


System Log on

- Your temporary Umoja Production Systems credentials will be emailed to you approximately 2 days before Umoja go-live in your location, or upon arrival for new staff.
- Enter the log-in credentials provided to access the Umoja Portal.
- When both fields are filled, press the **Log on** button to access the ESS Portal main menu.



umojja [portal]

User * PGAGNON

Password *

Log On

UN Photo

[Forgot Umoja production password?](#) | Need help? [Visit Umoja NET](#)



Note: The temporary password must be changed during your initial login.

System Log on

- If User and/or Password entered are incorrect, system displays a message “User authentication failed”



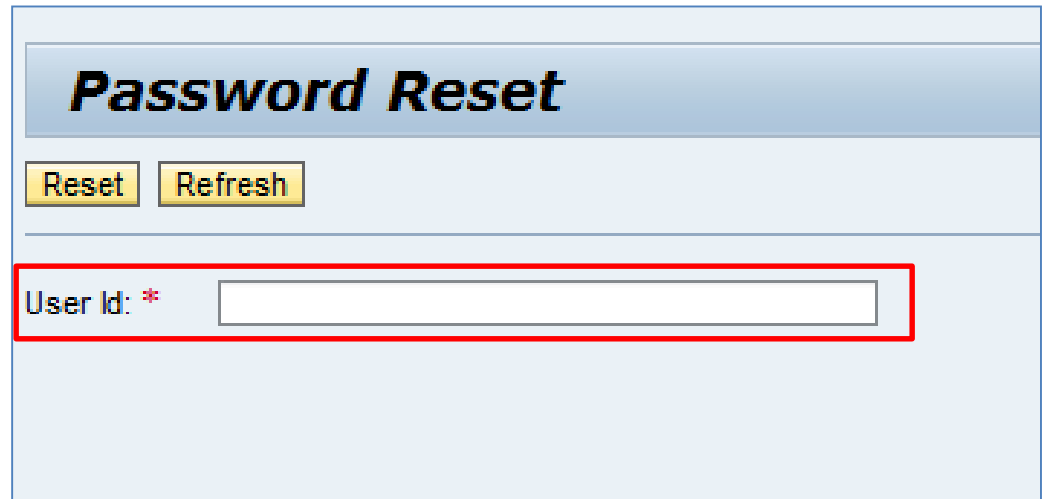
Log on – Forgot Umoja Password

- If you don't remember your password, you can request the system to generate a new temporary password by clicking [Forgot Umoja Password?](#) link at the bottom of the screen



Log on - Forgot Umoja Password

- When the **Password Reset** window opens, perform the following steps:
 - ▶ Enter your **User Id**.
 - ▶ Click **Reset** button.



The screenshot shows a web form titled "Password Reset". At the top, there is a blue header with the title in bold. Below the header, there are two yellow buttons: "Reset" and "Refresh". Underneath the buttons, there is a text input field labeled "User Id: *" which is highlighted with a red rectangular border. The rest of the form area is light blue.



Note: Refresh button is used to clear the content of the User Id field.

Log on - Forgot Umoja Password

- After entering the **User Id** and clicking the **Reset** button, an email will be sent to your mail inbox with a new temporary password. Confirmation is displayed on screen.

Password Reset

Unique ID: ESS9999902
Display Name: William TURNER

A new password was sent to you email. If your email was not specified in IDM, then please contact the security team for password reset.

User Id: