# **Deloitte.** Alumni Talent on Demand

Select the appropriate scenario link below to review the applicable step-by-step instructions to access Alumni Talent on Demand.

	What are you trying to do?
Login – I am a returning user / Retired PPMD	<ul> <li>Scenario 1: Click here Use when: <ul> <li>You have already registered and have previously created an Alumni Talent on Demand account.</li> <li>If you are a retired PPMD, please use your deloitteretired.com email address and its credentials to log in to Alumni ToD account.</li> <li>This scenario can be used if you remember your registered email and password, or if you have forgotten your password.</li> </ul> </li> </ul>
Registration – I am a new user	<ul> <li>Scenario 2: Click here</li> <li>Use when: <ul> <li>You are new to Alumni Talent on Demand. All new users must register and then log-in.</li> </ul> </li> </ul>
Unemployment Forms – I need Quick access	<ul> <li>Scenario 3: Click here</li> <li>Use when: <ul> <li>You need quick access to Unemployment forms only.</li> <li>This scenario does NOT create an Alumni Talent on Demand account.</li> </ul> </li> </ul>

# Scenario 1: Registered User + Login

(NOTE: DO NOT use Deloitte provided devices to access Alumni Talent on Demand)

## Step 1: Access Alumni Talent on Demand

From your computer/mobile, open any browser and go to below link <u>https://external.talentondemand.deloitte.com/Registration/Index</u>

## Step 2: Logging in to Alumni Talent on Demand

Click on the Login button (Fig. 1) and click on "OK, Got it!" on the Login Steps pop up (Fig. 2)



(Figure 1: Alumni Talent on Demand Welcome screen- Login button)

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We	Login steps				
Alumni Tal their Cont Unemploy	Step 1	Step 2	Step 3		
First-time u continue re	Login Enter your email address which was registered	Account Activation In case you profile has not been activated you will receive an Email with the link and steps for activating your profile m 2.	Enter Password and MFA Complete Multi-factor Authentication and access your dashboard.	Please click here	
Registered Registered please logi Accessing L See Alumni	Cancel		OK, agitt	s already Activated,	
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(Figure 2: OK, got it! option in Login steps window)

Enter the email Address you have registered with and click on the "Next" button (Fig. 3.1) and then click on the "Work or school account" option (Fig 3.2).

·	Deloitte. Sign in Email phone, or Skype Carrt access your account?	
	Next	
		MAKING AN IMPACT THAT MATTERS since 1845

(Figure 3.1: Enter your registered email and click on "Next")



(Figure 3.2: Click on "Work or school account")

#### Step 3(a): Email with activation Link

**Note**: If you are a retired PPMD you will not receive an email with the activation link. You will be logged into to the Alumni Talent on Demand application directly.

If your account has not been activated previously you will see the below message asking you to Activate your account. (Fig. 4)



(Figure 4: Account Activation Page)

You will now receive an email with the subject "Your account needs to be activated". When you open this email click on the link "Activate your Account". (Fig. 5)

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gouts			Please click		
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				You have a one-time requirement to update your account settings and credentials	
				Activate.your account	
				For security purposes this link will be valid until Monday, 17 May 2021, 13:56 UTC.	
				This is an automated email and this mailbox is not monitored for replies. If you	
No recent chats Start a new one				have any questions regarding the application, please contact your Deloitte engagement team or the Deloitte Global Service Desk at +1 718-354-1249 or dtittechnologysupport@deloitte.com	
				Contact us with questions	

(Figure 5: Account Activation Mail)

You will be prompted to create a password and select a preferred language. (Fig. 6)

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	Configure your Multi-Factor Authentication (MFA) methods	Gr .		11869		
	You can set up one or more MFA methods. Please select your preferred method(s) and follow the set up instructions.				U DEST	P States
	Authenticator app					1000
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	Complete			Real		

(Figure 6: Create your Password)

Click on the method of your preference for Multi-Factored Authentication (MFA) to receive your One Time Passwords (OTP's). There are two options.

1) Authenticator App - To configure your Authenticator App follow the on-screen steps. (Fig. 7)

Deloitte.	En - English (Gkbai) →
Select preferred language 🗸	
This will be the default option when you log in to your account going forward.	
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Configure your Multi-Factor Authentication (MFA) methods You can set up one or more MFA methods. Please select your	A A A A A A A A A A A A A A A A A A A
preferred method(s) and follow the set up instructions.	
Configure your Authenticator app in three quick steps.	
Step 1: Download and install an Authenticator app on your mobile device or on your computer,	
Step 2: Scan the QR code below with your selected Authenticator app. You can also manually input the code next to the QR code.	
Muckedophymatrc	
Step 3: Enter the code provided by your Authenticator app.	
Code Confirm	
C Mobile phone	

(Figure 7: Configuring MFA using the Authenticator App)

2) Mobile Phone - Enter your mobile phone number and select SMS(Messages) or Phone call as an option to

receive your One Time Password (OTP) Code. (Fig. 8)

Deloitte.		En - English (Global)
	Activate your account	
	Set up your access in three quick steps.	
	Set up your password 🖌	
	Select preferred language 🗸	
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	En - English (Global) 🗢	
	Configure your Multi-Factor Authentication (MFA) methods	
	You can set up one or more MFA methods. Please select your preferred method(s) and follow the set up instructions.	
	Authenticator app	
	Mobile phone	
	Format (including country code): +32123456789	
	SMS Phone call	
	Press dheck your mobile phone number and make sure to induce the correct country code with the <sup>4,4</sup> sign, e.g. for United States - 1 998 999 9999	
	Complete	

(Figure 8: Configuring MFA using Mobile Phone)

Once you select an option you will get a message or call on your registered mobile number with the OTP code. Enter the code and click on confirm. You will see the message "Your mobile phone is successfully registered and set as preferred MFA method.". You will now get an option to select your primary MFA method. You can choose between the options and click on complete. (Fig. 9)

Options for Primary MFA method a) Mobile Phone (SMS) b) Mobile Phone (Phone call)

D2		
	Select preferred language 🗸	
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	Configure your Multi-Factor Authentication (MFA)	
	You can set up one or more MFA methods. Please select your preferred method(s) and follow the set up instructions.	
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	Your mobile phone is successfully registered and set as preferred linear method.	
	Select a primary MFA method	
	This will be the primary option when you log in to your account going forward.	Carl Stranger & Portal
	Mobile phone (5M5)	
	Mobile phone (Phone call)	
	Complete	

(Figure 9: Setting your default MFA method)

You will get an activation successful message. (Fig. 10)



(Figure 10: Activation Successful)

## Step 4: Login

Navigate to the Activation Process tab and click on the "Login" button. If you have closed the tab you can click on this <u>link</u>. You might need to enter your credentials if you have closed the browser or tab. (Fig. 11)

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Deloitte, Sekeryour Language •		
Welcome to Deloitte		
Activation Process		ALL
dtstacc07@gmail.com		man to
We have enhanced how you authenticate with Deloitte applications. Let's first start by activating your account!		
An activation link has been sent to your email account. Please follow the instructions within the email to activate your account.		
If you do not receive the activation email within 5 minutes, please check your spamifunk folder. If you are still do not have the email. <b>click here</b> and the activation email will be resent.		
After you have received and followed instructions in the email to activate your account, click Login to proceed.		DO RATE VO
Login		
Terms of Use Privacy Statement		
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(Figure 11: Account Activation Page)

If your account has been activated, you will be asked to enter the password you had created during the activation process. (Fig. 12)

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(Figure 12: Enter your Password)

Once you enter the correct password you will need to enter the OTP code (One Time Password). Which you will receive on the platform you had selected as your preference for Multi-Factored Authentication (MFA). (Fig. 13)

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(Figure 13: Enter the OTP code you will receive on your preferred Authentication method selected during Account activation)

Once you click on "Verify", you will be taken to the Alumni Talent on Demand Dashboard. (Fig. 14)

Hurray!!! You have logged in to the application successfully

Content Info	WALTIAR	1005	Davi Statemente	
View Contact Details	View W-2/TJAAR	View 1095 Details	View Pay Statements	

(Figure 14: Alumni Talent on Demand dashboard page)

# Scenario 2: New Registration + Login

(NOTE: DO NOT use Deloitte provided devices to access Alumni Talent on Demand)

## Step 1: Access Alumni Talent on Demand for Registration

From your computer/mobile, open any browser and go to <u>https://external.talentondemand.deloitte.com/registration/index</u> (Fig. 15)

Deloitte.   TalentOnDemand
Welcome to Alumni ToD Alumni Talent on Demand (ToD) provides self-service for former employees to update ther Contract Info and access their Pay statements, W-2s/TJAARs, 1095 forms and Unemployment Details by State.
First-time users: Use the <i>Registration</i> button to setup your Alumni ToD account. Register with your personal email address. Once you have registered, continue to Activate your profile. Once your profile has been successfully Activated, follow instructions for Registered/Returning user. Registered/Returning user: Use the <i>Login</i> button and Activate your Profile by Following the on screen instructions. If your orofile is already Activated, please login with the password entered during Activation and complete the MFA procedures. Accessing Unemployment Forms only: Use the <i>Unemployment Forms</i> button. You do not need to re See Alumni ToD Guidance for detailed instructions.
Unemployment Forms (Quark one time access)  Registration (New User)  Login (Registered/Returning User)
For Password and MFA issues, please contact = 1 718 354 1249 or dtitlechnologyrupport@deloitte.com For other issues, contact Cole Contact Center at = 1 800 DELOITTE (=1 800 335 6488) for assistance as follows. For other technology issues, select 2 for Business and Technology For other technology issues, select 2 for Business and Technology For X-1 statement questions (if applicable), please contact firmtaxes@deloitte.com

(Figure 15: Alumni Talent on Demand Welcome screen - Registration)

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Weld	Registration steps				
Alumni Talen their Contact Unemployme	Step 1	Step 2	Step 3		
	Registration Enter the required details to complete the Registration process.	Account Activation Follow the on-screen instructions to Activate your Profile.	Login Login to the application using the Login button on the Welcome screen.	Please click here	
First-time use continue to A Registered/Re please login w Accessing Um	Cancel	iplovment Forms buttonYou do not	OK. got H	u have registered, r. Iready Activated,	
See Alumni To	D Guidance for detailed instructions.				
	Jnemployment, Forms Quick one time access)	Registration	Login (Registered/Ret	turning User)	
Support: - For Plassion - For other iss - For other - For its - For other - For its - For other - For its - For i	3 and MFA issues, please contact +1 718 354 ues; contact CoRe Contact Center at + 1 800 D nnce with W-2 content or Address Changes, p retenhology issues; select 2 for Business and mentionetrines (d annicable) i please enstran	1249 or dittechnologysupport@deloitte.c DELOITTE (+1 800 335 6489) for assistance ress 1 for Talent Technology	om as follows		

(Figure 16: Registration steps)

Enter your details in the Registration screen and click the submit button. (Fig. 17)

Deloitte.   TalentOnDemand		
Home   Registration		
(R≡) Step 1 Registration	Registration - Deloitte Alumni	
	Personal Email	
	Enter your Personal Email Address	
Cm Step 2	Confirm Personal Email	
Account Activation	Confirm Personal Email Address	
	Legal First Name	
Step 3	Enter Legal First Name	
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(Figure 17: Registration form)

After successful registration, you will Receive a Successful Registration message with two links. (Fig. 18) Click on the link highlighted in the word "Here". This will take you to the activation page in a new Tab.

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(Figure 18: Successful Registration)

#### Step 3: Activating your Account

Enter the email Address you have registered with and click on the "Next" button (Fig. 19) and then click on the "Work or school account" option (Fig 19.2).



(Figure 19: Enter your registered email and click on "Next")



(Figure 19.2: Click on "Work or school account")

You will be prompted to create a password and select a preferred language. (Fig. 20)

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	Activate your account Set up your access in three quick steps: Set up your password Password cannet contain dictionary words. Repeat password @ Select preferred language This will be the default diction when you log in to your:		
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(Figure 20: Create your Password)

Click on the method of your preference for Multi-Factored Authentication (MFA) to receive your One Time Passwords (OTP's). There are two options.

1) Authenticator App - To configure your Authenticator App follow the on-screen steps. (Fig. 21)



(Figure 21: Configuring MFA using the Authenticator App)

2) Mobile Phone – Enter your mobile phone number and select SMS(Messages) or Phone call as an option to receive your One Time Password (OTP) Code. (Fig. 22)

Deloitte.	En - English (Global) 💉
Activate your account Set up your access in three quick steps. Set up your password 🗸	
Select preferred language  This will be the default option when you log in to your account going forward.	
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Configure your Multi-Factor Authentication (MFA) methods	
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Complete	

(Figure 22: Configuring MFA using Mobile Phone)

Once you select an option you will get a message or call on your registered mobile number with the OTP code. Enter the code and click on confirm. You will see the message "Your mobile phone is successfully registered and set as preferred MFA method.". You will now get an option to select your primary MFA method. You can choose between the options and click on complete. (Fig. 23)

#### Options for Primary MFA method a) Mobile Phone (SMS) b) Mobile Phone (Phone call)

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(Figure 23: Setting your default MFA method)

You will get an activation successful message. (Fig. 24)

Delotte	Activation successful You have successfully completed your account setupl Click here to go back to the self-service.	A	

(Figure 24: Activation Successful)

#### Step 4: Login

Navigate to the Registration successful tab and click on the link highlighted in the word "Login". If you have closed the tab you can click on this link. (Fig. 25)

Deloitte.   TalentOnDemand	
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Registration	Registration Successful Please Click here to Activate your Account After Successful Activation please Login
Step 2 Account Activation	
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0 2000 See Terms of Use for more information. Debite effect to one or more of debites Teucher Tehneuzu United memory firms are riggly assesses and independent extended. DTU the US memory from of DTU, there reade effects the userses are under the nites and regulations of public accounting. Please see the	4.4 LX phase company limited by galaxies (CTTL), but network of member from, and their valued enders. DTL and each of to use or detect as 2 (Buchts Good) for any provide services or cleans, in the Links States, Decote refers to one or more of any fur-Decoted means the United States are memory enders, Certain services may not be available to attest clients oppl/www.delotets.com/about to team more about our good interior of memory from.

(Figure 25: Successful Registration)

If your account has been activated, you will be asked to enter the password you had created during the activation process. (Fig. 26)

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(Figure 26: Enter your Password)

Once you enter the correct password you will need to enter the OTP code (One Time Password). Which you will receive on the platform you had selected as your preference for Multi-Factored Authentication (MFA). (Fig. 27)

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(Figure 27: Enter the OTP code you will receive on your preferred Authentication method selected during Account activation)

Once you click on "Verify", you will be taken to the Alumni Talent on Demand Dashboard. (Fig. 28)

Contact Info	W-2 / TJAAR	1095	Pay Statements	
view contact Details	view w-z/ (pvak Details	view 1053 Details	view ray statements	

Hurray!!! You have logged in to the application successfully



# Scenario-3 Quick access Unemployment Form

(NOTE: DO NOT use Deloitte provided devices to access Alumni Talent on Demand)

## Step-1 Access Alumni Talent on Demand

From your computer/mobile, open any browser and go to the below URL <a href="https://external.talentondemand.deloitte.com/">https://external.talentondemand.deloitte.com/</a> . (Fig-29)

Deloitte.   TalentOnDemand
Welcome to Alumni ToD Alumni Talent on Demand (ToD) provides self-service for former employees to update three provided to and access their Pay statements, W-2s/TJAARs, 1095 forms and Unemployment Details by State.
First-time users: Use the Registration button to setup your Alumni ToD account. Register with your personal email address. Once you have registered, continue to Activate your profile has been successfully Activated, follow instructions for Registered/Returning user. Registered/Returning user: Use the Login button and Activate your Profile by following the on screen instructions. If your profile is already Activated, please login with the password entered during Activation. Please click here See Alumni ToD Guidance for detailed instructions.
Unemployment Forms (Quick one time access)  Registration (New User)  Login (Registrated/Recurring User)
Support: • For Plassword and MFA issues, please contact +1 718 354 1249 or dtitlechnologssupport@deloitte.com • For other issues, contact CoRe Contact Center at +1 800 DELOITTE (+1 800 335 6488) for assistance as follows. • For assistance with W-2 content or Address Changes, press 1 for Talent • For other technology issues, select 2 for Business and Technology • For K-1 statement questions (if applicable), please contact firmitaxes@deloitte.com

(Figure 29: Unemployment Forms)



(Figure 30: Unemployment Form steps)

Step-2 The below page will open. Key the details as per the fields and click the submit button. (Fig. 31)

Deloitte.   TalentOnDemand		
Home   State Agencies Unemployment		
Q≡ step 1 Validation	Validate with the records Deloitte has on file Pease valuate your personal information with the records Deloten has on file. After successful validation you will be brought to the Unemployment Forms by State.	
	Personal Email	
Download Forms	Enter your Personal Email Address	
	Legal First Name	
•	Enter Legal First Name	
	Land and Manne	
	Enter Legal Last Name	
	Select year in the dropdown before selecting month.	
	Date of Birth	
	Enter Date of Birth 28	
	Last tour digits of SSN	
	Lince Joint	
	website is subject to Deloite's Personnel Privacy Notice and Terms of Use.	
	I have read and accept the Deloitte's Personnel Privacy Notice and Terms of Use	
	Submit	
© 2020. See Terms of Use for more information.		

(Figure 31: Unemployment form)

After clicking the submit button, the Unemployment Details by State screen appears. (Fig. 32)

me   State Agencies Unemployment	
Unemployment Details by State	
Unemployment Details by State	
Unemployment Insurance (UI) benefits are avo may file a UI claim in the first week that emplo	ailable to workers who are unemployed and who meet the requirements of state UI eligibility laws. byment stops or work hours are reduced.
You will need to provide the state UI agency w 1. Your full legal name;	ith the following information for the state to process your claim:
<ol> <li>Your Social Security Number; and</li> <li>Your authorization to work (if you are n</li> </ol>	ot a US Citizen or resident)
Resources for filing a claim:	
Deloitte Office Addresses	
How to find EIN	
Unemployment Insurance Overview – Covid 19	
Click on a state below to review the applicable	unemployment details for that state, as well as any additional information that may be required fo
filing. If you have any questions about UI eligi	bility or benefits, please contact state agency listed for your state.
ALABAMA	
ALASKA	

(Figure 32: Unemployment Details by state)

There are 3 links in the Resources section as shown below on the Unemployment Details by State page. (Fig. 33)

	-	i			
Deloitte	Office Address	ses -			
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(Figure 33: Resources for filing claim)

- i) Click on 1st link to open a list of all Deloitte Office Addresses.
- ii) Click on 2nd link for steps to find the EIN.
- iii) Click on the 3rd link to see unemployment insurance overview details.

To find state-specific unemployment information, click on the applicable state in the list to display available forms and information