

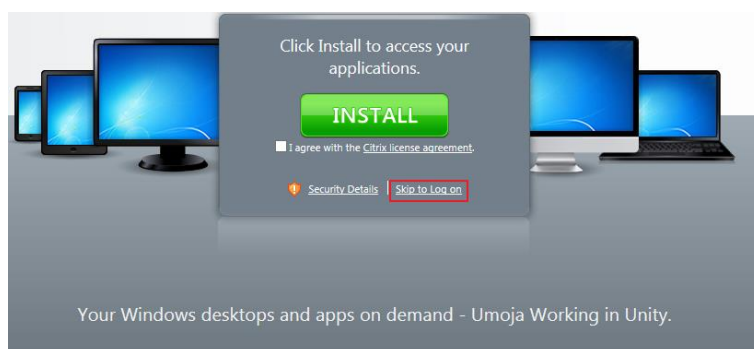
## Guidance on Umoja Employee Self-Service Access

Some staff members may experience performance issues when attempting to fill out Employee Self Service forms and pages such as Annual Declaration, Dependency update, Personal Information, Rental subsidy etc.

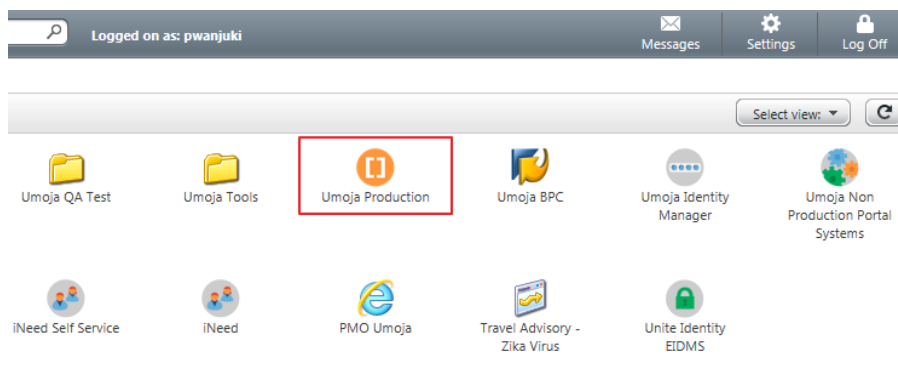
Accessing ESS using the self-service link (<https://selfservice.umoja.un.org/>) is prone to browser compatibility issues because it uses your local browser which could be a version higher or lower than what Umoja portal is compatible to.

We recommend the use of Citrix VPN option (<https://login.umoja.un.org/>) which uses a browser centrally managed by OICT team for guaranteed compatibility. To access and complete ESS forms using this option, follow steps below;

1. Using your Unite ID & Password, log into <https://login.umoja.un.org/>
2. If prompted to install Citrix, select **“Skip to log on”** as shown



3. Select **“Umoja Production”**



Look out for this prompt at the bottom of the page, sometimes it will be hidden by other open browser pages, select **‘Open’**



4. Then select **‘Umoja Production’** to access your Employee Self Service page, then proceed per instructions provided in the quick reference guide available in <https://umoja.un.org/content/ess-mss>

Umoja Production



ECC



Umoja Portal



BI Portal