



Course registration Instructions for UN Secretariat staff

Login

1

Go to <http://inspira.un.org> and enter your user ID (most probably it is the index number) and password.
If you have forgotten either of these, click on “ForgotUser ID” or “Forgot Password”.



Course Title
and LMS Code

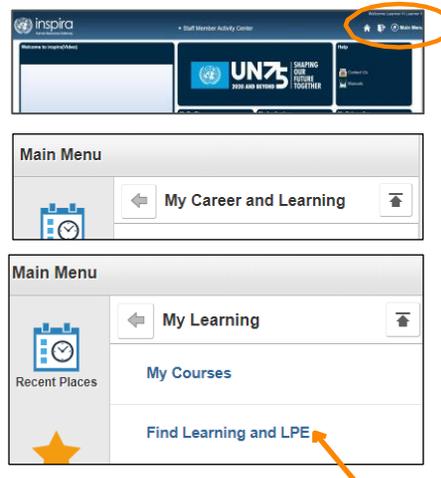
2

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(s).

Find Learning

3

Click on “Main Menu” in the upper right corner of the Inspira page. Then click on “My Career and Learning”, “My Learning”, and “Find learning and LPE”.



Course Search

4

In the “Search by 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.





Section
enrolment

Expiration
Check

New York Option
Selection

Double check

5

6

7

8

The course you are searching for should appear.
Click on “View details” to know more.
Select the section you prefer (if there is more than one).
Click on “Enroll”.



Pay attention to the grey box information. Double-check if the appointment expiration date matches your current UN pass expiration date.

Appointment Type:	Fixed Term (1Yr)	Appointment Expiration:	31/03/2018
Appointment Status:	Other	Category & Grade:	Peace Consolidation Service
Email:	lvad@un.org	Location:	Si - 1
Confirm Email:			

If it matches, skip step 9.
If it does not match, complete step 9 (in blue).

Under the “Personal Information” section, confirm and/or reintroduce your work-related e-mail.



Read the “Class Information” section, verify the course details. Double-check this is the course you want to sign up (enroll) for.

Class Name:	Email Etiquette for Experts	Location:	United Nations Learning Centre, New York, United States of America
Activity Code:	LMS-7385-2	Course Start Date:	05/03/2018
Type:	Virtual Classroom Instruction	Course End Date:	05/03/2018
Course Language:	English	Start of First Class:	Tue, Mar 5, 2014 at 9:00 AM EST
Course Category:	Special		View Schedule

Verify the LMS Code and the delivery mode.





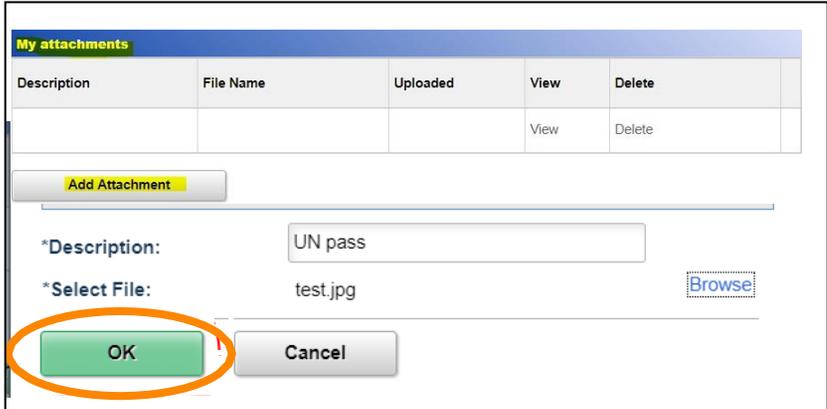
UN Pass Upload

9

Under the “My Attachments” section, click on “Add attachment” to upload a copy of your UN Pass, or a letter from the supervisor indicating that your current appointment will be extended at least until the end of the course.

A box will pop up. In this Description Box, type “UN Pass” or “Letter from supervisor”, as appropriate. Click on “Browse” and “Choose file”. Select the file and click on “open”, then on “upload”.

The name of the file will appear on the “Select file” box. Click on “OK”.



Description	File Name	Uploaded	View	Delete
			View	Delete

Add Attachment

*Description: UN pass

*Select File: test.jpg [Browse](#)

OK **Cancel**



Placement Test
Upload

Information
verification

Submit

10

11

12

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.

Information Verification Statements	
<input type="checkbox"/>	*I certify that I am eligible to participate in the Language and Communications courses. Eligibility criteria can be found here .
<input type="checkbox"/>	*I certify that I meet the pre-requisites for this course, if any (e.g. placement test or completion of previous courses). The list of pre-requisites for each course can be found in the brochure, please click here .
<input type="checkbox"/>	*My e-mail address and work-related information are correct and up-to-date.
<input type="checkbox"/>	*I certify that the appointment expiration date in my “Personal Information” matches the expiration date of my UN Pass. OR: that I am uploading a copy of my UN Pass valid beyond the end date of the course - e-mail from the Extension Office or response indicating that my current appointment will be extended at least until the end of the course.
<input type="checkbox"/>	*I certify that I do not exceed the maximum number of enrollments per term. More information can be found here .



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.



Your enrollment has been submitted successfully.

 noreply-inspira@un.org Tue 2023-12-19 6:35

To:

Dear

Your application for this course has been properly submitted.

Your status is Enrolled.

Be aware that all applications are subject to verification. Those not meeting eligibility requirements will be rejected.

This email was sent from a notification-only address that cannot accept incoming email. Please, do not reply to this message.

Best regards
Inspira LMS