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.

**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.

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