ноw то : 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



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

ESS / MSS SELF-SERVICE USER	PRODUCTION SYSTEMS - TRANSACTIONAL USER	UMOJA HE
PLEASE USE INTERNET EXPLORER		1). REVIEW
LOG IN TO UMOJA • Using Internet Explorer, visit: https://umoja.un.org • Select Login to Umoja Employee Self-Service	LOG IN TO UMOJA • Using your browser, visit: https://umoja.un.org • Select Login to Umoja Production Systems	 Training M Job Aids User Guide Frequently Questions
Login to Umoja Employee Self-Service	Login to Umoja Production Systems	 3). CONSU Local ESS/ Local Proc Local Supp
<image/>		4). CONTA • Unite Serv • Rais http:// • iNea • Ema
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IELP AND SUPPORT

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Material s ides tly Asked Questions ns in the Forum

SULT

- S/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
- all 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 Employee Self-S

Home > Overview 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

• ٩ ۲ PMO Umoja Umoja Non Production Porta Sap Gui 0 \bigcirc Unite Identity iSeek Hint: You can view your rest ources in several different ways. Use the Select view of

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



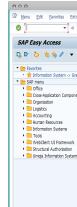
ECC (P1E), PORTAL (ESS/MSS/SRM), BI

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











3). SELECT YOUR CORE SYSTEM

		••••
Umoja Portal	Umoja BI	Umoja IDM
System		

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

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