

# NAVIGATE YOUR NEXT



**iLeapNEXT - eNhance, EXcel & Transform -**

13<sup>th</sup> Aug'21

iLeapNEXT is an online self-paced mandatory learning program for JL2B & JL2A employees designed to be accessible anytime anywhere

The learning modules in the program focus on Communication, Behavior, Domain, Functional and New Age skills required in the changing BPM landscape. They aid the employees in navigating their next and are building blocks for laying a strong foundation at Infosys BPM

iLeapNEXT has three programs – eNhance (JL 2B), EXcel (JL 2A) & Transform (JL 2A who are iLeap EXcel certified)

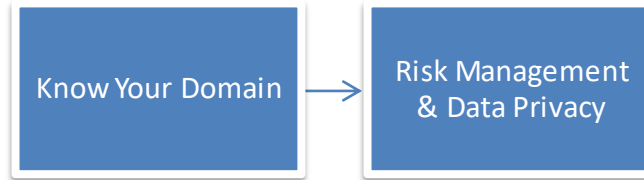
This document is a user guide to help you navigate your iLeapNEXT program on the iLeapAcademia website smoothly

# eNhanCe – An Overview of the Learning Journey

## Stage 1



## Stage 2



## Stage 3

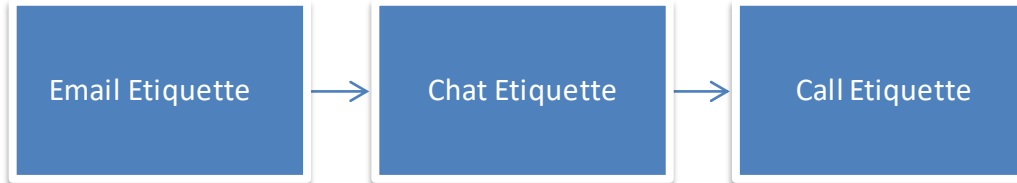


Stages 1 & 2 & 3 assessments will comprise of 25 questions. Pass percentage required to move to next stage is 52%

Final assessment is a pool of 50Q's from all 3 stages. Pass Percentage for Certification is 60%

# EXcel – An Overview of the Learning Journey

## Stage 1



## Stage 2



## Stage 3



Stages 1 & 2 & 3 assessments will comprise of 25 questions. Pass percentage required to move to next stage is 52%

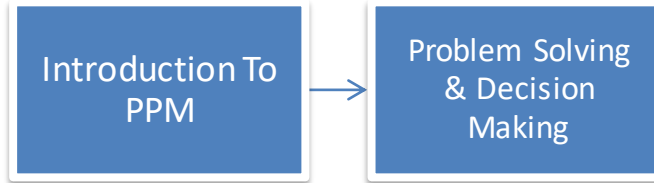
Final assessment is a pool of 50Q's from all 3 stages. Pass Percentage for Certification is 60%

# Transform – An Overview of the Learning Journey

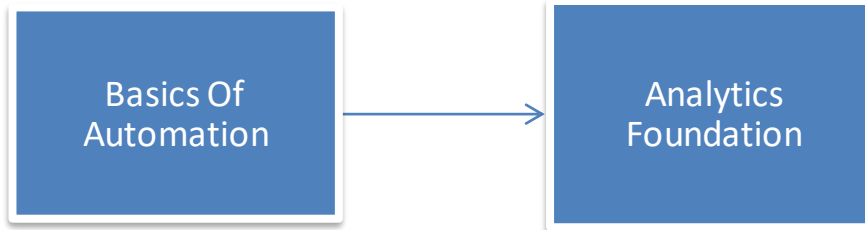
## Stage 1



## Stage 2



## Stage 3

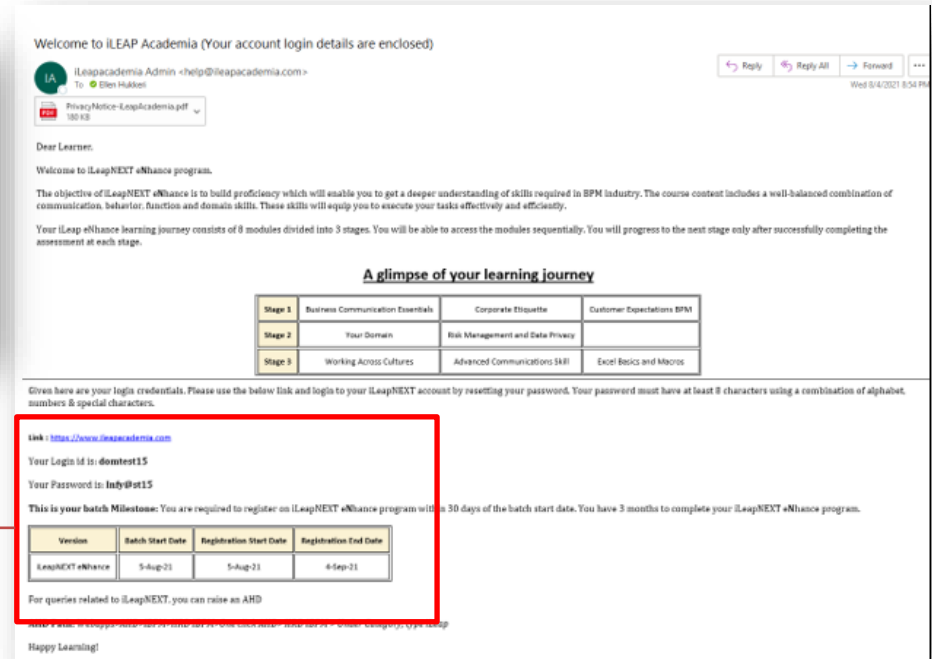
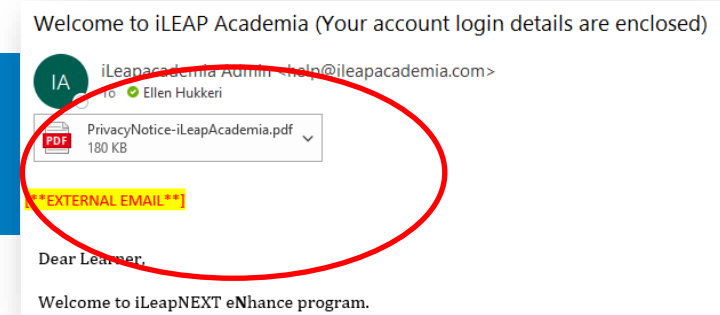


Stages 1 & 2 & 3 assessments will comprise of 25 questions. Pass percentage required to move to next stage is 52%

Final assessment is a pool of 50Q's from all 3 stages. Pass Percentage for Certification is 60%

## Welcome Mailer

Step 1: You will receive a Welcome mailer with your unique iLeapNEXT login credentials and batch milestone details emailed to your Infosys email account.



Login credentials & batch milestone

Please Note: The Privacy Notice is also attached in the email for your reference

## Accessing iLeapNEXT

Step 2: Log into the iLeapNEXT website: Click the link <https://www.ileapacademia.com> and bookmark the address

Step 3 : Read the Privacy Notice and check the box to accept and click **OK**

**iLeapNEXT**  
eNhance | EXcel | Transform

Infossys<sup>®</sup>  
BPM

Home About iLeapNEXT Start Learning Course Offerings Help Search

### Privacy Notice

Infossys Limited, its subsidiaries, associates, and affiliated companies (collectively referred to as "Infossys", "us", "we") are committed to process your personal data as per the laws of your jurisdiction. We hereby notify you the following information about your personal data processing –

**Personal data collected:**  
Infossys Email Id, Employee Id, Name, Qualicom employment status, Date of Joining, JL, JSL, Eligibility check, Current DC Location, Final location, Client Name, Registration date and status, Access date, Stage wise assessment scores, Stage wise assessment status, Stage wise completion status, Vertical, BHR Anchor, Batch Month, Final Assessment, Certification Status.

**Data Recipients / Accessible to:**  
Your personal data would be accessible to Infossys internal authorized teams such as Infossys Learning and Development team, HRO, Human Resource team, authorized vendor personnel and their authorized cloud service provider, auditors (where applicable) etc.

**Lawfulness of Processing :**  
We process your Personal Data when it is necessary for the purposes of a performance of contract pursued by us or a third party (when these interests are not overridden by your data protection rights). This applies in the circumstances such as: • To enable you to take courses provided by external vendors on vendor website or platform. • To enable you to participate in assessments • For role change and performance evaluation based on trainings/ courses completed, where applicable

**Your Rights (as per applicable DP laws):**  
You are entitled at any time to access, rectify, or delete your Personal Data, as well as to object for legitimate purpose to the processing of your Personal Data. In addition, you have the right to receive Personal Data concerning you which you have provided to us directly. These rights may be exercised, by you sending an email to or by you logging a request to Data Privacy Office through AHD. If you are a Brazil employee, you have additional rights to take confirmation on existence of your personal information, portability of your personal information to another service provider if applicable, anonymization or blocking of unnecessary information, information about public and private entities with which we have shared your data.

Click to Accept. [To View Full Privacy Notice, Click Here](#)

Ok

## Accessing iLeapNEXT

Step 4: In the **Start Learning** tab, enter your unique **Username** and the default **Password**

Step 5: Reset your default password and replace it with a new password. (Follow the directions given to reset your Password) and login with the new password.

The screenshot displays the iLeapNEXT website interface. At the top, there is a navigation bar with links for Home, About iLeapNEXT, Start Learning (highlighted), Course Offerings, and Help. A search bar is located on the right side of the navigation bar. The main content area is divided into two sections. On the left, there is a 'Reset Your Password' form with the following instructions: '\* Fields are Mandatory', '\* Password length - 8', '\* Digits - 1', '\* Lowercase letters - 1', '\* Uppercase letters - 1', and '\* Non-alphanumeric characters - 1'. Below these instructions are three input fields labeled 'Enter old password\*', 'Enter new password\*', and 'Re-enter new password\*'. A 'submit' button is located at the bottom of this form. On the right, there is a 'Welcome to iLEAP Academia!' section with a 'Login' form. It includes input fields for 'Username' and 'Password', a 'Login' button, and a link for 'Forgot your Password?'. The 'Login' button and the 'Forgot your Password?' link are highlighted with a red box. At the bottom of the page, there are two columns of links: 'Course Offerings' (iLeap eNhance, iLeap EXcel, iLeap Transform) and 'Help' (FAQs, Technical Queries, All Other Queries).

The default password is case sensitive so use upper and lower case where we have done so in our email to you.



## Accessing your Learning Journey

Upon successful login, you are at your **Start Learning** page and ready to begin your iLeapNEXT program. Ensure that you have bookmarked your credentials AND do not share it with anyone else!

**iLeapNEXT** eNhance | EXcel | Transform

**Infosys**  
BPM  
domtest2 Logout

Home About iLeapNEXT **Start Learning** Course Offerings Help

Search

Welcome to iLeap eNhance, domtest2 !

### Your Program Completion Status

Stage One Stage Two Stage Three Final Exam

Program Completion Status Color codes

Active Course	Assessment not yet complete	Assessment cleared
---------------	-----------------------------	--------------------

Profile Activity  
Your last visit to the Academia was on Wednesday, 11 August 2021, 7:24 PM

Messages  
[Share Feedback](#)  
[View Feedback](#)  
[Generate Report Card](#)

## Accessing your Learning Journey

For a quick overview of your Learning Journey, click the **Course Offerings** tab

The screenshot shows the iLeapNEXT interface. The top navigation bar includes 'Home', 'About iLeapNEXT', 'Start Learning', 'Course Offerings' (highlighted with a red box), and 'Help'. A search bar is located on the right. Below the navigation bar, the iLeapNEXT logo and 'eNhance' branding are visible. The main content area displays a learning journey flowchart with three stages:

- Stage 1:** Business Communication → Corporate Etiquette → Customer Expectations - BPM
- Stage 2:** Know Your Domain → Risk Management & Data Privacy
- Stage 3:** Working Across Cultures → Advanced Communication → Excel Basics and Macros

Two callout boxes provide additional information:

- A blue box states: "Stages 1 & 2 & 3 assessments will comprise of 25 questions. Pass percentage required to move to next stage is 52%"
- An oval box states: "Final assessment is a pool of 50Q's from all 3 stages. Pass Percentage for Certification is 60%"

## Accessing your Learning Journey

Step 6: Click the **Start Learning** tab and then click **Stage One**.

**Note:** The modules under each stage is designed to be read sequentially and then attempt the 25marks assessment. On successful completion, you can move to the next stage.

Home About iLeapNEXT **Start Learning** Course Offerings Help

Welcome to iLeap eNhance, domtest2 !

### Your Program Completion Status

Stage One Stage Two Stage Three Final Exam

Business Communication Essentials Corporate Etiquette Customer Expectations - BPM Assessment

Pass: 52%

Program Completion Status Color codes

Active Course	Assessment not yet complete	Assessment cleared
---------------	-----------------------------	--------------------

## Accessing your Learning Journey

After every stage assessment attempt or completion, you will receive a notification on the status of your attempt. If you have failed to clear an attempt, you can click the Re-attempt quiz button for the maximum attempts allowed.

**Note :** If you fail to clear your stage assessments in 3 attempts, your account will be locked for a cooling off period of 15 days. To unlock the assessments for another 3 fresh attempts you can raise an AHD request to the below AHD path or drop an email to [BPM.iLeap@infosys.com](mailto:BPM.iLeap@infosys.com)

AHD Path : Webapps>AHD>IBPM>HRD IBPM>One click AHD> HRD IBPM > Under Category, type iLeap

**Enhance Stage3 Assessment Attempt1**

Scoring Criteria : Score 52% and above to 'Pass' . Maximum 3 attempts are allowed

Attempt No.	Summary	Marks Obtained	Result Status
1	Finished Submitted on 08/12/2021 18:08:56	0%	Failed

[Re-attempt quiz](#)

You have 2 attempts left to clear the Assessment

## Accessing your Learning Journey

**Note:** Your stage assessments will only be visible once you successfully complete your previous stage assessments. You will get a maximum of 3 attempts to clear your stage assessment.

The screenshot displays the iLeapNEXT web application interface. At the top, a blue navigation bar contains the following menu items: Home, About iLeapNEXT, Start Learning (highlighted), Course Offerings, and Help. Below the navigation bar, a welcome message reads: "Welcome to iLeap eNhance, enhdomtest2!". The main content area is titled "Your Program Completion Status" and features a progress indicator with four stages: Stage One, Stage Two, Stage Three, and Final Exam. Below this, two blue chevron-shaped boxes represent the program structure: "Healthcare" and "Risk Management". At the bottom, a section titled "Program Completion Status Color codes" includes three color-coded boxes: a light blue box for "Active Course", an orange box for "Assessment not yet complete", and a green box for "Assessment cleared". A woman in a light blue business suit is visible on the right side of the interface.

## Accessing your Learning Journey

**Note:** Observe the color codes at bottom of the page to understand the status of the modules

Home About iLeapNEXT Start Learning Course Offerings Help

Welcome to iLeap eNhance, domtest2 !

### Your Program Completion Status

Stage One Stage Two Stage Three Final Exam

Healthcare Risk Management Assessment

Program Completion Status Color codes

Active Course	Assessment not yet complete	Assessment cleared
---------------	-----------------------------	--------------------

Home About iLeapNEXT Start Learning Course Offerings Help

Welcome to iLeap eNhance, domtest2 !

### Your Program Completion Status

Stage One Stage Two Stage Three Final Exam

Healthcare Risk Management Assessment

Program Completion Status Color codes

Active Course	Assessment not yet complete	Assessment cleared
---------------	-----------------------------	--------------------

Follow the same process to read the modules under the 2<sup>nd</sup> and 3<sup>rd</sup> stages and to attempt the assessments

## Accessing your Learning Journey

The final assessment will be visible once you complete all the 3 stage assessments successfully. You have 3 attempts to clear your final assessments. Upon clearing the final exam, you would have successfully completed your iLeapNEXT program

Home About iLeapNEXT Start Learning Course Offerings Help

Welcome to iLeap eNhance, domtest2 !

### Your Program Completion Status

Stage One Stage Two Stage Three Final Exam

Assessment → Pass : 60%

Program Completion Status Color codes

Active Course	Assessment not yet complete	Assessment cleared
---------------	-----------------------------	--------------------

## Accessing your Learning Journey

On successful completion of your Final assessment, you will receive a notification of the scores obtained and the number of attempts you took to clear the Final assessment and the completion status.

**Note :** If you fail to clear your final assessments in 3 attempts, your account will be locked for a cooling off period of 15days. To unlock the assessments for another 3 fresh attempts you can raise an AHD request to the below AHD path or drop an email to [BPM.iLeap@infosys.com](mailto:BPM.iLeap@infosys.com)

AHD Path : Webapps>AHD>IBPM>HRD IBPM>One click AHD> HRD IBPM > Under Category, type iLeap

### Attempt2

Scoring Criteria : Score 60% and above to 'Pass' . Maximum 3 attempts are allowed

Attempt No.	Summary	Marks Obtained	Result Status
2	Finished Submitted on 08/08/2021 15:08:32	64%	Passed

You have Passed the .Final. Assessment.



## Accessing your Learning Journey

You can get a one-view of your assessment status by generating your report card.

Step : Under the **Start Learning** tab, on the right panel, click the **Report Card** link to view your one-view assessment status

domtest2 Logout

Home
About iLeapNEXT
Start Learning
Course Offerings
Help

Search

### Report Card

Username : domtest2    User Email Id : domtest2@infosys.com

Stage 1 Assessment	Assessment Date	Assessment Score	Assessment Status
First Attempt			
Second Attempt			
Third Attempt			

Stage 2 Assessment	Assessment Date	Assessment Score	Assessment Status
First Attempt	07-07-2021	8%	fail
Second Attempt			
Third Attempt			

Stage 3 Assessment	Assessment Date	Assessment Score	Assessment Status
First Attempt	12-08-2021	0%	fail
Second Attempt			
Third Attempt			

Final Exam	Assessment Date	Assessment Score	Assessment Status
First Attempt			
Second Attempt			
Third Attempt			

**Profile Activity**  
Your last visit to the Academia was on Thursday, 12 August 2021, 5:51 PM

---

**Messages**  
[Share Feedback](#)  
[View Feedback](#)  
Report Card



THANK YOU