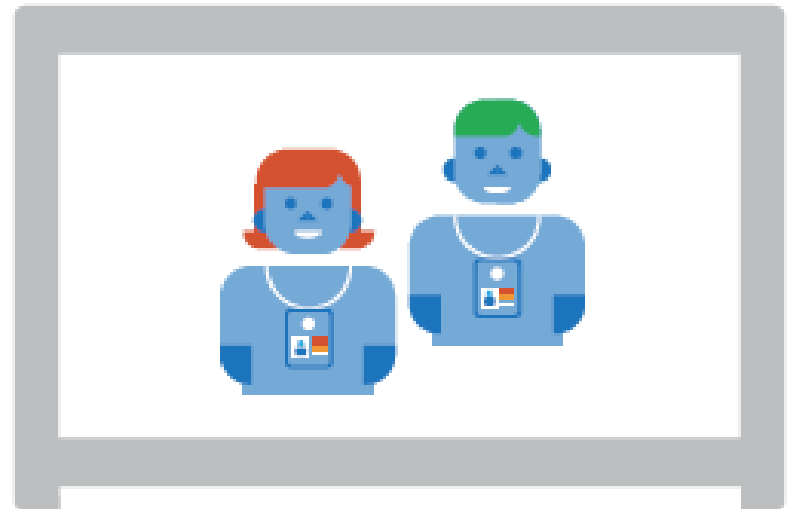


# Getting Started

The Umoja Employee Self Service (ESS) Navigation course utilizes simulations to guide you through the fundamentals of getting around the Umoja portal to complete relevant processes.

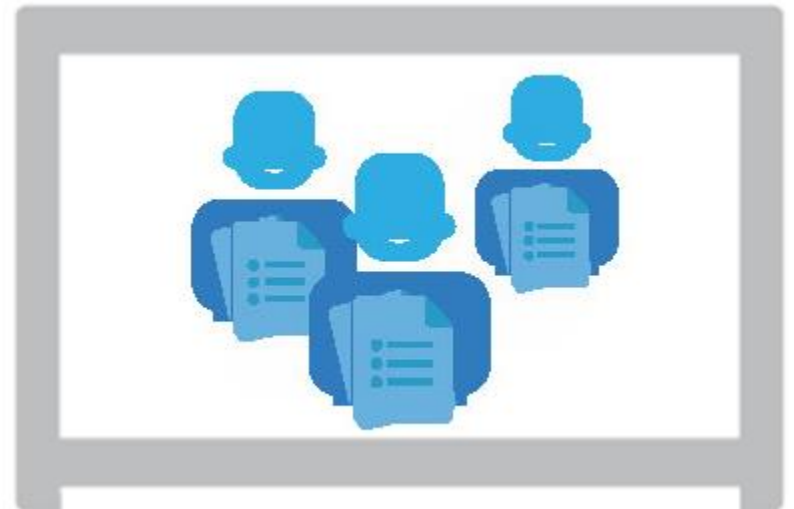
- All Staff Members of the UN Secretariat are automatically granted the ESS-Staff Umoja Enterprise Role, which will allow them access to the Umoja production system.
- Some Staff Members may be mapped against additional Enterprise Roles in the Umoja Portal (i.e. HR Partner, Time Administrator, Travel and Shipment Processor, etc.), which will grant them additional access to perform their work.



# Getting Started

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- Staff Members required to approve transactions in the Portal are generally referred to as Approvers or Managers and the combination of their functions and accesses in the Umoja Portal is called Manager Self Service (MSS).
- Practically, Approvers access the Portal from the Employee Self Service logon just like any other employee. However, along with the common functionalities that will be described in this course, they will be able to navigate to tabs and Area Pages containing links to their approval actions.
- Functionalities performed by Approvers/Managers will be detailed in specific courses.



# Getting Started

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To log on to the actual Umoja Portal, the following are required:

- Browser to access the following url:

<https://selfservice.umoja.un.org>

- Confirm browser and operating system requirements for accessing this version.
- Appropriate Umoja Employee Self Service login credentials provided to you by email before go-live of the Umoja system in your entity or upon arrival for new staff.

