Umoja
User Quick Guide

I. Getting Started
II. How to Log in to the Umoja Dashboard
III. How to Log in to Umoja Production Systems
IV. How to Access Training & Support
V. Umoja User Checklist

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GETTING STARTED

Internet Browser

For all Umoja related activities please use Internet Explorer.

User Access Mapping

Staff members mapped to a role in Umoja will receive training and access to Umoja Production Systems.

Contact your supervisor if you need to request access.

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You need two separate passwords to access Umoja Production Systems.

Your User ID is the same for EIDMS and Umoja Production Systems.

<table>
<thead>
<tr>
<th>EIDMS</th>
<th>PRODUCTION SYSTEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID - ********</td>
<td></td>
</tr>
<tr>
<td>Password - ********</td>
<td></td>
</tr>
</tbody>
</table>

1. Enterprise Identity Management Systems (EIDMS) Password

- EIDMS activation happens approximately 5 weeks before Umoja Go-Live at each location.
- A temporary EIDMS password will be emailed to you and must be changed during your initial log in.
- EIDMS credentials provide entry to the Umoja Dashboard, from which all Umoja Productions Systems are accessed.

2. Umoja Production Systems Password

- Umoja Production Systems activation will occur approximately 2 days before Umoja Go-Live at each location.
- A temporary Umoja Production Systems password will be emailed to you and must be changed during your initial log in.
- Umoja Production Systems credentials will give access to the Umoja Production Systems you have been mapped to use.

umoja.un.org
How to log in to the Umoja Dashboard

2 How to log in to the Umoja Dashboard

- **a. EIDMS Activation**
  - After receiving an activation email from eidmssupport@un.org which contains your EIDMS User ID and temporary password, please visit [http://eidms.un.org](http://eidms.un.org) to activate your EIDMS account, change your password and set your security questions.

- **b. Restart Computer**
  - Restart your workstation to allow necessary software for Umoja (Citrix Receiver) to be installed on your computer.

- **c. Umoja Log In**
  - Visit [https://login.umoja.un.org](https://login.umoja.un.org) and log in to the Umoja Dashboard using your EIDMS User ID and password.
  - *If you are prompted to install Citrix Receiver at this stage, please do so.*

- **d. Umoja Dashboard**
  - You should now be able to access the Umoja Dashboard.
How to log in to Umoja Production Systems

a. Umoja Dashboard


b. Temporary Umoja Production Systems password

- Approximately 2 days before Go-Live you will receive an email which contains your Umoja Production Systems User ID and temporary password. Your User ID is the same as EIDMS however the password is different.

c. Change Umoja Production Systems password

- From the Umoja Dashboard, click the “Umoja Identity Management” icon to change your Umoja Production Systems temporary password.

Please allow 30 minutes for your changed password to take effect.

d. Umoja Production Systems Log In

- You can now log in to Umoja Production Systems by clicking on the appropriate icons using your Umoja Production Systems credentials.
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3 How to log in to Umoja Production Systems

Umoja ECC Production System

From the Umoja Dashboard, click on the "1. Umoja ECC System" icon. Enter your User ID and Umoja Production Systems password to log in. You will see this screen and can begin working in ECC.

Umoja SRM Portal

From the Umoja Dashboard, click on the "2. Umoja SRM Portal" icon. Enter your User ID and Umoja Production Systems password to log in. You will see this screen and can begin working in SRM.
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How to Access Training and Support

Umoja on iSeek (available on UN LAN only) is the home for all important Umoja material, from Training and How-to Guides to Forms and Data management. http://bit.ly/umoja_iseek

Umoja Training

The Umoja Training curriculum is the most important resource for Umoja users to learn how to use Umoja.

Umoja training material, including full courses, simulations and job aids are available for review on iSeek at: http://bit.ly/umoja_training_iseek

Training Level 1 & 2
- Click on My Learning to self-register for courses.
- Complete all required Computer Based Training (CBT).
- Print out your certificates.

Training Level 3
- Your Site’s Training Coordinator will enroll you in courses that are specific to your roles.
- Complete all required CBT’s and Instructor-Led Training (ILT).
- Complete and pass the Level 3 training assessments and take the course surveys.
- Print out your certificates.

Local Process Experts (LPEs)

Consult with the Umoja Local Process Experts (LPEs) or Site Coordinators, who are staff members in your Department, Office or Mission who are familiar with Umoja through intensive testing and training and can assist you.

Communities of Practice

Visit the Communities of Practice website to discuss Umoja with other users and experts at: https://www.unumoja.net/display/public/Umoja+Communities+of+Practice (register using your UN Webmail credentials).

Help Desk

In case of technical issues, contact your local Help Desk. A list of contact details can be found at: http://bit.ly/umoja_iseek_support

Support Information

Review comprehensive support material on iSeek such as the Umoja Technical Guide and Production Support Guide at: http://bit.ly/umoja_iseek_support

umoja.un.org
5 Please complete all items on the checklist to prepare for Umoja

Getting Started

- Make sure you are using Internet Explorer for all Umoja activity.

Activation

- Once you have received your EIDMS activation email, visit EIDMS at http://eidms.un.org to activate your account.
- Restart your workstation to allow Citrix Receiver to install.
- Visit https://login.umoja.un.org to login to the Umoja Dashboard using your EIDMS User ID and password.
- Ensure you can successfully access the Umoja Dashboard.
- Check for a Umoja Production Systems email from “Do_Not_Reply_Umoja_Login@un.org” which contains your Umoja Production Systems temporary password (your User ID is the same as EIDMS).
- From the Umoja Dashboard, click the “Umoja Identity Management” icon to change your Umoja Production Systems password.
- Allow 30 minutes for your changed password to take effect before logging in to Umoja Production Systems.
- Use your new Umoja Production Systems password to log in to Umoja Production Systems.

Training


Support

- Consult with the Umoja Local Process Experts and Site Coordinators at your mission.
- Visit the Umoja Communities of Practice at https://www.unumoja.net/display/public/Umoja+Communities+of+Practice
- In case of technical issues, contact your local Help Desk http://bit.ly/umoja_iseek_support
- Continue to check your emails, Umoja on iSeek and the Umoja website to ensure you receive important communications regarding Umoja.