Course Registration Instructions for **NEW** External Learners

[Check your eligibility](#) first.

Not eligible persons will not be able to find courses and/or register at all.
If not eligible, your registration will be rejected by the administration team.

STEP I Create an account at https://elearning.un.org
STEP II Register for language and communication courses

"**External learner**" refers to everyone outside the UN Secretariat who is eligible to take our language and communications skills courses, including Secretariat Volunteers (UNVs); staff/delegates from Permanent Missions; staff from selected Agencies, Funds and Programmes; spouses; and retirees. External learners should verify their eligibility and any applicable restriction before using https://elearning.un.org to register for a course.

STEP I - Create an account

Register	Name, user ID and password	E-mail and DOB

1

2

3

Go to http://elearning.un.org and click on "Register now".

Enter your first and last name. The system will create a user ID for you that will start with "lms" Create a password.

Save your user ID and password. They will be required to login into http://elearning.un.org

Enter your e-mail address and date of birth. Use a work-related or professional e-mail. The e-mail address will be needed to access your account at http://elearning.un.org
Click on "Register".

Forgot User ID

User ID

Forgot Password

Password

Login

Register now

Contact us

Enter Registration Information

*First Name:

*Last Name:

User ID: ← User ID will show up here.

*Password:

*Confirm Password:

*Email Address:

*Date of Birth: DD/MM/YYYY

Register   Return to previous page
* Required Information

STEP I - Create an account

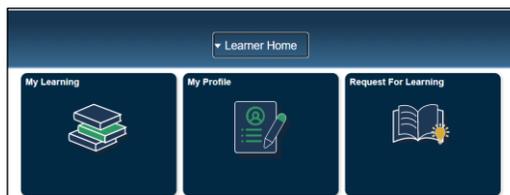| Login	Request for learning	UN Entity Selection

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A confirmation page will appear with your user ID. Click on "Return to sign in page".

Sign into your account with your user ID and password.

Under "Learner Home", click on "Request for learning".

Click on the arrow to see the "Learning Type" categories.
Select "New York Language Programme", then select your "UN Entity" from the dropdown menu.

NOTE: If an entity is not listed, this means that affiliated persons to that staff that entity are not eligible for language and communications courses. More details can be found in the section "Eligibility and Registration".

STEP I - Create an account

Index number	Submit request	Email link	Submit confirmation
7	**8**	**9**	**10**

Enter the index number (UN staff members only).
Leave this box blank if you do not have an index number or if you are not a UN staff member.

Click on "Submit request".

Learning Request
To submit a Learning Request, select a Learning Type and fill in the require complete press the Submit Request button.

Raise Request

*Learning Type	NY Language programme ▼
*UN Entity:	Delegate of a Permanent Mission to the UN
*Email Address:	
Index Number:	Delegate of a Permanent Mission to the UN
	Delegate of an Intergovernmental organization
Submit Request Retu	Funds & Programmes staff (not listed here)
	ICSC staff

The Office_of_Human_Resources_Management@un.org will send an automatic e-mail to confirm the request for an elearning.un.org account creation.
Click on the link in the email.

Learning Request Confirmation - NY Language programr

Office_of_Human_Resources_Management@un.org
to me ▼

Dear   ,

A new learning request has been raised for NY Language programme using your email address.

To confirm your request, please go to this web address:
https://elearning.un.org/psc/LANDING/EMPLOYEE/ELM/c/UN_LMS_MENU.UN_LMS_CONFIRM
e=UN_LMS_CONFIRM_REQ&Action=U&RLENCODEID=CGDcyPNMmu7v0qkp8KAlbEGTBM5.

In most mail programs, this should appear as a blue link which you can just click on. If that doesn

Click on "Submit confirmation".
The https://elearning.un.org account set- up is now complete.

Inspira Learning

To process your request, kindly confirm by pressing the Submit Confirmation button.

Submit Confirmation

STEP II – Register for courses

Login	Course Title and LMS Code	Course search
1	**2**	**3**

Go to http://elearning.un.org and enter your user ID (e.g., lms.abc.efg) and password.

If you have forgotten either of these, click on "Forgot User ID" or" Forgot Password".

Check the New York Brochure or the Global Brochure for the course(s) you want to register for.

Note down the LMS code and the title of the course Check the current brochure for the course(s).

Go to "Find learning". In the "Enter Search Keyword" box, type the title or keywords of the course.
Important: do not use accents or non-English characters.

The LMS Code can be used to find a course, as well.

STEP II – Register for courses

Section enrolment	Affiliation	New York option selection	Double check

4

The name of the course you are searching for should appear. Click on it. Select the section you prefer (if there is more than one) and click on "Enroll".

5

Select your affiliation group from the available options and click on "Continue".
Affiliation groups not listed are not eligible to take language and communications courses.

6

Under the "Personal Information" section, confirm and/or reintroduce your work-related e-mail. Under "Location", type New York and choose any of the options from the drop down menu.

7

Read the "Class Information" section, verify the course details. Double-check this is the course you want to sign up (enroll) for. Eligible participants with a course fee will also see the price of the course.

Verify the LMS Code and the delivery mode
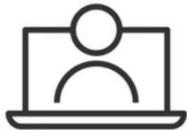
STEP II – Register for courses

UN Grounds Pass
Upload

8

Under the "My Attachments" section, click on "Add attachment" to upload a copy of your UN grounds pass.

A box will pop up. In this Description box, type "UN grounds pass". Click on "Browse" and "Choose file". Select the UN grounds pass file and click on "open", then on "upload".

The name of the file will appear on the see the "Select file" box. Click on "OK".

STEP II – Register for courses

Credit Card Payment	Proof of Payment Upload

9

Steps 9 and 10 apply only to eligible participants who need to pay a course fee on registration. Click on "Pay with credit card". A new window will open: follow the instructions to make the payment.

Affiliation groups that are eligible and free of charge go to step 11.

10

Take a screenshot or create a PDF file of your payment receipt for proof of payment.
Upload the proof of payment, following the same procedures in step 8 as for uploading your UN grounds pass.

STEP II – Register for courses

Placement Test Upload	Information verification	Submit

11

12

13

If a placement test is required*, upload the placement test results, following the same procedures in step 9 as for uploading the UN Pass.

*Placement test requirements can be found in the New York Brochure and Global Brochure under "Description and prerequisites".

Read the "Information verification statements" and check the corresponding box for each statement you meet.
This information will be verified later by our administration team.
If the information is not accurate, the registration will be rejected.

Click on the button "Submit enrollment". A new window will pop up to confirm the submission. A confirmation e-mail will be sent.

Registrations (enrollments) are subject to verification.