

1. How to download certificates of attendance in Inspira (UN Secretariat staff)

1. Please log into [Inspira](#): by using your **User ID** and **Password**.

<https://inspira.un.org/psp/PUNA1J/?cmd=login&languageCd=ENG>

2. Once you are in the system please go to **Main Menu > Self Service > Learning > My Learning** in order to print your certificate of attendance (please see below):



When the system displays your learning activities, please click on **Print** so that it can generate your certificate (please see below):

My Learning Tools

- [All My Learning](#)
- [Pending Fee](#)

Search Learning Catalog

Category:

Course Code:

Keywords:

[Browse Catalog](#)

My Learning Activities | 1-69 of 69

Title	Type	Status	Date	Action	Start	Pending Fee	Document
UN For All: Including LGBTI colleagues in the UN workplace	Live Classroom Instruction	Enrolled	09/02/2017	<input type="button" value="Drop"/>			
Mini-workshop: Managing Difficult Conversations	Live Classroom Instruction	Dropped	22/08/2016				
Je connais le genre: Une introduction sur la légalité femmes-hommes pour le personnel des Nations Unies	Self-Paced Learning Activities	Completed	18/01/2017	<input type="button" value="Start"/>			<input type="button" value="Print"/>
Information Security Awareness (French)- Foundational (High Bandwidth)	Self-Paced Learning Activities	Completed	18/05/2016	<input type="button" value="Start"/>			Print