

# Employee / Manager Self-Service User



Umoja Login User Quick Guide for Cluster 3\*

## PREPARING FOR UMOJA ✓

### 1 Activate your Unite Identity Account



- Provides Unite Identity User ID and pwd
- See attached Unite Identity Quick Guide
- Details at <https://unite.un.org/ictsupport>



### 2 Test access at Unite Identity

<https://eidms.un.org>



- Login using Unite Identity credentials



### 3 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 ✓

### 4 Verify your Umoja / SAP User ID

XX1234

- Same as Unite Identity User ID



### 5 Set up permanent Umoja / SAP Password



- Umoja/SAP temporary password provided by email before go live
- Cannot be used to login until go live



### 6 Login to Umoja Self-Service Access at: <https://selfservice.umoja.un.org>



- First layer login: Use Unite Identity credentials



### 7 Login to Umoja Self-Service Portal



- 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



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



- iNeed Self Service <https://ineedservice.un.org/> (land only)
- Email [esc@un.org](mailto:esc@un.org)
- Unite Service Desk 3-3333 ( 3333 in Asia )
- <https://unite.un.org/ictsupport>



## WHERE DO I LOGIN TO UMOJA?

Transactional Users  
Manager Self-Service  
Employee Self-Service

<http://login.umoja.un.org>  
<http://selfservice.umoja.un.org>  
<http://selfservice.umoja.un.org>

Umoja Gateway  
Self-Service Portal  
Self-Service Portal

## TWO LOGIN LAYERS REQUIRED TO ACCESS UMOJA:

Both <http://login.umoja.un.org> and <http://selfservice.umoja.un.org> are available from internet and UN LAN

FOR MORE INFORMATION <https://umoja.un.org>

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

\*Staff at OCHA, UNEP, UNON, UNHABITAT, ESCAP, UNAKRT - 1 June 2015 Deployment

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# Transactional User: ECC, SRM Portal, BI, MSS



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- Provides Unite Identity User ID and pwd
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### 2 Test access to the Umoja Gateway at <https://login.umoja.un.org>



- Login using Unite Identity credentials
- Install Citrix software if prompted



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- Forums



## LOGGING INTO UMOJA FOR THE FIRST TIME



### 4 Verify your Umoja / SAP User ID

XX1234

- 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



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