

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://self-service.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



9 Visit the Umoja Resource Center on Unite Connections at: <https://umoja.un.org>



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10 Raise a Help Desk Ticket OICT / Unite Service Desk: esc@un.org



- Email esc@un.org or use [iNeed Self-Service](#)



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:

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

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

v1 | 11 May 2015



Transactional User: ECC, SRM Portal, BI, MSS



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PREPARING FOR UMOJA



- | | | | |
|---|---|--|--------------------------|
| 1 Activate your Unite Identity Account |  | <ul style="list-style-type: none">• Provides Unite Identity User ID and pwd• See attached Unite Identity Quick Guide• Details at https://unite.un.org/ictsupport | <input type="checkbox"/> |
| <hr/> | | | |
| 2 Test access to the Umoja Gateway at https://login.umoja.un.org |  | <ul style="list-style-type: none">• Login using Unite Identity credentials• Install Citrix software if prompted | <input type="checkbox"/> |
| <hr/> | | | |
| 3 Visit the Umoja Resource Center on Unite Connections at: https://umoja.un.org |  | <ul style="list-style-type: none">• User Manual Wiki• Umoja Simulations and Training Material• Help and Support• Forums | <input type="checkbox"/> |




LOGGING INTO UMOJA FOR THE FIRST TIME



- | | | | |
|---|---|---|--------------------------|
| 4 Verify your Umoja / SAP User ID |  | <ul style="list-style-type: none">• Same as Unite Identity User ID | <input type="checkbox"/> |
| <hr/> | | | |
| 5 Set up permanent Umoja / SAP Password just prior to go live |  | <ul style="list-style-type: none">• Umoja/SAP temporary password provided by email before go live• Cannot be used to login until go live | <input type="checkbox"/> |
| <hr/> | | | |
| 6 Login to Umoja Gateway at: https://login.umoja.un.org |  | <ul style="list-style-type: none">• First layer login: Use Unite Identity credentials | <input type="checkbox"/> |
| <hr/> | | | |
| 7 Login to Umoja Production Systems (ECC, SRM Portal, BI, MSS) |  | <ul style="list-style-type: none">• Second layer login: Use Umoja/SAP User ID and pwd | <input type="checkbox"/> |

UMOJA HELP AND SUPPORT



- | | | | |
|---|---|--|--------------------------|
| 8 Speak with your Local Process Experts |  | <ul style="list-style-type: none">• LPEs and Focal Points will try to resolve any issues locally | <input type="checkbox"/> |
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| 9 Visit the Umoja Resource Center on Unite Connections at: https://umoja.un.org |  | <ul style="list-style-type: none">• User Manual Wiki• Umoja Simulations and Training Material• Help and Support• Forums | <input type="checkbox"/> |
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| 10 Raise a Help Desk Ticket OICT / Unite Service Desk: esc@un.org |  | <ul style="list-style-type: none">• Email esc@un.org or use iNeed Self-Service | <input type="checkbox"/> |

WHERE DO I LOGIN TO UMOJA?

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

TWO LOGIN LAYERS REQUIRED TO ACCESS UMOJA:

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