



AVAYA
Property

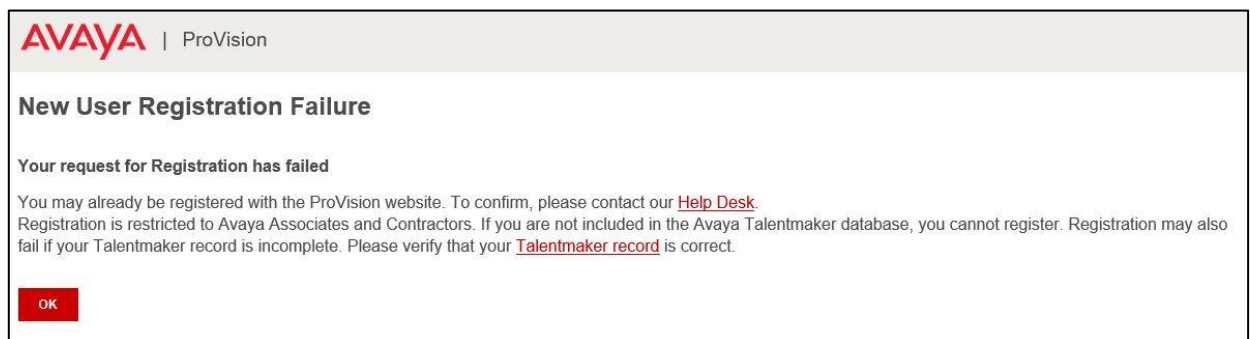
Registration for the ProVision Internet Portal (PIP)

Presented By-
ProVision Team

Registration Failure

Registration is restricted to Avaya Associates and Contractors. If you are not included in the Avaya Talentmaker database, you cannot register. Registration may also fail if your Talentmaker record is incomplete.

While registering on the ProVision website, if the following screen is displayed this means you have already registered with ProVision or **your Talentmaker details are not updated**.



Following are the important fields that are imported from Talentmaker while registration:


- Avaya Handle
- First Name
- Last Name
- Employee Type
- Country
- Department (Cost Center)
- HRID

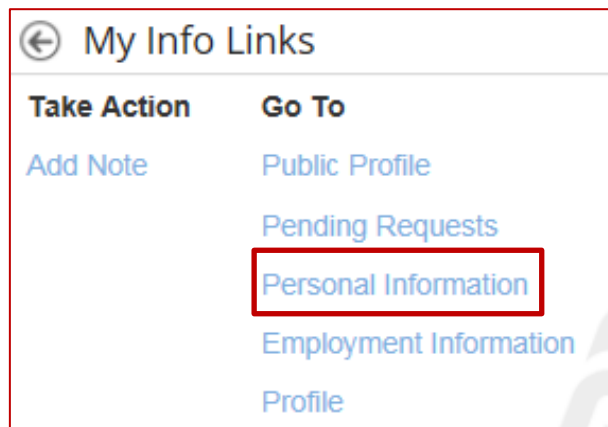
In most of the cases the **Country** field is missing and this can be considered as a major reason. To update the **Country** field, please follow instructions as below. This will update your Talentmaker details.

Change your Address

1. Go to Talentmaker website, on the **Home** screen you will find the **My Info** tile. The **My Info** tile is displayed as shown in following image.



2. Click  to display **My Info Links**, and then click on the **Personal Information** link.



The **Personal Information** page is displayed.

3. Go to **Addresses** portlet.

Note: Talentmaker 2.0 stores four different types of addresses.

4. Confirm that **Work Address** is updated. For PIP Registration **Work Address** is mandatory. Please refer to the following image.

The screenshot shows a portlet titled "Addresses" with a red header. Below the header, it says "Effective as of Mar 28, 2016". There are two sections: "Home Address" and "Work Address". The "Work Address" section is highlighted with a red border. The details for the Work Address are: Country: United States, Address Line 1: 4655 GREAT AMERICA PARKWAY, Address Line 2: (empty), City: Santa Clara, County: USA, State: California, ZIP: 95054, and Room No: (empty). The "Home Address" details are: Country: United States, Address Line 1: Long Blvd. 5897, Address Line 2: (empty), City: Santa Clara, County: (empty), State: California, ZIP: 95054, and Room No: (empty). In the top right corner of the portlet, there are links for "Edit" and "History".

5. Click **Edit**. To edit the address details. The **Edit** option is displayed at the right side of the header portlet. Please refer to following image.



A pop-up window is displayed. Enter the date of when your changes to be displayed and click **Confirm**.

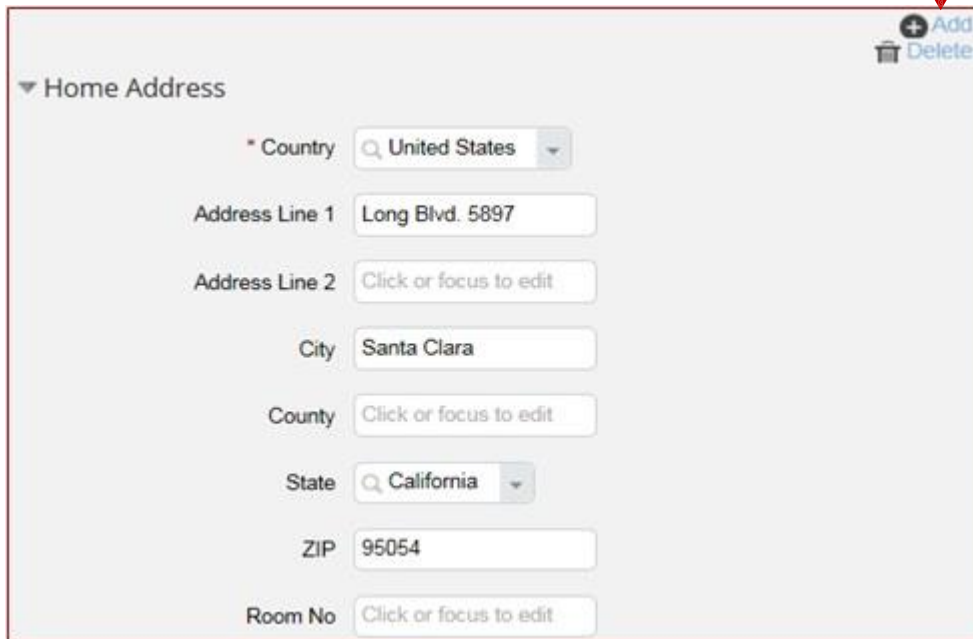
The screenshot shows a pop-up window titled "Addresses" with a red header. The main content area has a text input field with the label "When would you like your changes to take effect" and a date picker showing "03/28/2016". Below the input field are two buttons: "Cancel" and "Confirm".

6. Go to **Work Address** section and update the details.

Note: The **Country** field is mandatory to update.

If the **Work Address** section is not displayed, please refer to the below procedure.

1. Click **Add**. Please refer to the following image.

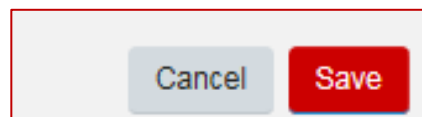


The image shows a form titled "Home Address" with a dropdown arrow on the left. The form contains several input fields: "Country" (a dropdown menu with "United States" selected), "Address Line 1" (text input with "Long Blvd. 5897"), "Address Line 2" (text input with "Click or focus to edit"), "City" (text input with "Santa Clara"), "County" (text input with "Click or focus to edit"), "State" (a dropdown menu with "California" selected), "ZIP" (text input with "95054"), and "Room No" (text input with "Click or focus to edit"). In the top right corner, there are two buttons: a blue "+ Add" button and a grey trash icon labeled "Delete". A red arrow points down to the "+ Add" button.

2. Select **Work Address** option from the list.
3. Enter the details in the required fields.

Note: The **Country** field is mandatory to update.

When you updated the **Addresses**, click **Save** to save the new data to your record.
Please refer to following image.



If you have selected a future date, the changes become effective from the specified date.

Note: If you're making changes to your **Work Address**, these particular address types must go through an approval process and will be available to view once approved. The changes made in Talentmaker will be updated within 24 hours. After the 24 hour wait, please attempt PIP registration again.

Help

If you need any additional help after reviewing this guide please contact your Global Employee Service Center (GES). The GES contact information is displayed in the **Engage HR** tile on the Talentmaker home screen.

If you are facing issues on ProVision portal please contact our [Help Desk](#).