



Enterprise Role to Course Mapping





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Introduction

Changes from Previous Versions

Between this version published **30 November 2015** and the version published **27 November 2015**, the following has been updated:

- Job Aids listed for MS.02

Between this version published **27 November 2015** and the version published **16 November 2015**, the following have been updated:

- SC341 has been removed from the training for SA.07b
- BI List of Roles updated
- MS.02 OM Manager Self Service has been added to roles listed here with training associated
 - Only one job aid has been listed as training for MS.02

Between the version published **16 November 2015** and the version published **6 October 2015**, the following have been updated:

- The role composition for PA.11 and PA.28 has been supplemented with mapping for TV.06
- Mapping for TV.06 has been added again
- RD.01 is now a job aid
- LMS Codes have been added for courses previously under construction (such as SC394 and SD390)
- Durations have been corrected for SC339 and SC350

**Things to Note**

Kindly Note the Following:	
Asterisks (**)	A double asterisk possesses the same meaning as those in the course list—that there is no assessment for this course
Courses Listed in Red Text	Anything marked in red is pending confirmation or is currently under construction and will soon be finalized.
Courses Listed in Green Text	Any course marked in green may not be a universally required course for the respective role under which it is listed—confirmation is currently pending. Note that the courses themselves are not designated as under construction. Anywhere you see a course in green text you should also see a notation below the respective role training.
Orange Row	The number contained in the orange rows of all tables indicates the total number of courses mapped for the role, respectively.
Duration	The duration listed here is reflective of trainer design. All durations equate to their respective number of hours calculated in excel documents and the RMT data. Both of these are calculated in hours in order for Training Coordinators to more easily use Lotus Notes (Samson's Tool) when planning for respective trainings.
Hours v. Days	Some courses have been designed with one day in mind, others with a number of hours. However, for ease of translating into RMT data, we have allotted the following duration conversion: 1 day = 7 business hours. For example, a course that is 1.5 days long could also be listed as 10.5 hours elsewhere.
LMS-1714 (or NV211)	This course 'Umoja Employee Self Service (ESS) Basic Navigation' is not a mandatory per OHRM decision. However, we <i>strongly</i> recommend this CBT for <u>all</u> learners, and list it as required for many of the below training requirements per Enterprise Role.

**CBT Pre-Requisites**

Role	Recommended CBT Prerequisites
LPE / LPET <i>Local Process Experts & Trainers</i>	Relevant Level 1 & 2 courses are MANDATORY for each Umoja Academy LPE/TTT track participated in.
Data Collectors / Validators	<ol style="list-style-type: none">1. Umoja Overview2. Umoja Master Data and Coding Block Overview3. Umoja ECC Navigation4. Umoja BI Navigation5. Umoja SRM (for those working in Source to Acquire)6. Umoja Employee Self Service (ESS) Basic Navigation
Staff at Large / ESS Users <i>All UN Staff Members</i>	<ol style="list-style-type: none">1. Umoja ESS Tutorial on Submitting Leave2. Umoja ESS Tutorial on Certifying Monthly Attendance and Absence3. Umoja ESS Tutorial on Adding a Dependent Child4. Umoja Employee Self Service (ESS) Basic Navigation5. Umoja Benefits Employee Self Service6. Travel CBTs (<i>MANDATORY for those mapped to a travel role</i>)
MSS Users <i>All Staff Who Supervise Others</i>	<ol style="list-style-type: none">1. Umoja MSS Tutorial on Approving Leave Request2. Umoja MSS Tutorial on Assigning a Secondary Time Manager (Above are MANDATORY at the discretion of the deploying entity)3. See relevant Umoja Level 1 & 2 courses for additional training
Transactional End Users <i>"Heavy Users" of Umoja for Work</i>	<ol style="list-style-type: none">1. Umoja Overview MANDATORY2. Umoja Master Data and Coding Block MANDATORY3. Umoja ECC Navigation MANDATORY4. Umoja BI Navigation MANDATORY5. Umoja SRM (MANDATORY for those working in Source to Acquire) *Must be completed in prior to participating in ILT training.



Benefits (BN)

BN.01 | Benefits Insurance Administrator

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3126	LMS-1732	Umoja Medical and Life Insurance Administration	CBT	BN3126	2.5 hours
7						

BN.02 | Benefits Insurance Administrator IS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3126	LMS-1732	Umoja Medical and Life Insurance Administration	CBT	BN3126	2.5 hours
7						

**BN.03 | Benefits Insurance Administrator LS**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3126	LMS-1732	Umoja Medical and Life Insurance Administration	CBT	BN3126	2.5 hours
7						

BN.04 | Benefits Insurance Administrator Others

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3126	LMS-1732	Umoja Medical and Life Insurance Administration	CBT	BN3126	2.5 hours
7						

**BN.05 | Benefits Insurance Administrator ASHI**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3126	LMS-1732	Umoja Medical and Life Insurance Administration	CBT	BN3126	2.5 hours
7						

BN.06 | Benefits Insurance Senior Administrator ASHI

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3126	LMS-1732	Umoja Medical and Life Insurance Administration	CBT	BN3126	2.5 hours
7						

**BN.07 | Benefits Insurance Interface Processor**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3126	LMS-1732	Umoja Medical and Life Insurance Administration	CBT	BN3126	2.5 hours
7						

BN.08 | Benefits Display All

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3126	LMS-1732	Umoja Medical and Life Insurance Administration	CBT	BN3126	2.5 hours
7						

BN.09 | Benefits Display LS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
4						

**BN.10 | Benefits Display NS**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3126	LMS-1732	Umoja Medical and Life Insurance Administration	CBT	BN3126	2.5 hours
7						

BN.11 | Benefits Reports All

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3126	LMS-1732	Umoja Medical and Life Insurance Administration	CBT	BN3126	2.5 hours
7						

**BN.12 | Benefits Reports LS**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3126	LMS-1732	Umoja Medical and Life Insurance Administration	CBT	BN3126	2.5 hours
7						

BN.13 | Benefits Reports NS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3126	LMS-1732	Umoja Medical and Life Insurance Administration	CBT	BN3126	2.5 hours
7						



Business Intelligence (BI)

(formerly Business Warehouse)

BI.01 – BI.61 | ALL BI ROLES

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration (hours)
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
3	301	LMS-1289	Umoja Advanced BI Navigation	CBT	NV301	3 hours
5						

All BI Roles:

BI.01 BI:FI FM Power User	BI.22 BI:CS RE Analytic User
BI.02 BI:FI GL Power User	BI.23 BI:SC ZZ Analytic User
BI.03 BI:CS RE Power User	BI.24 BI:FI AP Analytic User
BI.04 BI:SC ZZ Power User	BI.25 BI:FI AR Analytic User
BI.05 BI:FI AP Power User	BI.26 BI:FI FA Analytic User
BI.06 BI:FI AR Power User	BI.27 BI:FI GM Analytic User
BI.07 BI:FI FA Power User	BI.28 BI:PP ZZ Analytic User
BI.08 BI:FI GM Power User	BI.29 BI:FI TR-IM Power User
BI.09 BI:PP ZZ Power User	BI.31 BI: Basic Dashboard User
BI.11 BI:FI FM Basic User	BI.32 BI: Analytic Dashboard User
BI.12 BI:FI GL Basic User	BI.33 BI:CS TV Power User
BI.13 BI:CS RE Basic User	BI.36 BI:HR BN Power User
BI.14 BI:SC ZZ Basic User	BI.39 BI:RT Power User
BI.15 BI:FI AP Basic User	BI.54 BI:CS SD Basic User
BI.16 BI:FI AR Basic User	BI.55 BI:CS SD Analytic User
BI.17 BI:FI FA Basic User	BI.56 BI:CS SD Power User
BI.18 BI:FI GM Basic User	BI.57 BI:FI TR-IM Basic User
BI.19 BI:PP ZZ Basic User	BI.58 BI:FI TR-BA Basic User
BI.20 BI:FI FM Analytic User	BI.61 BI:FI TR-PS Basic User
BI.21 BI:FI GL Analytic User	



Business Partner (BP)

BP.02 | BP Maintainer Third Party - Bank Data

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	105	LMS-1339	Umoja Cash Management and Treasury Overview	CBT	FI105	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
6						

BP.04 | BP Maintainer Commercial - Bank Data

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	105	LMS-1339	Umoja Cash Management and Treasury Overview	CBT	FI105	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
7						

BP.06 | BP Maintainer Individual - Bank Data

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	105	LMS-1339	Umoja Cash Management and Treasury Overview	CBT	FI105	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
6						



Modified: 30 November 2015



BP.11 | BP Approver Global - Bank Data

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	104	LMS-1338	Umoja Funds Management Overview	CBT	FI104	2 hours
1	105	LMS-1339	Umoja Cash Management and Treasury Overview	CBT	FI105	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
				8		



Financial Accounting (FA)

FA.01 | FA User (GL)

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	308	LMS-1304	Umoja General Ledger Process	ILT	FI308	1 day
3	371	LMS-1947	Umoja Bank Reconciliation	ILT	FI371	1 day
7						

FA.02 | FA User (AP)

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	113	LMS-1347	Umoja Accounts Payable Overview	CBT	FI113	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	321	LMS-1323	Umoja Accounts Payable Process	ILT	FI321	2 days
7						

FA.03 | FA User (AR)

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	115	LMS-1349	Umoja Accounts Receivable Overview	CBT	FI115	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	330	LMS-1330	Umoja Accounts Receivable Process	ILT	FI330	2 days
3	371	LMS-1947	Umoja Bank Reconciliation	ILT	FI371	1 day
8						

**FA.04 | FA Petty Cash Imprest User**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	113	LMS-1347	Umoja Accounts Payable Overview	CBT	FI113	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	321	LMS-1323	Umoja Accounts Payable Process	ILT	FI321	2 days
7						

FA.05 | FA Senior User (GL/AP/AR/CO)

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	113	LMS-1347	Umoja Accounts Payable Overview	CBT	FI113	2 hours
1	115	LMS-1349	Umoja Accounts Receivable Overview	CBT	FI115	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	308	LMS-1304	Umoja General Ledger Process	ILT	FI308	1 day
3	321	LMS-1323	Umoja Accounts Payable Process	ILT	FI321	2 days
3	330	LMS-1330	Umoja Accounts Receivable Process	ILT	FI330	2 days
10						

FA.06 | FA Approver (GL)

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	308	LMS-1304	Umoja General Ledger Process	ILT	FI308	1 day
6						

**FA.07 | FA Approver (AP)**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	113	LMS-1347	Umoja Accounts Payable Overview	CBT	FI113	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	321	LMS-1323	Umoja Accounts Payable Process	ILT	FI321	2 days
7						

FA.08 | FA Approver (AR)

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	115	LMS-1349	Umoja Accounts Receivable Overview	CBT	FI115	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	330	LMS-1330	Umoja Accounts Receivable Process	ILT	FI330	2 days
7						

**FA.13 | FA Month End User**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	104	LMS-1338	Umoja Funds Management Overview	CBT	FI104	2 hours
1	108	LMS-1342	Umoja Cost and Management Accounting Overview	CBT	FI108	2 hours
1	113	LMS-1347	Umoja Accounts Payable Overview	CBT	FI113	2 hours
1	115	LMS-1349	Umoja Accounts Receivable Overview	CBT	FI115	2 hours
1	118	LMS-1352	Umoja Asset Accounting Overview	CBT	FI118	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	314	LMS-1308	Umoja Cost and Management Accounting Process	ILT	FI314	2.5 days
11						

FA.15 | FA Asset Accounting User

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	104	LMS-1338	Umoja Funds Management Overview	CBT	FI104	2 hours
1	108	LMS-1342	Umoja Cost and Management Accounting Overview	CBT	FI108	2 hours
1	113	LMS-1347	Umoja Accounts Payable Overview	CBT	FI113	2 hours
1	115	LMS-1349	Umoja Accounts Receivable Overview	CBT	FI115	2 hours
1	118	LMS-1352	Umoja Asset Accounting Overview	CBT	FI118	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	314	LMS-1308	Umoja Cost and Management Accounting Process	ILT	FI314	2.5 days
3	332	LMS-1332	Umoja Fixed Asset Accounting Process	ILT	FI332	1 day
3	370	LMS-1946	Umoja Assets Under Construction	ILT	PJ370	3 days
13						



FA.16 | FA Asset Accounting Senior User

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	104	LMS-1338	Umoja Funds Management Overview	CBT	FI104	2 hours
1	108	LMS-1342	Umoja Cost and Management Accounting Overview	CBT	FI108	2 hours
1	113	LMS-1347	Umoja Accounts Payable Overview	CBT	FI113	2 hours
1	115	LMS-1349	Umoja Accounts Receivable Overview	CBT	FI115	2 hours
1	118	LMS-1352	Umoja Asset Accounting Overview	CBT	FI118	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	314	LMS-1308	Umoja Cost and Management Accounting Process	ILT	FI314	2.5 days
3	332	LMS-1332	Umoja Fixed Asset Accounting Process	ILT	FI332	1 day
3	370	LMS-1946	Umoja Assets Under Construction	ILT	PJ370	3 days
13						



Funds Management (FM)

FM.01 | FM Budget Officer User

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	104	LMS-1338	Umoja Funds Management Overview	CBT	FI104	2 hours
1	108	LMS-1342	Umoja Cost and Management Accounting Overview	CBT	FI108	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	309	LMS-1303	Umoja Budget Distribution	ILT	FI309	1.5 days
3	310	LMS-1564	Umoja Budget Implementation	ILT	FI310	1 day
9						

FM.02 | FM Budget Approver

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	104	LMS-1338	Umoja Funds Management Overview	CBT	FI104	2 hours
1	108	LMS-1342	Umoja Cost and Management Accounting Overview	CBT	FI108	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	309	LMS-1303	Umoja Budget Distribution	ILT	FI309	1.5 days
3	310	LMS-1564	Umoja Budget Implementation	ILT	FI310	1 day
9						

**FM.03 | FM Accounting Office User**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	104	LMS-1338	Umoja Funds Management Overview	CBT	FI104	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	309	LMS-1303	Umoja Budget Distribution	ILT	FI309	1.5 days
3	310	LMS-1564	Umoja Budget Implementation	ILT	FI310	1 day
8						

FM.06 | FM Funds Commitment Approver

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	104	LMS-1338	Umoja Funds Management Overview	CBT	FI104	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	310	LMS-1564	Umoja Budget Implementation	ILT	FI310	1 day
7						

FM.07 | FM Earmarked Funds Documents Certifier

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	104	LMS-1338	Umoja Funds Management Overview	CBT	FI104	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	310	LMS-1564	Umoja Budget Implementation	ILT	FI310	1 day
7						

**FM.08 | GM Account User**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	106	LMS-1340	Umoja Grants Management Overview	CBT	FI106	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	311	LMS-1306	Umoja Grants Management Process - Framework I	ILT	FI311	2.5 days
3	312	LMS-1571	Umoja Grants Management Process - Framework II	ILT	FI312	2.5 days
3	313	LMS-1931	Umoja Grants Management Process – Pass-through Grants Execution	ILT	FI313	2.5 days
3	315	LMS-1307	Umoja Project Management Process	ILT	PJ315	2.5 days
10						

FM.09 | GM Account Creator

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	106	LMS-1340	Umoja Grants Management Overview	CBT	FI106	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	311	LMS-1306	Umoja Grants Management Process - Framework I	ILT	FI311	2.5 days
3	312	LMS-1571	Umoja Grants Management Process - Framework II	ILT	FI312	2.5 days
3	313	LMS-1931	Umoja Grants Management Process – Pass-through Grants Execution	ILT	FI313	2.5 days
3	315	LMS-1307	Umoja Project Management Process	ILT	PJ315	2.5 days
10						

**FM.10 | GM Account Approver**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	106	LMS-1340	Umoja Grants Management Overview	CBT	FI106	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	311	LMS-1306	Umoja Grants Management Process - Framework I	ILT	FI311	2.5 days
3	312	LMS-1571	Umoja Grants Management Process - Framework II	ILT	FI312	2.5 days
3	313	LMS-1931	Umoja Grants Management Process – Pass-through Grants Execution	ILT	FI313	2.5 days
3	315	LMS-1307	Umoja Project Management Process	ILT	PJ315	2.5 days
10						

FM.13 | GM Budget User Unreleased

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	106	LMS-1340	Umoja Grants Management Overview	CBT	FI106	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	311	LMS-1306	Umoja Grants Management Process - Framework I	ILT	FI311	2.5 days
3	312	LMS-1571	Umoja Grants Management Process - Framework II	ILT	FI312	2.5 days
3	313	LMS-1931	Umoja Grants Management Process – Pass-through Grants Execution	ILT	FI313	2.5 days
3	315	LMS-1307	Umoja Project Management Process	ILT	PJ315	2.5 days
10						

**FM.14 | GM Budget User Released**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	106	LMS-1340	Umoja Grants Management Overview	CBT	FI106	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	311	LMS-1306	Umoja Grants Management Process - Framework I	ILT	FI311	2.5 days
3	312	LMS-1571	Umoja Grants Management Process - Framework II	ILT	FI312	2.5 days
3	313	LMS-1931	Umoja Grants Management Process – Pass-through Grants Execution	ILT	FI313	2.5 days
3	315	LMS-1307	Umoja Project Management Process	ILT	PJ315	2.5 days
10						

FM.15 | GM Budget Approver Unreleased

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	106	LMS-1340	Umoja Grants Management Overview	CBT	FI106	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	311	LMS-1306	Umoja Grants Management Process - Framework I	ILT	FI311	2.5 days
3	312	LMS-1571	Umoja Grants Management Process - Framework II	ILT	FI312	2.5 days
3	313	LMS-1931	Umoja Grants Management Process – Pass-through Grants Execution	ILT	FI313	2.5 days
3	315	LMS-1307	Umoja Project Management Process	ILT	PJ315	2.5 days
10						

**FM.16 | GM Budget Approver Released**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	106	LMS-1340	Umoja Grants Management Overview	CBT	FI106	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	311	LMS-1306	Umoja Grants Management Process - Framework I	ILT	FI311	2.5 days
3	312	LMS-1571	Umoja Grants Management Process - Framework II	ILT	FI312	2.5 days
3	313	LMS-1931	Umoja Grants Management Process – Pass-through Grants Execution	ILT	FI313	2.5 days
3	315	LMS-1307	Umoja Project Management Process	ILT	PJ315	2.5 days
10						



Manager Self-Service (MS)

MS.02 | OM Manager Self Service

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
-	-	Job Aid	Create Position with Funding	Job Aid		
-	-	Job Aid	Position funding Extension Form	Job Aid		

MS.03 | Time Manager Self Service

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours

6



Organizational Management (OM)

OM.01 | OM Administrator

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3134	LMS-1728	Umoja Organizational Management for OM Administrators	ILT	OM3134	1 day
3	3136	Job Aid	Umoja Organizational Management for Job Specialists **	Job Aid	OM3136	2 hours
				8		

OM.02 | OM Budget Administrator

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3134	LMS-1728	Umoja Organizational Management for OM Administrators	ILT	OM3134	1 day
3	3135	LMS-1729	Umoja Organizational Management for Central Budget Staff	ILT	OM3135	1 day
3	3136	Job Aid	Umoja Organizational Management for Job Specialists **	Job Aid	OM3136	1.5 hours
				9		

**OM.03 | OM Job Administrator**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3134	LMS-1728	Umoja Organizational Management for OM Administrators	ILT	OM3134	1 day
3	3135	LMS-1729	Umoja Organizational Management for Central Budget Staff	ILT	OM3135	1 day
3	3136	Job Aid	Umoja Organizational Management for Job Specialists **	Job Aid	OM3136	3 hours
9						

OM.04 | OM Budget Super Administrator

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3134	LMS-1728	Umoja Organizational Management for OM Administrators	ILT	OM3134	1 day
3	3135	LMS-1729	Umoja Organizational Management for Central Budget Staff	ILT	OM3135	1 day
3	3136	Job Aid	Umoja Organizational Management for Job Specialists **	Job Aid	OM3136	2 hours
9						

**OM.05 | OM Display All**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1						

OM.06 | OM Reports All

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1						

OM.07 | OM Certifying Officer

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3134	LMS-1728	Umoja Organizational Management for OM Administrators	ILT	OM3134	1 day
3	3135	LMS-1729	Umoja Organizational Management for Central Budget Staff	ILT	OM3135	1 day
3	3136	Job Aid	Umoja Organizational Management for Job Specialists **	Job Aid	OM3136	2 hours
9						



Personnel Administration (PA)

PA.01 | HR Partner All

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	121	LMS-1443	Umoja Requesting and Managing Services for Consultant and ICs Overview	CBT	SC121	2 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	392	LMS-1960	HR Partner Course	ILT	HR392	3 weeks
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
-	-	-	Contract Administration *	CBT	-	-
11						

* Required only IF they also deal with C & ICs, as not all HR Partners also approve/manage c & ICs across the board. Otherwise these are not required but recommended to understand upstream processes for HR Travel for their approval in this area.

* Contract Administration is not an Umoja course as it was developed by OHRM. It is available on Inspira pre-Umoja—not in the Umoja learning environment, but we do not and cannot track completion.

**PA.02 | HR Partner LS**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	121	LMS-1443	Umoja Requesting and Managing Services for Consultant and ICs Overview	CBT	SC121	2 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
9						

* Required only IF they also deal with C & ICs, as not all HR Partners also approve/manage c & ICs across the board. Otherwise these are not required but recommended to understand upstream processes for HR Travel for their approval in this area.



PA.03 | HR Partner UNV

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	121	LMS-1443	Umoja Requesting and Managing Services for Consultant and ICs Overview	CBT	SC121	2 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
10						

* Required only IF they also deal with C & ICs, as not all HR Partners also approve/manage c & ICs across the board. Otherwise these are not required but recommended to understand upstream processes for HR Travel for their approval in this area.



PA.04 | HR Partner UP

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	121	LMS-1443	Umoja Requesting and Managing Services for Consultant and ICs Overview	CBT	SC121	2 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	VILT	TV3144	.5 day
3	3145	LMS-1954	Umoja Create Travel Request for Uniformed Personnel **	VILT	TV3145	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
12						

* Required only IF they also deal with C & ICs, as not all HR Partners also approve/manage c & ICs across the board. Otherwise these are not required but recommended to understand upstream processes for HR Travel for their approval in this area.

**PA.05 | HR Partner CIC**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	121	LMS-1443	Umoja Requesting and Managing Services for Consultant and ICs Overview	CBT	SC121	2 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	341	LMS-1529	Umoja Requesting Services of Consultants and ICs Process	ILT	SC341	1.5 days
3	343	LMS-1531	Umoja Management of Consultants and ICs	ILT	SC343	1.5 days
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
13						

* Not required but recommended to understand upstream processes for HR Travel for their approval in this area.



PA.08 | HR Administrator All

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
12						

**PA.09 | HR Administrator LS**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
						12

PA.10 | HR Administrator NS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
						12

**PA.11 | HR Administrator CIC**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
12						

PA.12 | HR Display All

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

**PA.13 | HR Display CIC**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

PA.14 | HR Display LS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

**PA.16 | HR Display UNV**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

PA.17 | HR Display UP

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

**PA.18 | HR Display All restricted**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

PA.19 | HR Display CIC restricted

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
6						

**PA.20 | HR Display LS restricted**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

PA.22 | HR Display UNV restricted

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

**PA.23 | HR Display UP restricted**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

PA.24 | HR Reports All

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

**PA.25 | HR Reports LS**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

PA.26 | HR Reports NS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

**PA.27 | HR Exception Log Administrator**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

PA.28 | HR MiniMaster

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	393	LMS-2073	HR Mini Master	ILT	SC393	.5 day
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
13						

**PA.29 | HR Global Index Requestor**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
6						

PA.30 | HR Global Index Administrator

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
6						

**PA.31 | HR Reference Table Administrator**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

PA.32 | HR Partner Support

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						



Programme Project (PP)

PP.01 | Project Management Approver

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	106	LMS-1340	Umoja Grants Management Overview	CBT	FI106	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	311	LMS-1306	Umoja Grants Management Process - Framework I	ILT	FI311	2.5 days
3	312	LMS-1571	Umoja Grants Management Process - Framework II	ILT	FI312	2.5 days
3	313	LMS-1931	Umoja Grants Management Process – Pass-through Grants Execution	ILT	FI313	2.5 days
3	315	LMS-1307	Umoja Project Management Process	ILT	PJ315	2.5 days
11						

PP.02 | Project Management User

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	106	LMS-1340	Umoja Grants Management Overview	CBT	FI106	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	311	LMS-1306	Umoja Grants Management Process - Framework I	ILT	FI311	2.5 days
3	312	LMS-1571	Umoja Grants Management Process - Framework II	ILT	FI312	2.5 days
3	313	LMS-1931	Umoja Grants Management Process – Pass-through Grants Execution	ILT	FI313	2.5 days
3	315	LMS-1307	Umoja Project Management Process	ILT	PJ315	2.5 days
11						

**PP.03 | Project Management Master Data Maintainer**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	106	LMS-1340	Umoja Grants Management Overview	CBT	FI106	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	311	LMS-1306	Umoja Grants Management Process - Framework I	ILT	FI311	2.5 days
3	312	LMS-1571	Umoja Grants Management Process - Framework II	ILT	FI312	2.5 days
3	313	LMS-1931	Umoja Grants Management Process – Pass-through Grants Execution	ILT	FI313	2.5 days
3	315	LMS-1307	Umoja Project Management Process	ILT	PJ315	2.5 days
11						



Payroll (PY)

PY.01 | Payroll Master Data Maintainer All

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
5						

PY.02 | Payroll Master Data Maintainer LS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
5						

PY.03 | Payroll Master Data Maintainer NS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
5						

**PY.04 | Payroll Administrator All**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
5						

PY.05 | Payroll Administrator LS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
5						

PY.06 | Payroll Administrator NS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
5						

**PY.07 | Payroll Lead Processor**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
5						

PY.08 | Payroll Regional Lead Processor

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
5						

PY.09 | Payroll Offcycle Processor

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
5						

**PY.10 | Payroll Payment Processor**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
5						

PY.11 | Payroll Interface Processor

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
5						

PY.12 | Payroll Display All

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	301	LMS-1289	Umoja Advanced BI Navigation	CBT	NV301	3 hours
6						

**PY.15 | Payroll Report All**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	301	LMS-1289	Umoja Advanced BI Navigation	CBT	NV301	3 hours
6						

PY.18 | Payroll Bank Signatory

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	301	LMS-1289	Umoja Advanced BI Navigation	CBT	NV301	3 hours
6						



Receive to Distribute (RD)

RD.01 | RD Inbound Coordinator

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
-	-	Job Aid	How to Update an Inbound Delivery	Job Aid		

RD.02 | RD Property Control User

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	123	LMS-1920	Umoja Logistics Overview (Non-Peacekeeping)	CBT	SC123	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	351	LMS-1939	Umoja Inventory Counting and Controlling	ILT	SC351	1 day

7

**RD.03 | RD Master Data Maintainer**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	123	LMS-1920	Umoja Logistics Overview (Non-Peacekeeping)	CBT	SC123	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
6						

RD.04 | RD Inventory User

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
3	339	LMS-1935	Umoja Local Inventory Goods Movement	ILT	SC339	2 hours
3	351	LMS-1939	Umoja Inventory Counting and Controlling	ILT	SC351	1 day
6						

RD.05 | RD Inventory Senior User

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
3	339	LMS-1935	Umoja Local Inventory Goods Movement	ILT	SC339	2 hours
3	351	LMS-1939	Umoja Inventory Counting and Controlling	ILT	SC351	1 day
6						

**RD.06 | RD Logistics User**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	123	LMS-1920	Umoja Logistics Overview (Non-Peacekeeping)	CBT	SC123	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
						6

RD.07 | RD Receiving User

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	123	LMS-1920	Umoja Logistics Overview (Non-Peacekeeping)	CBT	SC123	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	350	LMS-1938	Umoja Inbound Goods Process (Non-Peacekeeping)	ILT	SC350	4 days
						7

**RD.08 | RD Virtual Direct Receiving User**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	123	LMS-1920	Umoja Logistics Overview (Non-Peacekeeping)	CBT	SC123	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	350	LMS-1938	Umoja Inbound Goods Process (Non-Peacekeeping)	ILT	SC350	4 days
7						

RD.09 | RD Inspection User (Job Aid)

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	123	LMS-1920	Umoja Logistics Overview (Non-Peacekeeping)	CBT	SC123	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
5						

RD.10 | RD Warehouse User

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	123	LMS-1920	Umoja Logistics Overview (Non-Peacekeeping)	CBT	SC123	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	339	LMS-1935	Umoja Local Inventory Goods Movement	ILT	SC339	2 hours
3	340	LMS-2165	Umoja Warehouse Management	ILT	SC340	4 hours
3	351	LMS-1939	Umoja Inventory Counting and Controlling	ILT	SC351	1 day
9						

**RD.11 | RD Warehouse Senior User (Manager)**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	123	LMS-1920	Umoja Logistics Overview (Non-Peacekeeping)	CBT	SC123	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	339	LMS-1935	Umoja Local Inventory Goods Movement	ILT	SC339	2 hours
3	340	LMS-2165	Umoja Warehouse Management	ILT	SC340	4 hours
3	351	LMS-1939	Umoja Inventory Counting and Controlling	ILT	SC351	1 day
9						



Real Estate (RE)

RE.01 | RE Facilities Planner

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	109	LMS-1326	Umoja Real Estate Management Overview	CBT	CS109	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	324	LMS-1569	Umoja Lease Administration Process	ILT	CS324	2 days
3	325	LMS-1568	Umoja Real Estate Portfolio Management	ILT	CS325	2 days
8						

RE.02 | RE Facilities Approver

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	109	LMS-1326	Umoja Real Estate Management Overview	CBT	CS109	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	324	LMS-1569	Umoja Lease Administration Process	ILT	CS324	2 days
3	325	LMS-1568	Umoja Real Estate Portfolio Management	ILT	CS325	2 days
8						

**RE.03 | RE Lease Processor**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	109	LMS-1326	Umoja Real Estate Management Overview	CBT	CS109	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	324	LMS-1569	Umoja Lease Administration Process	ILT	CS324	2 days
7						

RE.04 | RE Lease Contract Approver

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	109	LMS-1326	Umoja Real Estate Management Overview	CBT	CS109	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	324	LMS-1569	Umoja Lease Administration Process	ILT	CS324	2 days
7						



Source to Acquire (SA)

SA.01a | SA Requisitioner (Shopping Carts - goods/services excluding HR)

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	110	LMS-1344	Umoja Requisitioning Overview	CBT	SC110	2 hours
1	126	LMS-1929	Umoja Material Master Overview	CBT	MD126	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	318	LMS-1320	Umoja Requisitioning	ILT	SC318	3 days
3	342	LMS-1570	Umoja Service Receipt Process - Non HR	CBT	SC342	.5 day
10						

SA.01b | SA Requisitioner (Shopping Carts - HR for ICs/Consultants only)

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	121	LMS-1443	Umoja Requesting and Managing Services for Consultant and ICs Overview	CBT	SC121	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	341	LMS-1529	Umoja Requesting Services of Consultants and ICs Process	ILT	SC341	1.5 days
8						

**SA.02 | SA Requisitioner - Direct Procurement**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	110	LMS-1344	Umoja Requisitioning Overview	CBT	SC110	2 hours
1	126	LMS-1929	Umoja Material Master Overview	CBT	MD126	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	318	LMS-1320	Umoja Requisitioning	ILT	SC318	3 days
3	342	LMS-1570	Umoja Service Receipt Process - Non HR	CBT	SC342	.5 day
10						

SA.03 | SA Buyer

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	110	LMS-1344	Umoja Requisitioning Overview	CBT	SC110	2 hours
1	111	LMS-1345	Umoja Procurement Overview	CBT	SC111	2 hours
1	126	LMS-1929	Umoja Material Master Overview	CBT	MD126	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	319	LMS-1325	Umoja Solicitations	ILT	SC319	3 days
3	328	LMS-1328	Umoja Contract and PO Creation	ILT	SC328	3 days
11						

**SA.04 | SA Human Resources Partner**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	121	LMS-1443	Umoja Requesting and Managing Services for Consultant and ICs Overview	CBT	SC121	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	341	LMS-1529	Umoja Requesting Services of Consultants and ICs Process	ILT	SC341	1.5 days
8						

SA.06 | SA Buyer Supervisor

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	110	LMS-1344	Umoja Requisitioning Overview	CBT	SC110	2 hours
1	111	LMS-1345	Umoja Procurement Overview	CBT	SC111	2 hours
1	126	LMS-1929	Umoja Material Master Overview	CBT	MD126	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	319	LMS-1325	Umoja Solicitations	ILT	SC319	3 days
3	328	LMS-1328	Umoja Contract and PO Creation	ILT	SC328	3 days
11						

**SA.07a | SA Approver (Shopping Carts - IC/Consultants Contracts, LVA, and all others)**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	110	LMS-1344	Umoja Requisitioning Overview	CBT	SC110	2 hours
1	111	LMS-1345	Umoja Procurement Overview	CBT	SC111	2 hours
1	121	LMS-1443	Umoja Requesting and Managing Services for Consultant and ICs Overview	CBT	SC121	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	323	LMS-1487	Umoja Requisitioning and Procurement Approvals	CBT	SC323	.5 day
3	326	LMS-1327	Umoja Low Value Acquisitions	CBT	SC326	.5 day
3	341	LMS-1529	Umoja Requesting Services of Consultants and ICs Process	ILT	SC341	1.5 days
3	342	LMS-1570	Umoja Service Receipt Process - Non HR	CBT	SC342	.5 day
13						

SA.07b | SA Approver (Solicitations, POs and Contracts)

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	110	LMS-1344	Umoja Requisitioning Overview	CBT	SC110	2 hours
1	111	LMS-1345	Umoja Procurement Overview	CBT	SC111	2 hours
1	121	LMS-1443	Umoja Requesting and Managing Services for Consultant and ICs Overview	CBT	SC121	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	323	LMS-1487	Umoja Requisitioning and Procurement Approvals	CBT	SC323	.5 day
3	342	LMS-1570	Umoja Service Receipt Process - Non HR	CBT	SC342	.5 day
11						

**SA.08 | SA Low Value Acquisitioner**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	110	LMS-1344	Umoja Requisitioning Overview	CBT	SC110	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	326	LMS-1327	Umoja Low Value Acquisitions	CBT	SC326	.5 day
8						

SA.09 | SA Bid Floor Administrator

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	111	LMS-1345	Umoja Procurement Overview	CBT	SC111	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
7						



Services Delivery (SD)

SD.01 | SD Notification User

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	119	LMS-1775	Umoja Property Management Overview	CBT	SC119	2 hours
1	158	LMS-2175	Umoja Services Delivery Overview	CBT	SD158	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	401	LMS-2181	Umoja Distance Learning for Services Delivery including Property Management	VILT	SD401	1 day, 2 hours
7						

SD.02 | SD Notification Approver

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	119	LMS-1775	Umoja Property Management Overview	CBT	SC119	2 hours
1	158	LMS-2175	Umoja Services Delivery Overview	CBT	SD158	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	401	LMS-2181	Umoja Distance Learning for Services Delivery including Property Management	VILT	SD401	1 day, 2 hours
7						

**SD.03 | SD Planner**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	119	LMS-1775	Umoja Property Management Overview	CBT	SC119	2 hours
1	158	LMS-2175	Umoja Services Delivery Overview	CBT	SD158	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	390	LMS-2200	Umoja Service Order Management	ILT	SD390	2.5 days
3	401	LMS-2181	Umoja Distance Learning for Services Delivery including Property Management	VILT	SD401	1 day, 2 hours
8						

SD.04 | SD Order Releaser

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	119	LMS-1775	Umoja Property Management Overview	CBT	SC119	2 hours
1	158	LMS-2175	Umoja Services Delivery Overview	CBT	SD158	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	390	LMS-2200	Umoja Service Order Management	ILT	SD390	2.5 days
3	401	LMS-2181	Umoja Distance Learning for Services Delivery including Property Management	VILT	SD401	1 day, 2 hours
8						

**SD.05 | SD User**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	158	LMS-2175	Umoja Services Delivery Overview	CBT	SD158	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	391	LMS-1527	Umoja Sales and Distribution	ILT	SD391	2.5 days
3	401	LMS-2181	Umoja Distance Learning for Services Delivery including Property Management	VILT	SD401	1 day, 2 hours
8						

SD.06 | SD Approver

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	158	LMS-2175	Umoja Services Delivery Overview	CBT	SD158	
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	391	LMS-1527	Umoja Sales and Distribution	ILT	SD391	2.5 days
3	401	LMS-2181	Umoja Distance Learning for Services Delivery including Property Management	VILT	SD401	1 day, 2 hours
8						

**SD.07 | SD Master Data Maintainer**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	158	LMS-2175	Umoja Services Delivery Overview	CBT	SD158	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	401	LMS-2181	Umoja Distance Learning for Services Delivery including Property Management	VILT	SD401	1 day, 2 hours
7						

SD.08 | SD Equipment Verification Planner

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	119	LMS-1775	Umoja Property Management Overview	CBT	SC119	2 hours
1	158	LMS-2175	Umoja Services Delivery Overview	CBT	SD158	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	401	LMS-2181	Umoja Distance Learning for Services Delivery including Property Management	VILT	SD401	1 day, 2 hours
7						

**SD.09 | SD Disposal Planner**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	119	LMS-1775	Umoja Property Management Overview	CBT	SC119	2 hours
1	158	LMS-2175	Umoja Services Delivery Overview	CBT	SD158	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	401	LMS-2181	Umoja Distance Learning for Services Delivery including Property Management	VILT	SD401	1 day, 2 hours
7						

SD.10 | SD Equipment Master Data Maintainer

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	119	LMS-1775	Umoja Property Management Overview	CBT	SC119	2 hours
1	158	LMS-2175	Umoja Services Delivery Overview	CBT	SD158	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	401	LMS-2181	Umoja Distance Learning for Services Delivery including Property Management	VILT	SD401	1 day, 2 hours
7						

**SD.11 | SD Equipment Master Data Maintainer Local**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	119	LMS-1775	Umoja Property Management Overview	CBT	SC119	2 hours
1	158	LMS-2175	Umoja Services Delivery Overview	CBT	SD158	2 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	401	LMS-2181	Umoja Distance Learning for Services Delivery including Property Management	VILT	SD401	1 day, 2 hours
7						

SD.12 | SD Production Planner

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
5						

SD.13 | SD Production Approver

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
5						



Time Management (TM)

TM.01 | Time Administrator

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
6						

TM.02 | Time Senior Administrator

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	301	LMS-1289	Umoja Advanced BI Navigation	CBT	NV301	3 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
8						

TM.03 | Time Manager Self Service

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
4						

**TM.04 | Time Display All**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
7						

TM.05 | Time Display LS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
4						

TM.06 | Time Display NS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
4						

**TM.07 | Time Report All**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	301	LMS-1289	Umoja Advanced BI Navigation	CBT	NV301	3 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
				8		

TM.08 | Time Report LS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
3	301	LMS-1289	Umoja Advanced BI Navigation	CBT	NV301	3 hours
				5		

TM.09 | Time Report NS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2 hours
				5		



Treasury (TR)

TR.02 | TR Bank Signatory

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	105	LMS-1339	Umoja Cash Management and Treasury Overview	CBT	FI105	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
6						

TR.03 | TR Cashier

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	105	LMS-1339	Umoja Cash Management and Treasury Overview	CBT	FI105	2 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	322	LMS-1324	Umoja Payment Processing (Cashiers)	ILT	FI322	1.5 days
7						



Travel Management (TV)

TV.01 | Travel and Shipment Administrator All with SG/DSG

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
10						

TV.02 | Travel and Shipment Administrator All no SG/DSG

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
10						

**TV.03 | Travel and Shipment Administrator All PGA no SG/DSG**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
10						

TV.04 | Travel and Shipment Administrator UNV

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
10						

**TV.05 | Travel and Shipment Administrator UP**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
10						

TV.06 | Travel and Shipment Administrator NS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
10						

**TV.07 | Travel and Shipment Approver**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
3	3148	LMS-1957	Umoja Processing and Approving Travel Requests	ILT	TV3148	1 day
11						

TV.08 | Travel Shipment Processor

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
3	3148	LMS-1957	Umoja Processing and Approving Travel Requests	ILT	TV3148	1 day
11						

**TV.09 | Travel Processing Officer with SG/DSG/PGA**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
3	3148	LMS-1957	Umoja Processing and Approving Travel Requests	ILT	TV3148	1 day
11						

TV.10 | Travel Processing Officer no SG/DSG/PGA

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
3	3148	LMS-1957	Umoja Processing and Approving Travel Requests	ILT	TV3148	1 day
11						

**TV.11 | Travel Claims Processor**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
3	3148	LMS-1957	Umoja Processing and Approving Travel Requests	ILT	TV3148	1 day
3	3149	LMS-1958	Umoja Ticket Billing and Reconciliation	ILT	TV3149	1 day
3	3150	LMS-1959	Umoja Travel Finance Integration	ILT	TV3150	4 days
12						

TV.12 | Travel Ticket Processor

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
3	3148	LMS-1957	Umoja Processing and Approving Travel Requests	ILT	TV3148	1 day
3	3149	LMS-1958	Umoja Ticket Billing and Reconciliation	ILT	TV3149	1 day
3	3150	LMS-1959	Umoja Travel Finance Integration	ILT	TV3150	4 days
12						

**TV.13 | Travel and Shipment Vendors Management**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation (highly recommended)	CBT	NV211	2 hours
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	.5 day
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	.5 day
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	.5 day
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	.5 day
10						

**TV.14 | Travel and Shipment Reports All**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
4						

TV.15 | Travel and Shipment Reports LS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
4						

TV.16 | Travel and Shipment Reports NS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
4						

TV.17 | Travel Display All

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
4						

**TV.18 | Travel Display LS**

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
4						

TV.19 | Travel Display NS

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
4						

TV.20 | Travel Master Data Maintainer

Lvl	Course No.	LMS Code	Course Title	Delivery Method	Course ID	Duration
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5 hours
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5 hours
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4 hours
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2 hours
4						



Available Course List

Lvl	No.	LMS Code	Course Title	Type	Course Code	Duration (hours)
Introduction & Navigation						
1	101	LMS-1335	Umoja Overview	CBT	NA101	1.5
1	102	LMS-1336	Umoja Master Data & Coding Block Overview	CBT	MD102	1.5
2	201	LMS-1354	Umoja ECC Navigation	CBT	NV201	4
2	202	LMS-1355	Umoja SRM Navigation	CBT	NV202	2
2	203	LMS-1356	Umoja BI Navigation	CBT	NV203	2
2	211	LMS-1714	Umoja Employee Self Service (ESS) Basic Navigation <i>(highly recommended)</i>	CBT	NV211	2
3	301	LMS-1289	Umoja Advanced BI Navigation	CBT	NV301	3
Facilities & Fixed Asset Management						
1	109	LMS-1326	Umoja Real Estate Management Overview	CBT	CS109	2
3	324	LMS-1569	Umoja Lease Administration Process	ILT	CS324	14
3	325	LMS-1568	Umoja Real Estate Portfolio Management	ILT	CS325	14
3	370	LMS-1946	Umoja Assets Under Construction	ILT	PJ370	21
Financial Accounting						
1	113	LMS-1347	Umoja Accounts Payable Overview	CBT	FI113	2
1	115	LMS-1349	Umoja Accounts Receivable Overview	CBT	FI115	2
1	118	LMS-1352	Umoja Asset Accounting Overview	CBT	FI118	2
3	308	LMS-1304	Umoja General Ledger Process	ILT	FI308	7
3	321	LMS-1323	Umoja Accounts Payable Process	ILT	FI321	14
3	330	LMS-1330	Umoja Accounts Receivable Process	ILT	FI330	14
3	332	LMS-1332	Umoja Asset Accounting Process	ILT	FI332	7
3	371	LMS-1947	Umoja Bank Reconciliation	ILT	FI371	7
Funds & Cost Management						
1	104	LMS-1338	Umoja Funds Management Overview	CBT	FI104	2
1	108	LMS-1342	Umoja Cost and Management Accounting Overview	CBT	FI108	2
3	309	LMS-1303	Umoja Budget Distribution	ILT	FI309	10.5
3	310	LMS-1564	Umoja Budget Implementation	ILT	FI310	7
3	314	LMS-1308	Umoja Cost and Management Accounting Process	ILT	FI314	17.5



Lvl	No.	LMS Code	Course Title	Type	Course Code	Duration (hours)
Grants & Project Management						
1	106	LMS-1340	Umoja Grants Management Overview	CBT	FI106	2
3	311	LMS-1306	Umoja Grants Management Process - Framework I	ILT	FI311	17.5
3	312	LMS-1571	Umoja Grants Management Process - Framework II	ILT	FI312	17.5
3	313	LMS-1931	Umoja Grants Management Process – Pass-through Grants Execution	ILT	FI313	17.5
3	315	LMS-1307	Umoja Project Management Process	ILT	PJ315	17.5
Human Resources Administration						
1	121	LMS-1443	Umoja Requesting and Managing Services for Consultant and ICs Overview	CBT	SC121	2
3	341	LMS-1529	Umoja Requesting Services of Consultants and ICs Process	ILT	SC341	21
3	343	LMS-1531	Umoja Management of Consultants and ICs	ILT	SC343	21
3	392	LMS-1960	HR Partner Course	ILT	HR392	105
3	393	LMS-2073	HR Mini Master	ILT	SC393	3.5
3	394	LMS-2168	Umoja ESS/MSS Focal Point Training	ILT	SC394	
Logistics Execution						
1	123	LMS-1920	Umoja Logistics Overview (Non-Peacekeeping)	CBT	SC123	2
3	320	LMS-1322	Umoja Inbound Goods Process (Peacekeeping)	ILT	SC320	4
3	339	LMS-1935	Umoja Local Inventory Goods Movement	ILT	SC339	14
3	340	LMS-2165	Umoja Warehouse Management	ILT	SC340	4
3	342	LMS-1570	Umoja Service Receipt Process - Non HR	CBT	SC342	3.5
3	350	LMS-1938	Umoja Inbound Goods Process (Non-Peacekeeping)	ILT	SC350	14
3	351	LMS-1939	Umoja Inventory Counting and Controlling	ILT	SC351	7
Organizational Management						
1	153	LMS-1715	Umoja Organizational Management Overview	CBT	OM153	3
3	3134	LMS-1728	Umoja Organizational Management for OM Administrators	ILT	OM313 4	7
3	3135	LMS-1729	Umoja Organizational Management for Central Budget Staff	ILT	OM313 5	7
Payroll & Benefits Management						
3	3125	LMS-1888	Umoja Benefits Employee Self-Service (ESS) Overview	CBT	BN3125	2
3	3126	LMS-1732	Umoja Medical and Life Insurance Administration	CBT	BN3126	2.5



Lvl	No.	LMS Code	Course Title	Type	Course Code	Duration (hours)
Security						
1	125	LMS-1624	Umoja Security Overview	CBT	SEC125	N/A
3	303	LMS-1667	Umoja Security - User Provisioning and Identity Management (IdM)	CBT	SEC303	N/A
Services Delivery						
1	119	LMS-1775	Umoja Plant Maintenance Overview	CBT	SC119	2
1	158	LMS-2175	Umoja Services Delivery Overview	CBT	SD158	2
3	390	LMS-2200	Umoja Service Order Management	ILT	SD390	17.5
3	391	LMS-1527	Umoja Sales and Distribution	ILT	SD391	7
3	401	LMS-2181	Umoja Distance Learning for Services Delivery including Property Management	VILT	SD401	9
Source to Acquire						
1	110	LMS-1344	Umoja Requisitioning Overview	CBT	SC110	2
1	111	LMS-1345	Umoja Procurement Overview	CBT	SC111	2
1	126	LMS-1929	Umoja Material Master Overview	CBT	MD126	2
3	318	LMS-1320	Umoja Requisitioning	ILT	SC318	21
3	319	LMS-1325	Umoja Solicitations	ILT	SC319	21
3	323	LMS-1487	Umoja Requisitioning and Procurement Approvals	CBT	SC323	3.5
3	326	LMS-1327	Umoja Low Value Acquisitions	CBT	SC326	3.5
3	328	LMS-1328	Umoja Contract and PO Creation	ILT	SC328	21
3	400		Umoja Distance Learning for Requisitioning	VILT	SC400	
Travel Management						
1	155	LMS-1737	Umoja Travel Overview	CBT	TV155	3
3	3142	LMS-1996	Umoja Create Official Travel Request	CBT	TV3142	3.5
3	3144	LMS-1997	Umoja Create HR and Entitlement Travel Request	CBT	TV3144	3.5
3	3145	LMS-1954	Umoja Create Travel Request for Uniformed Personnel ** (C5 Distance Learning)	ILT	TV3145	3.5
3	3146	LMS-1998	Umoja Create Shipment Request of Personal Items	CBT	TV3146	3.5
3	3147	LMS-1999	Umoja Process Expense Report	CBT	TV3147	3.5
3	3148	LMS-1957	Umoja Processing and Approving Travel Requests	ILT	TV3148	7
3	3149	LMS-1958	Umoja Ticket Billing and Reconciliation	ILT	TV3149	7
3	3150	LMS-1959	Umoja Travel Finance Integration	ILT	TV3150	28
3	3151	LMS-2168	Umoja ESS for Travel Management	ILT	TV3151	14
Treasury & Cash Management						
1	105	LMS-1339	Umoja Cash Management and Treasury Overview	CBT	FI105	2
3	322	LMS-1324	Umoja Payment Processing (Cashiers)	ILT	FI322	10.5



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Please contact umoja-training@un.org with
any questions or concerns