



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**

v1 | 15 June 16

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

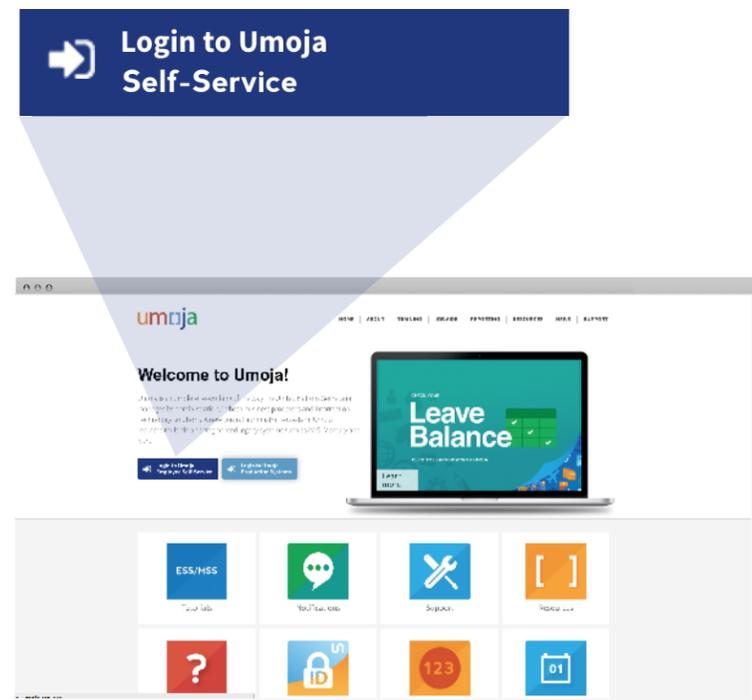


SELF-SERVICE USER

PLEASE USE INTERNET EXPLORER 

LOG IN TO UMOJA

- Using Internet Explorer, visit: <https://umoja.un.org>
- Select Login to Umoja Employee Self-Service

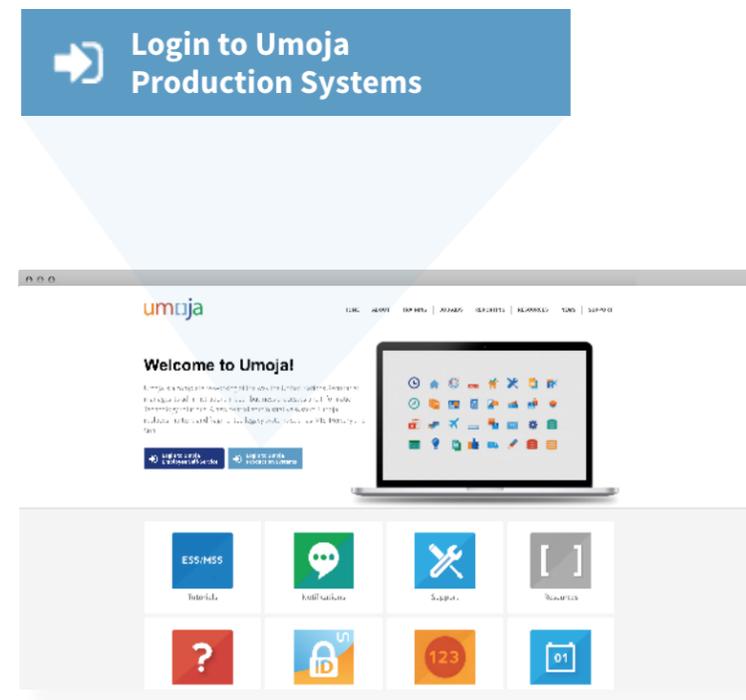


*you can bookmark these URLs in Internet Explorer to visit them quickly

PRODUCTION SYSTEMS - TRANSACTIONAL USER

LOG IN TO UMOJA

- Using your browser, visit: <https://umoja.un.org>
- Select Login to Umoja Production Systems



*you can bookmark these URLs in Internet Explorer to visit them quickly

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> or
 - iNeed Self Service (where available); or
 - Email esc@un.org; or
 - Call the Unite Service Desk: 3-3333 (in Asia ext. 3333)

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

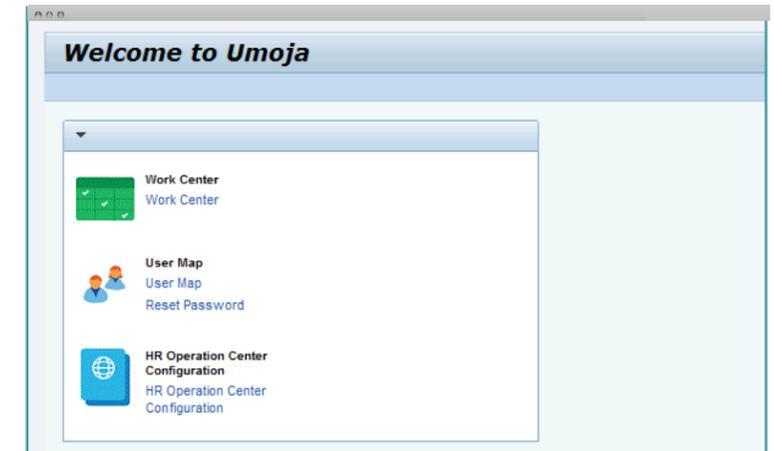
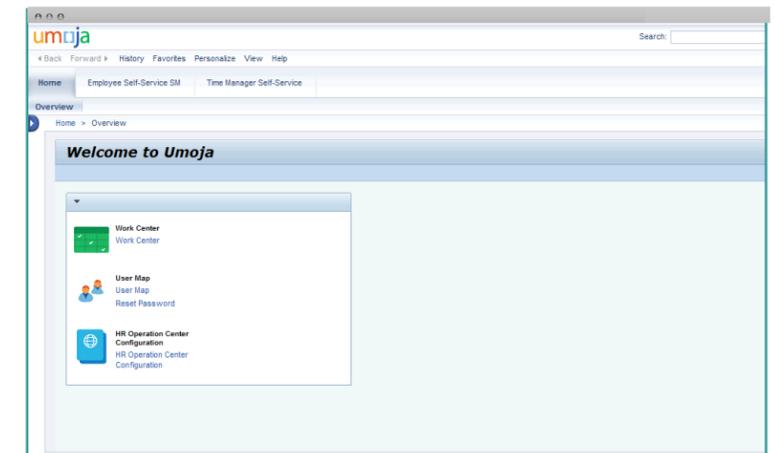
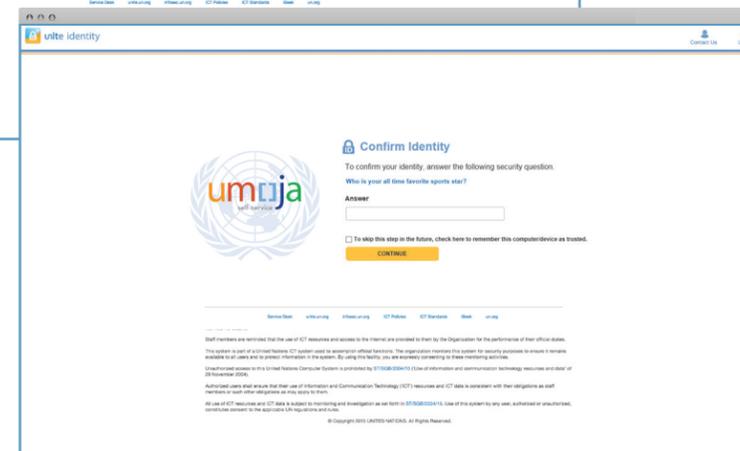
More info at: <https://unitedid.un.org>

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](https://login.umoja.un.org)

1). LOGIN:

ENTER:

- Your Unite Identity User ID
- Your Unite Identity password

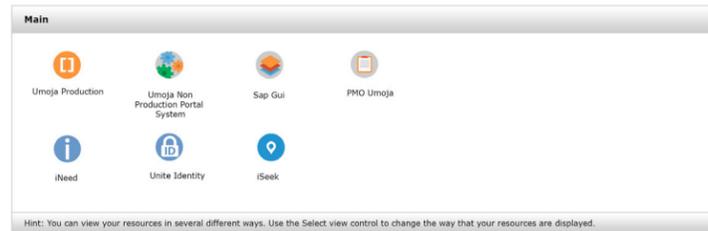
CLICK “LOG ON”

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

