HOW TO :

Log-in to Umoja Step-by-Step

- LEARN TO LOG ON TO EMPLOYEE AND MANAGER SELF-SERVICE
- LEARN TO LOG ON TO UMOJA PRODUCTION SYSTEMS

v1 I 06 June 16

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

ESS / MSS 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

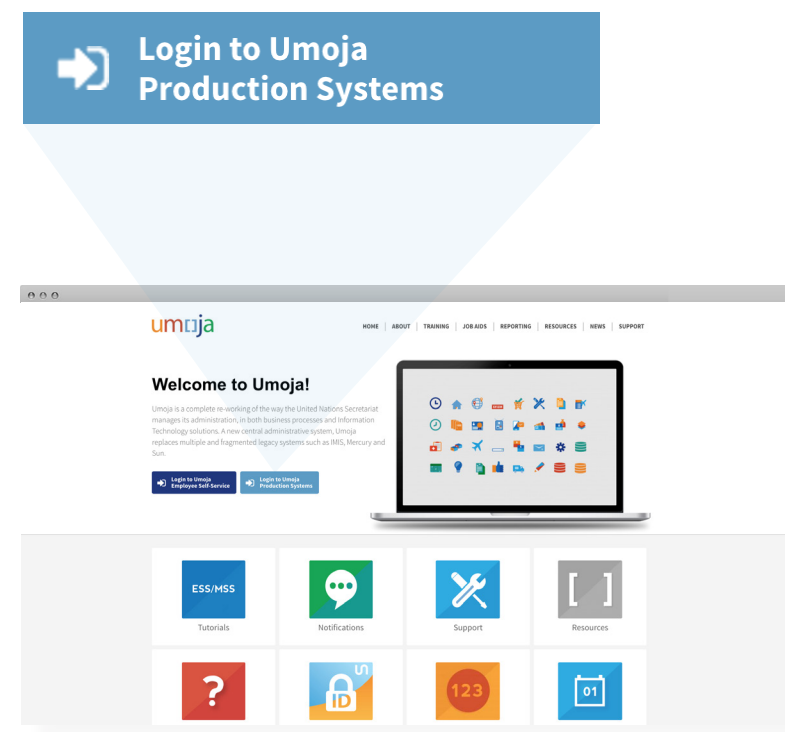**Login to Umoja Employee Self-Service**
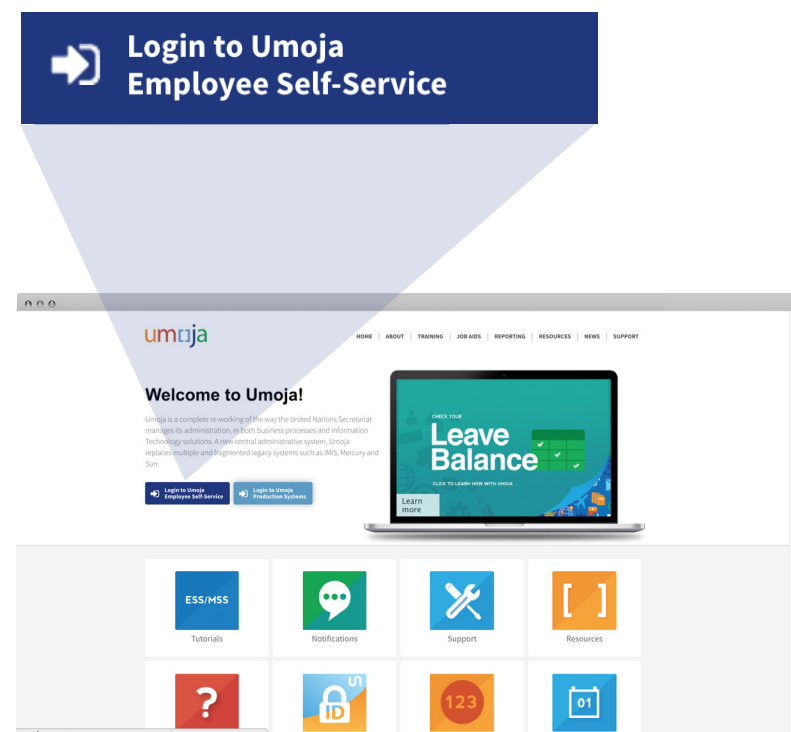
*you can bookmark these URLs in Internet Explorer to visit them quickly

PRODUCTION SYSTEMS - TRANSACTIONAL USER

LOG IN TO UMOJA

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

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

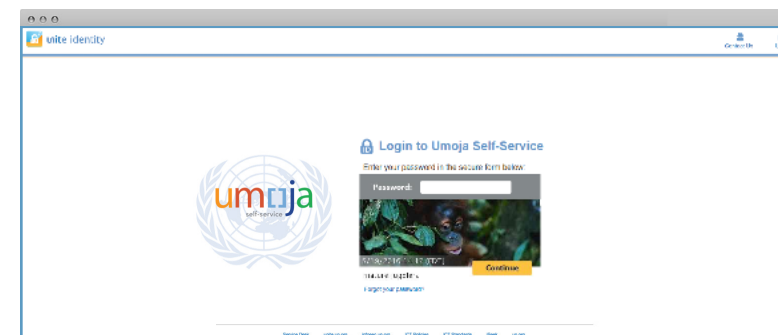## 1). LOGIN PAGE:

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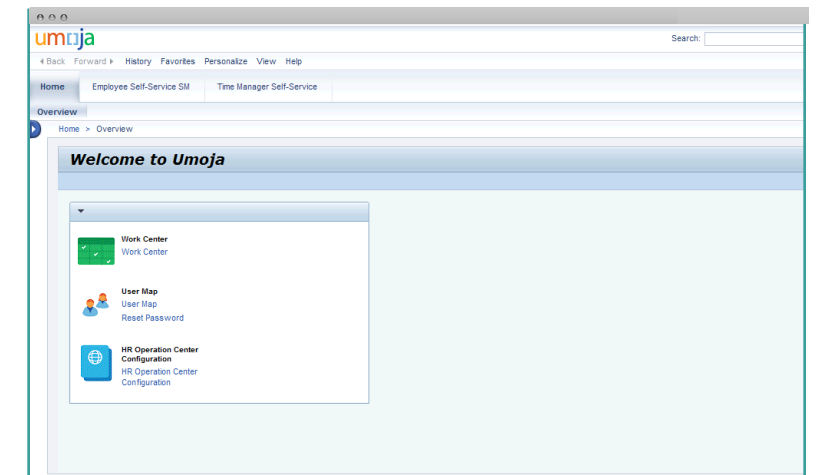
More info at: https://uniteID.un.org

2). UMOJA SELF-SERVICE

- Enter your password
- Answer Unite ID challenge question

3). SAP PORTAL

- You are automatically logged onto the SAP Portal

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1). LOGIN:

ENTER:

- Your Unite Identity User ID
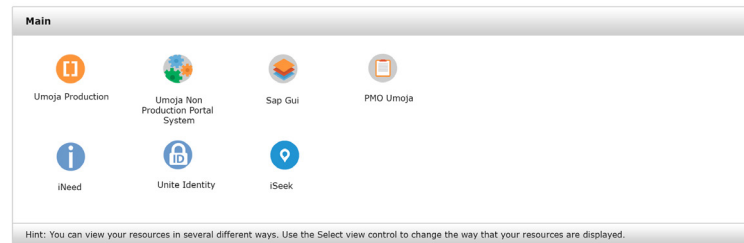- Your Unite Identity password

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