# Preparing for Umoja

## Activate your Unite Identity Account
- Provides Unite Identity User ID and pwd
- See Unite Identity Quick Guide on page 3-4
- Details at https://unite.un.org/ictsupport

## Test access at Unite Identity
- https://eidms.un.org
- Login using Unite Identity credentials

## Visit the Umoja Resource Center on Unite Connections at: https://umoja.un.org
- User Manual Wiki
- Umoja Simulations and Training Material
- Help and Support
- Forums

## Logging into Umoja for the First Time

### Verify your Umoja / SAP User ID
- Same as Unite Identity User ID

### Set up permanent Umoja / SAP Password
- Umoja/SAP temporary password provided by email before go live
- Cannot be used to login until go live

### Login to Umoja Self-Service Access at: https://selfservice.umoja.un.org
- First layer login: Use Unite Identity credentials

### Login to Umoja Self-Service Portal
- Second layer login: Use Umoja/SAP User ID and pwd

## Umoja Help and Support

### Speak with your Local Process Experts
- LPEs and Focal Points will try to resolve any issues locally

### Visit the Umoja Resource Center on Unite Connections at: https://umoja.un.org
- User Manual Wiki
- Umoja Simulations and Training Material
- Help and Support

### Raise a Help Desk Ticket
- OICT / Unite Service Desk

## Where do I login to Umoja?

| Transactional Users | http://login.umoja.un.org |
| Manager Self-Service | http://selfservice.umoja.un.org |
| Employee Self-Service | http://selfservice.umoja.un.org |

**Umoja Gateway**

**Self-Service Portal**

**Self-Service Portal**

## Two Login Layers Required to Access Umoja:


Regardless whether accessing Umoja Gateway or Self-Service Portal, ALL Umoja users required to go through two login layers

## For More Information

https://umoja.un.org

*Staff at OCHA, UNEP, UNON, UNHABITAT, ESCAP, UNAKRT - 1 June 2015 Deployment*
**PREPARING FOR UMOJA**

1. **Activate your Unite Identity Account**
   - Provides Unite Identity User ID and pwd
   - See Unite Identity Quick Guide on page 3-4
   - Details at [https://unite.un.org/ictsupport](https://unite.un.org/ictsupport)

2. **Test access to the Umoja Gateway at https://login.umoja.un.org**
   - Login using Unite Identity credentials
   - Install Citrix software if prompted

3. **Visit the Umoja Resource Center on Unite Connections at: [https://umoja.un.org](https://umoja.un.org)**
   - User Manual Wiki
   - Umoja Simulations and Training Material
   - Help and Support
   - Forums

**LOGGING INTO UMOJA FOR THE FIRST TIME**

4. **Verify your Umoja / SAP User ID**
   - Same as Unite Identity User ID

5. **Set up permanent Umoja / SAP Password just prior to go live**
   - Umoja/SAP temporary password provided by email before go live
   - Cannot be used to login until go live

6. **Login to Umoja Gateway at: https://login.umoja.un.org**
   - First layer login: Use Unite Identity credentials

7. **Login to Umoja Production Systems (ECC, SRM Portal, BI, MSS)**
   - Second layer login: Use Umoja/SAP User ID and pwd

**UMOJA HELP AND SUPPORT**

8. **Speak with your Local Process Experts**
   - LPEs and Focal Points will try to resolve any issues locally

9. **Visit the Umoja Resource Center on Unite Connections at: [https://umoja.un.org](https://umoja.un.org)**
   - User Manual Wiki
   - Umoja Simulations and Training Material
   - Help and Support
   - Forums

10. **Raise a Help Desk Ticket OICT / Unite Service Desk**
    - I Need Self Service [https://ineedservice.un.org/](https://ineedservice.un.org/) (LAN only)
    - Email esc@un.org
    - Unite Service Desk 3-3333 (3333 in Asia)
    - [https://unite.un.org/ictsupport](https://unite.un.org/ictsupport)

WHERE DO I LOGIN TO UMOJA?

- **Transactional Users**
  - [http://login.umoja.un.org](http://login.umoja.un.org)
- **Umoja Gateway**
  - Self-Service Portal
- **Umoja Gateway**
  - Self-Service Portal
- **Manager Self-Service**
- **Employee Self-Service**

FOR MORE INFORMATION [https://umoja.un.org](https://umoja.un.org)

*Staff at OCHA, UNEP, UNION, UNHABITAT, ESCAP, UNAKRT - 1 June 2015 Deployment*
Access Umoja using your Unite Identity Login

Unite Identity (formerly EIDMS) is an application that allows UN staff to log into various systems using a single-user ID and password. The application is currently used by six UN systems, including Umoja. Unite Identity features an easy-to-use website (http://unite.un.org/identity) that allows users to activate and manage their account.

To access the Umoja Dashboard users must have an active Unite Identity account. Once logged in to the dashboard, accessing Umoja Production Systems requires an active Unite Identity username and Umoja/SAP password.

The following UN systems can currently be accessed with your Unite Identity:

- docs
- fuel
- rations
- eCOE
- iNeed
- unite.un.org/ictsupport
- esc@un.org

24/7 SUPPORT
unite.un.org/ictsupport
esc@un.org
Access Umoja using your Unite Identity Login

**ACTIVATE**

Click the link in your notification email. You will be taken to http://unite.un.org/identity. Type in your User ID and password you received in your notification email. Click “Sign In”.

**LOG IN**

User ID: [ ]
Password: [ ]
Sign In

Set your new password and security questions. Click “Submit”.

Click the icon for password policy. Do not set the same question multiple times.

**Password Management**

Please reset your password
*Old Password
*New Password
*Retype New Password:

Register Challenge Questions for your account
*Old Password
*New Password
*Retype New Password:

**RESET PASSWORD**

You will be taken to http://unite.un.org/identity allows users to activate and manage their account.

Type in your User ID. Click “Next”

**Please identify yourself**

*User Login

Answer your security questions. Click “Next”

**Please answer your challenge questions**

What is your preferred musical genre? [ ]
What is the name of your pet? [ ]
Who is your favorite musician? [ ]

Enter your new password. Click “Save”

**Please enter new password**

*Enter new password
*Re-enter new password