HOW TO :
Log-in to Umoja
Step-by-Step

• LEARN TO LOG ON TO UMOJA SELF-SERVICE
• LEARN TO LOG ON TO UMOJA PRODUCTION SYSTEMS
**SELF-SERVICE USER**

**PLEASE USE INTERNET EXPLORER**

**LOG IN TO UMOJA**
- Using Internet Explorer, visit: [https://umoja.un.org](https://umoja.un.org)
- Select Login to Umoja Employee Self-Service

**LOG IN TO UMOJA**
- Using your browser, visit: [https://umoja.un.org](https://umoja.un.org)
- Select Login to Umoja Production Systems

**UMOJA HELP AND SUPPORT**

1). REVIEW
- Training Material
- Job Aids
- User Guides
- Frequently Asked Questions
- Questions in the Forum

3). CONSULT
- Local ESS/MSS Focal Points
- Local Process Experts (LPE’s)
- Local Support Arrangements can be found on iSeek.

4). CONTACT
- Unite Service Desk for Technical Support (Available 24/7)
  - Raise a help desk ticket via [http://unite.un.org/ictsupport](http://unite.un.org/ictsupport) or [iNeed Self Service](http://unite.un.org/ictsupport) (where available); or
  - Email esc@un.org; or
  - Call the Unite Service Desk: 3-3333 (in Asia ext. 3333)
HOW TO LOG-IN TO UMOJA STEP-BY-STEP GUIDE

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://uniteID.un.org

2). UMOJA SELF-SERVICE

• Enter your password
• Answer Unite ID challenge question

3). SAP PORTAL

• You are automatically logged onto the SAP Portal
HOW TO LOG-IN TO UMOJA STEP-BY-STEP GUIDE

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://uniteID.un.org

2). UMOJA GATEWAY

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

3). SELECT YOUR CORE SYSTEM

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

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

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

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