Umoja Portal Role Toolbar

- The **Role bar** runs across the top of the Umoja Portal screen and displays the different menu tabs available. The **Role bar** is visible on all screens within ESS. However, options displayed will depend on the roles assigned to you in Umoja.
Enterprise Roles in Umoja

• The structure and delivery of content of the Umoja Portal to the different users is determined by the role or user’s tasks within the Organization.

• The role-based setting enables the different users — from Employees to Managers, to HR Partners, to Certifying Officers — to focus exclusively on data relevant to a specific function.

• Users can access their dedicated Umoja Portal role-based applications, information repositories, and services by clicking on the relevant Portal tab.
Umoja Portal Role Toolbar

- Most staff members will see two primary tabs: “Employee Self Service SM” and “Home”. This course will focus on the structure and options available under these two tabs.
- Any other tab users may see are connected with their Enterprise Role/s in Umoja and will be detailed in other dedicated courses.