DEPARTMENT OF OPERATIONAL SUPPORT

Course registration Instructions for UN Secretariat staff

Login	Course Title and LMS Code	Find Learning	Course Search

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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 "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(s).

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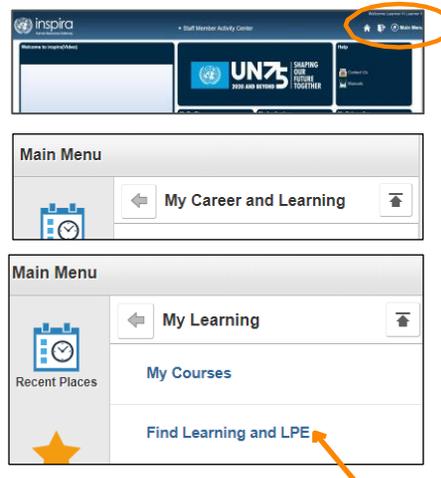
In the "Search by Keyword" box, type the title or keywords of the course.
Important: do not use accents or non-English characters.

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

Section enrolment

Expiration Check

New York Option Selection

Double check

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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.

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.

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

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".
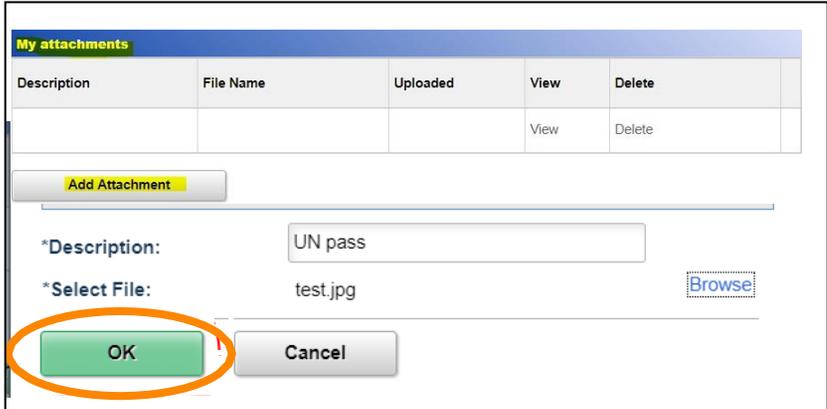
Placement Test Upload

Information verification

Submit

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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.