

## INTRODUCTION

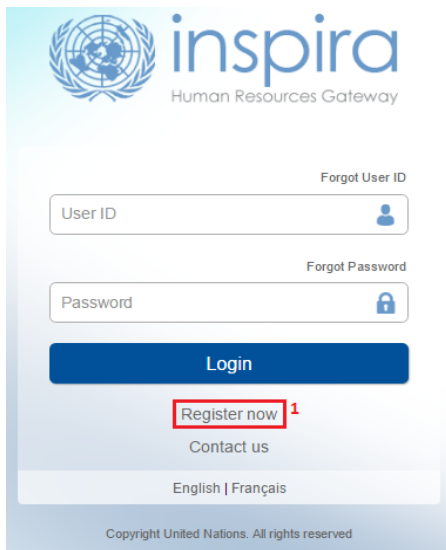
This quick guide provides you with step-by-step guidance on how “External Users” can register and access mandatory learning programmes on Inspira LMS. **Note:** External Users are required to use their UN email address as their primary email address. Login credentials are the same for INPIRA HR and LMS.

\* “External Users” are defined as Secretariat Staff with an UN email account, but who do not have access to the Inspira LMS because they do not have a contract type that grants them access to the regular Inspira system.

### STEP 1 – Create an external account in Inspira HR

Create an account in Inspira HR (<https://inspira.un.org>).

- Click Register Now (Highlighted as # 1)
- If you have already created, please go to step 3



The screenshot shows the Inspira HR login page. At the top is the Inspira logo and 'Human Resources Gateway'. Below are fields for 'User ID' and 'Password', each with a 'Forgot' link. A blue 'Login' button is present. A red box highlights the 'Register now' button, which is labeled with a red '1'. Below it are links for 'Contact us' and 'English | Français'. The footer contains 'Copyright United Nations. All rights reserved'.

### STEP 2 – Fill in Information

- Fill in all required information (Highlighted as # 2).
- Click Register (Highlighted as # 3)



#### Notice to Onboard Personnel

United Nations Secretariat staff members with regular appointments, including field staff members, are **not required** to register. Please click on “Return to Previous Page” and log in with the User ID and password that we provided to you. If you need further information on staff members’ login please refer to chapter 1.2.1 of the Instructional Manual for the Applicant

UN Volunteers, associate experts, consultants, individual contractors, military/police personnel and interns must register as external applicants using the form below. Please fill out all fields and observe that the User ID is generated automatically. Please note down the User ID for login to inspira.

[Return to Previous Page](#)

#### External Applicant Registration

**Enter Registration Information** 2

Name and Date of Birth once entered cannot be changed.

\*Given Name:

\*Family Name:

User ID:

\*Password:

\*Confirm Password:

\*Primary Email:

Alternate Email:

\*Date of Birth:  DD/MM/YYYY

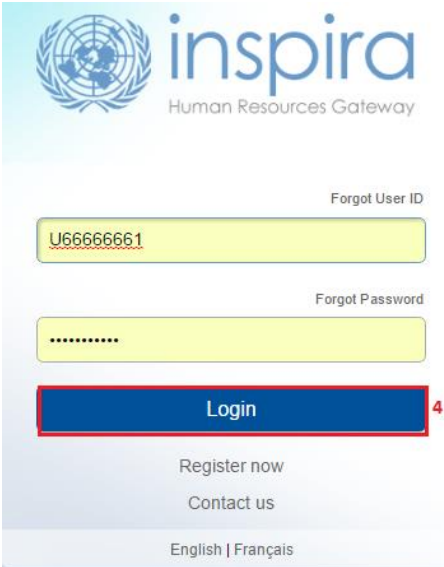
[Register](#) 3 [Return to Previous Page](#)

\* Required Information

For technical support, click on [Contact us](#)

### Step 3 – Login to Inspira HR

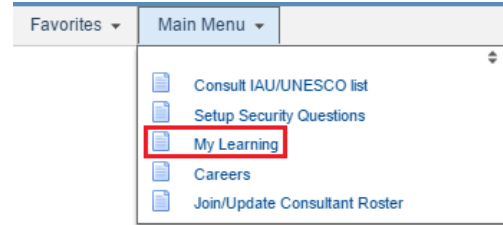
- Login to Inspira HR with your User ID and Password
- Click 'Login' button (highlighted as # 4)



The image shows the Inspira HR login page. At the top left is the Inspira logo with the text "Human Resources Gateway". Below the logo are two input fields: "Forgot User ID" containing "U66666661" and "Forgot Password" containing "\*\*\*\*\*". A blue "Login" button is highlighted with a red box and labeled with a red "# 4". Below the button are links for "Register now", "Contact us", and "English | Français".

### Step 4 – Navigate to My Learning

Navigating to Main Menu > My Learning



### Step 5 – Request for Learning

- Enter Job Title (Highlighted as # 5)
- Click Register for Learning (Highlighted as # 6)
- If you have already registered for learning, please go to step 8.

#### Learning Registration

Welcome to Inspira Learning. As a onetime activity we require you to complete the registration process. This would be mandatory to gain access to the system.

| General Information |         |                          |                |
|---------------------|---------|--------------------------|----------------|
| Given Name:         | Inspira | Date of Birth:           | 01/01/1980     |
| Family Name:        | LMS     | Preferred Communication: | Email          |
| Primary Email:      |         | *Job Title:              | Learning Admin |

Register for Learning # 6

### Step 6 – Learning Registration successful

You will receive this message when the registration is successful

#### Learning Registration

Welcome to Inspira Learning. As a onetime activity we require you to complete the registration process. This would be mandatory to gain access to the system.

✓ Registration Successful. Please use the 'My Learning' link to continue.

| General Information |                    |                          |                |
|---------------------|--------------------|--------------------------|----------------|
| Given Name:         | APPEXT1            | Date of Birth:           | 01/12/1976     |
| Family Name:        | EXTERNAL           | Preferred Communication: | Email          |
| Primary Email:      | unmigration@un.org | Job Title:               | Learning Admin |

#### My Learning

Please ensure you have your UN email address listed under Primary Email. To update this go to:

Favorites > Main Menu > Self Service > Personal Information > Email Addresses

## Step 7 – Follow instructions

Navigate to Main Menu -> My Learning and follow the below instructions. (Highlighted as # 7)

### Learning Instructions

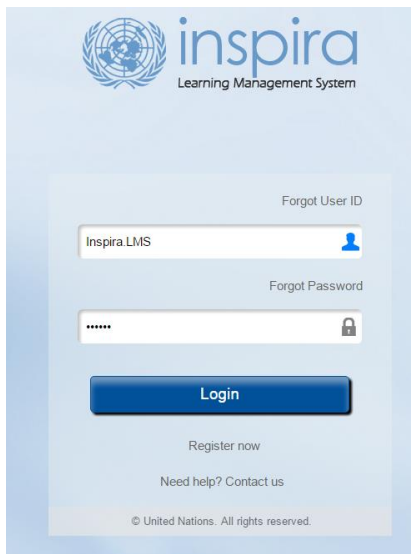
"Congratulations, you have successfully registered for learning."

"Please strictly follow the steps below to activate your account on Inspira Learning:

1. Copy the address of Inspira Learning: <https://elearning.un.org>
2. Sign out of Inspira and then close your internet browser.
3. Open a new internet browser window.
4. Paste or enter the address of Inspira Learning (<https://elearning.un.org>) and finally log into Inspira Learning using the User ID and password of your Inspira account."

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## Step 8 - Login to Inspira LMS (<https://elearning.un.org>).



The screenshot shows the Inspira Learning Management System login page. At the top left is the Inspira logo with the text "inspira Learning Management System". Below the logo is a "Forgot User ID" link. The main login area contains a text input field labeled "Inspira LMS" with a user icon, a "Forgot Password" link, a password input field with a lock icon, and a blue "Login" button. Below the login button are links for "Register now" and "Need help? Contact us". At the bottom, it says "© United Nations. All rights reserved."

## Step 9 – Request for Learning

Navigating to Main Menu > Learning > My Learning

- Click Request for Learning (Highlighted as # 8)

### My Learning

You can view five of your most current activities. You can search for learning using a keyword search or browse catalog by selecting the corresponding link. Submit a learning request by selecting the Request for Learning link.



The screenshot shows the "My Learning" page. It has a header "My Learning Tools" with links for "All My Learning", "Request for Learning" (highlighted with a red box and the number 8), and "Pending Fee". To the right is a "Search Learning Catalog" section with a dropdown for "Select Search Category: All", a "Search the Catalog:" input field, a "Facility:" dropdown, and "Search" and "Browse Catalog" buttons. Below this are sections for "My Learning Activities" (stating "You do not have any learning activities.") and "My Registrations" (stating "No registration available to be shown.>").

## Step 10 – Select Learning Type

- Click Magnifying glass

### Learning Request

To submit a Learning Request, select a Learning Type and fill in the required information's, if any. When complete press the Submit Request button.

**Raise Request**

\*Learning Type:

[Submit Request](#) [Return to previous page](#)

- Click 'Look up' button (Highlighted as #9)
- Select course name from list (Highlighted as #10)

### Learning Request

To submit a Learning Request, select a Learning Type and fill in the required information's, if any. When complete press the Submit Request button.

**Raise Request**

\*Learning Type:

[Submit Request](#) [Return to previous page](#)

#### Look Up

#### Look Up Learning Type

Search by: Learning Type begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

#### Search Results

View 100 First 1-4 of 4 Last

| Learning Type            |
|--------------------------|
| NY Language Course       |
| Procurement              |
| <b>Mandatory Courses</b> |
| LPE                      |

Click Request for Learning

## Step 11 – Submit the request.

- Fill required information (Highlighted as #11)
- Click 'Submit Request' button (Highlighted as #12)

**Note:** The learning is provided for UN employees only, so please use UN email address, otherwise your request will not be granted.

### Learning Request

To submit a Learning Request, select a Learning Type and fill in the required information's, if any. When complete press the Submit Request button.

**Raise Request**

\*Learning Type:

Email Address:

\*Index Number:

Posting Title:

\*Mission/Department:

\*Duty Station:

\*Employee Type:

Comments:

[Submit Request](#) [Return to previous page](#)

Once submitted, the following page will display.

### Learning Request

To submit a Learning Request, select a Learning Type and fill in the required information's, if any. When complete press the Submit Request button.

An email has been sent to you. Follow the instructions to complete your registration.

Please note that only UN staff members with an active UN email account are authorized to access the courses.

In case you didn't receive the email, Kindly contact Inspira Support Centre.

**Raise Request**

\*Learning Type: Mandatory Courses

Email Address: [redacted]

Index Number: 1111111

Posting Title: Learning Admin

Mission/Department: Department of Management

Duty Station: NEW YORK

Employee Type: Consultant

Comments:

[Submit Request](#) [Return to previous page](#)

## Step 12 – Email Confirmation

- You will receive the below email.
- Click the link (Highlighted as #13)

Dear [REDACTED]

A new learning request has been raised for Mandatory Courses using your email address.

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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\\_REQ/GBL?Page=UN\\_LMS\\_CONFIRM\\_REQ&Action=U&RLENCODEID=XS92IKUAFCNh3hg2xaYp1kA+9pXf5P%2fcclzDyrfk%3d](https://elearning.un.org/psc/LANDING/EMPLOYEE/ELM/C/UN_LMS_MENU/UN_LMS_CONFIRM_REQ/GBL?Page=UN_LMS_CONFIRM_REQ&Action=U&RLENCODEID=XS92IKUAFCNh3hg2xaYp1kA+9pXf5P%2fcclzDyrfk%3d)

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then copy and paste the address into the address line at the top of your web browser window.

If you need help, please contact Inspira Support Centre.

Best regards,  
Inspira LMS

## Step 13 – Submit Confirmation

- Once the link in email is clicked, it will bring you to the below page.
- Click 'Submit Confirmation' (Highlighted as #14)

### Inspira Learning

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

**Submit Confirmation** 14

- Once submitted, the following message will display.

### Inspira Learning

You have successfully confirmed the Learning Request.

You can find the course(s) on <https://elearning.un.org> under My Learning -> Search Learning Catalog -> Search.

## Step 14 – Find Courses

Navigate to Main Menu > Learning > My Learning

- Click 'Search' button to find the course(s) or 'Browse Catalog' link to see list of courses (highlighted as # 15 & 16). Start learning!!!!

The screenshot displays the Inspira Learning Management System interface. The 'My Learning' section shows options for 'All My Learning' and 'Request for Learning', with a 'Pending Fee' link. Below this, there are sections for 'My Learning Activities' (showing no activities) and 'My Registrations' (showing no registrations). The 'Search Learning Catalog' section includes a search form with a 'Search' button (highlighted as #15) and a 'Browse Catalog' link (highlighted as #16). The 'Browse Catalog' section lists various courses, including 'United Nations Mission Structure (LMS-2352)', 'Integrating Gender into Peacekeeping Operations (LMS-2357)', 'Information Sensitivity in Peacekeeping (LMS-2194)', 'HIV and AIDS in Peacekeeping Operations (LMS-2358)', and 'Landmines and Explosives Remnants of War (LMS-2356)'. Each course entry includes a brief description and a 'Select' link.

**End of Procedure**