

# 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 Unite Identity Quick Guide on page 3-4
- 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/> (LAN 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

v1 | 19 May 2015

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



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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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## 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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# Access Umoja using your Unite Identity Login

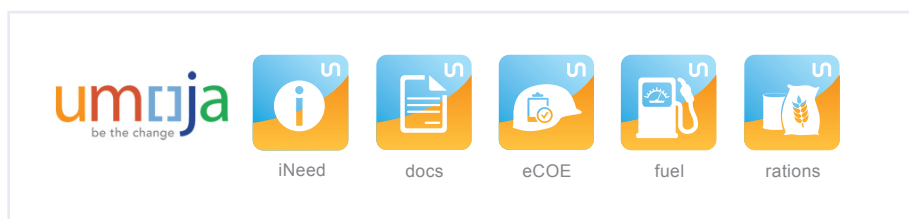


Unite Identity (formerly EIDMS) is an application that allows UN staff to log into various systems using a single-user ID and password. The application is currently used by six UN systems, including Umoja. Unite Identity features an easy-to-use website (<http://unite.un.org/identity>) that allows users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



**unite service desk**  
your enterprise support partner

**24/7 SUPPORT**

 [unite.un.org/ictsupport](http://unite.un.org/ictsupport)

 [esc@un.org](mailto:esc@un.org)

# Access Umoja using your Unite Identity Login



**unite identity**  
one login for your apps

## 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:

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 \*Required Field

\*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**

\*Required Field

\*User Login

Answer your security questions. Click "Next"

**Please answer your challenge questions**

\*Required Field

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**

\*Required Field

\*Enter new password  ⓘ

\*Re-enter new password