

HOW TO :

Log-in to Umoja Step-by-Step (DFS)

- Learn to log on to Employee and Manager Self-Service
- Learn to log on to Umoja Production Systems

v1 | 01 April 2016

ESS / MSS SELF-SERVICE USER

PRODUCTION SYSTEMS - TRANSACTIONAL USER

UMOJA HELP AND SUPPORT : DFS

PLEASE USE INTERNET EXPLORER 

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LOG IN TO UMOJA

- Using Internet Explorer, visit: <http://umoja.un.org>
- Select the version of Umoja you want to login to

Log in to Umoja
Employee Self-Service



LOG IN TO UMOJA

- Using Internet Explorer, visit: <http://umoja.un.org>
- Select the version of Umoja you want to login to

Log in to Umoja
Production Systems



1
REFER TO ARTICLES, DOCUMENTS &
RESOURCES SUCH AS JOB AIDS,
TRAINING MATERIALS, AND FACTSHEETS

- **DFS Support Page:**
<https://umoja.un.org/content/dfs>

2
CONTACT YOUR LOCAL
ESS / MSS FOCAL POINTS

- **ESS/MSS Focal Point Contact list**
<https://umoja.un.org/content/dfs>

3
IF THE ISSUE IS STILL UNRESOLVED,
RAISE A TICKET WITH YOUR
LOCAL DIGITAL SOLUTIONS CENTRE

1 1ST LAYER LOGIN:

ENTER:

- Unite Identity User ID
- Unite Identity password

CLICK "LOG ON"

2 2ND LAYER LOGIN:

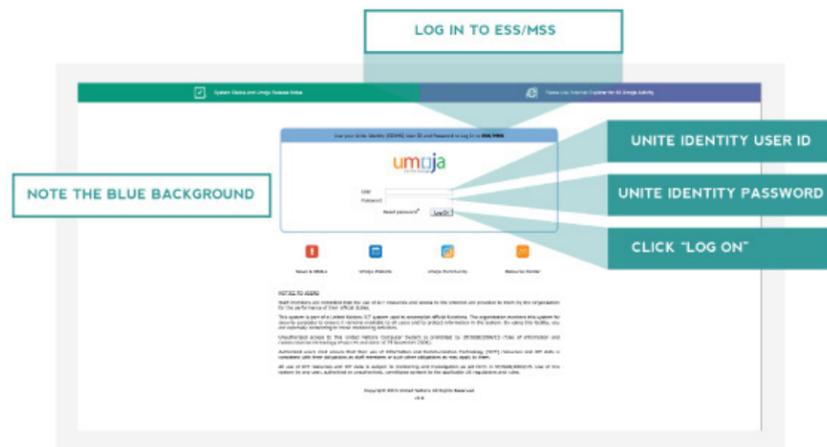
ENTER:

- Unite Identity User ID
- Umoja/SAP password

CLICK "LOG ON"

3 YOU WILL THEN BE DIRECTED TO THE UMOJA SELF-SERVICE PORTAL

- LPEs and Focal Points will try to resolve any issues locally



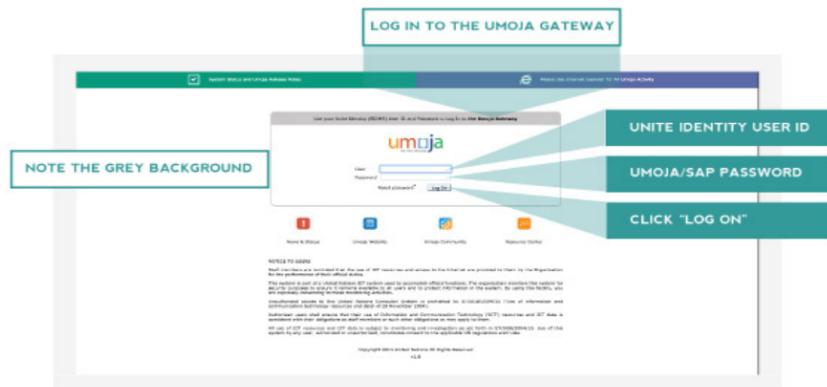
UMOJA PRODUCTION SYSTEMS – TRANSACTIONAL USERS UMOJA GATEWAY @ HTTP://LOGIN.UMOJA.UN.ORG

1 1ST LAYER LOGIN:

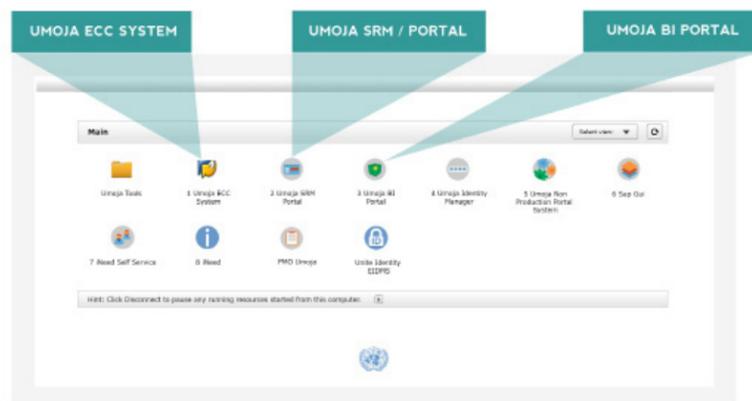
ENTER:

- Unite Identity User ID
- Unite Identity password

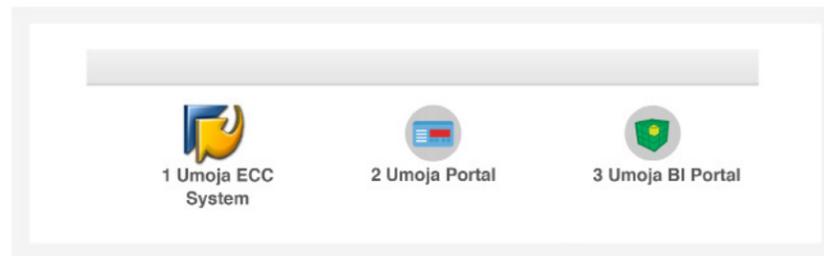
CLICK “LOG ON”



2 YOU WILL BE DIRECTED TO: THE UMOJA GATEWAY LANDING PAGE



3 SELECT THE UMOJA PRODUCTION SYSTEM YOU NEED



ECC: 2ND LAYER LOGIN:

ENTER:

- Unite Identity User ID
- Umoja/SAP password

CLICK “LOG ON”



SRM / PORTAL: 2ND LAYER LOGIN:

ENTER:

- Unite Identity User ID
- Umoja/SAP password

CLICK “LOG ON”



BI PORTAL: 2ND LAYER LOGIN:

ENTER

- Unite Identity User ID
- Umoja/SAP password

CLICK “LOG ON”

