ноw то : Log-in to Umoja Step-by-Step

- LEARN TO LOG ON TO UMOJA SELF-SERVICE
- LEARN TO LOG ON TO UMOJA PRODUCTION SYSTEMS

v1 | 15 June 16



HOW TO LOG-IN TO UMOJA STEP-BY-STEP GUIDE

SELF-SERVICE USER	PRODUCTION SYSTEMS - TRANSACTIONAL USER	UMOJA H
PLEASE USE INTERNET EXPLORER		1). REVIE • Training
LOG IN TO UMOJA	LOG IN TO UMOJA	• User Gui
 Using Internet Explorer, visit: https://umoja.un.org Select Login to Umoja Employee Self-Service 	 Using your browser, visit: https://umoja.un.org Select Login to Umoja Production Systems 	• Frequen • Question
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IELP AND SUPPORT

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Material s nides ntly Asked Questions ns in the Forum

SULT

- SS/MSS Focal Points
- ocess Experts (LPE's)
- pport Arrangements can be found on iSeek.

ГАСТ

- ervice Desk for Technical Support (Available 24/7)
- aise a help desk ticket via
- o://unite.un.org/ictsupport or
- Need Self Service (where available); or
- mail **esc@un.org**; or
- Call the Unite Service Desk: 3-3333
- Asia ext. 3333)

EMPLOYEE / MANAGER SELF-SERVICE USER - UMOJA PORTAL @ HTTPS://SELFSERVICE.UMOJA.UN.ORG

1). LOGIN PAGE:

ENTER:

• Your Unite Identity User ID

NOTE:

Remember your Unite ID challenge questions. One of these questions will be asked, every time you log on to the Umoja gateway.

More info at: https://unitelD.un.org

2). UMOJA SELF-SERVICE

- Enter your password
- Answer Unite ID challenge question

3). SAP PORTAL

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> Home > Overvie Welcome *

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• You are automatically logged onto the SAP Portal

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UMOJA PRODUCTION SYSTEMS - TRANSACTIONAL USERS UMOJA GATEWAY @ HTTPS://LOGIN.UMOJA.UN.ORG

1). LOGIN:

ENTER:

- Your Unite Identity User ID
- Your Unite Identity password

CLICK "LOG ON"

NOTE:

Remember your Unite ID challenge questions. One of these questions will be asked, every time you log on to the Umoja gateway.

More info at: https://unitelD.un.org

2). UMOJA GATEWAY



- Double click on Umoja Production
- Answer Unite ID challenge question



ECC (P1E), PORTAL (ESS/MSS/SRM), BI

After answering this question, you will then be presented with the new SAP Logon landing page:

Umoja Production			
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Umoja ECC	Umoja Portal	Umoja BI	
Click on a Umpia Braduction System			

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	Unauthorised access to this United Nations Computer System is prohibited by 57/5528/2004/15 (Use of Information and communication technology resources and data) of 29 November 2004.	
	Authorized users shall ensure that their use of information and Communication Technology ("CT") resources and ICT data is consistent with their abligations as staff members or such other obligations as may apply to them.	
	All use of ICT resources and ICT data is subject to monhoring and investigation as set forth in 51/508/2004/15. Use of this system by any user, authorized or unauthorized, constitutes conserts to the applicable LW regulations and rules.	

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3). SELECT YOUR CORE SYSTEM

- Select the core system you want
- Double click on the icon
- You are automatically logged onto the core system

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