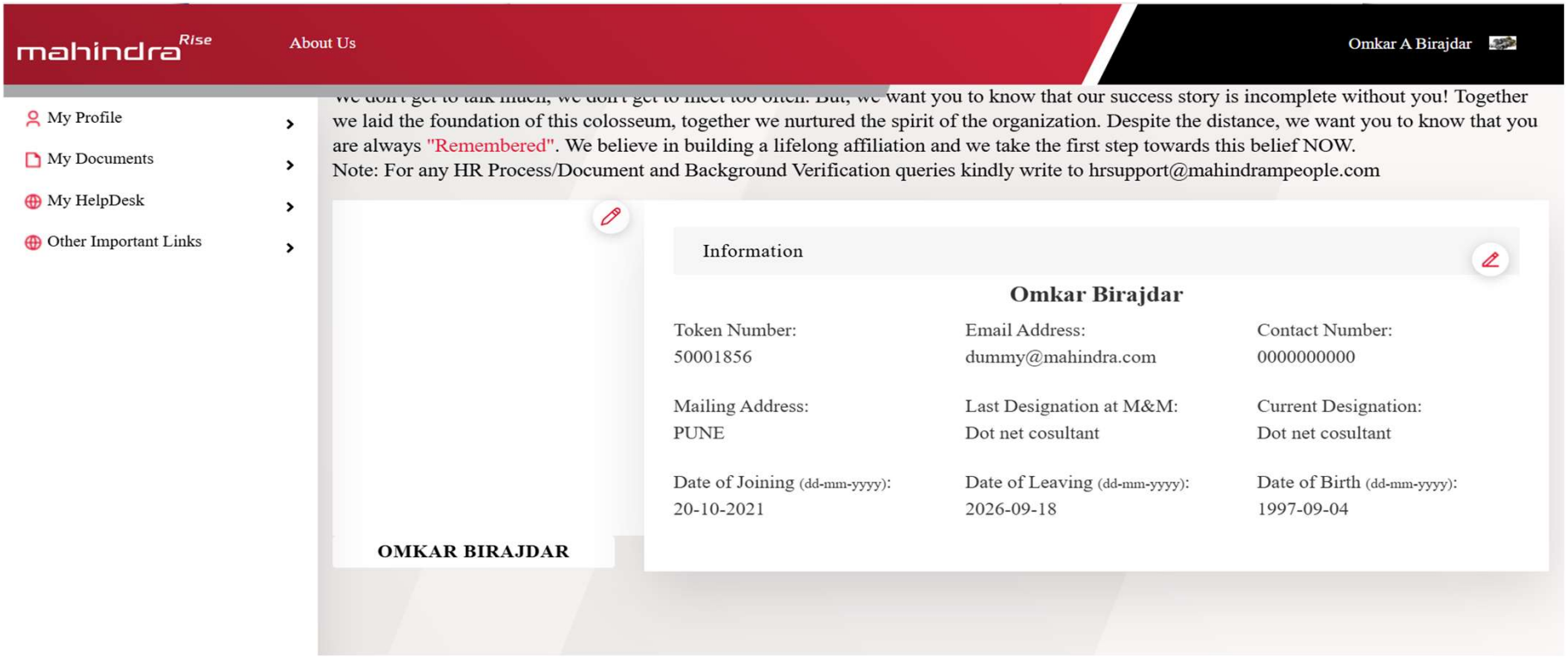
Alumni Portal – OTP Page

The user will enter the OTP. If they have not received it, they can resend the OTP and then click the "VERIFY" button



Alumni Portal – Home Page

Alumni will able to view their profile after login and EDIT the information



Alumni Portal – My Documents

Alumni will able to view and download the documents under “My Documents” section



Alumni Portal – My Documents

- Details of separated employees will be pushed from SAP to Alumni portal by daily morning scheduled job.

- Following documents are available under “My Documents”

  - Form 16
  - Pay slip(Last 12months)
  - Credit society
  - Provident fund
  - Super Annulation
  - Performance letter
  - Forms
  - FNF statement
  - Relieving letter
  - Service letter
  - Salary card

Alumni Portal – Query Options

- Alumni portal provides following options to raise query
  - **MIBL Query**
    - Option to query related to Mediclaim insurance policies after login to the portal
    - Query will be responded by MIBL team
  - **General Query**
    - Option to raise general query from portal home page without logging in to the portal for login related issues
    - Query will be responded by IT Support

Alumni Portal – FAQ

FAQs

1. Employees will get access after two days from their last working day.

2. Details of separated employees will be pushed from SAP to the Alumni portal through a daily morning scheduled job. *(Informative).*

3. Your personal email address and mobile number are required to register and access the Alumni portal.

Alumni Portal – FAQ

8. MIBL Query: Employees can raise queries related to Mediclaim insurance policies after logging into the portal. These queries will be responded to by the MIBL team.

9. General Query: Employees can raise general queries from the portal home page without logging in, specifically for login-related issues. These queries will be handled by an IT Support.

Thank you