

# How to download certificates of attendance in Inspira (non-UN Secretariat staff)

- 1) Participants for which we have created an Inspira account
- 2) Participants having already created an Inspira account
- 3) What to do if you have forgotten your Inspira User ID or password

For any problems regarding these instructions, please send a message to [clm\\_mc@un.org](mailto:clm_mc@un.org).

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## 1) Participants for which we have created an Inspira account:

Please log into [Inspira](#) by using your **User ID** and **Password** as per the instructions below:

- User ID: **lms.firstname.lastname**  
(Please use small caps - **lms** stands for Learning Management System)
- Password: **XXXX**

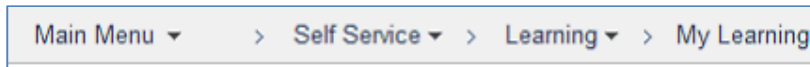
### Example:

- User ID: **lms.jesus.guerrero**
- Password: **1234**



The screenshot shows the Inspira login interface. At the top left is the United Nations logo. To its right is the word 'inspira' in a large, blue, lowercase font, with 'Portail ressources humaines' underneath it. Below this, there are two input fields. The first is labeled 'Code utilisateur oublié' and contains the text 'lms.jesus.guerrero'. To the right of this field is a small blue icon of a person. The second field is labeled 'Mot de passe oublié' and contains four black dots. To the right of this field is a small blue icon of a padlock. Below these fields is a large blue button with the white text 'Connexion'. At the bottom of the page, there are three links: 'Inscription immédiate', 'Contactez-nous', and 'English | Français'.

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](#)

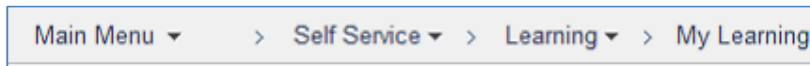
  

My Learning Activities <span style="float: right;">1-69 of 69</span>							
Title	Type	Status	Date	Action	Start	Pending Fee	Document
<a href="#">UN For All: Including LGBTI colleagues in the UN workplace</a>	Live Classroom Instruction	Enrolled	09/02/2017	<input type="button" value="Drop"/>			
<a href="#">Mini-workshop: Managing Difficult Conversations</a>	Live Classroom Instruction	Dropped	22/08/2016				
<a href="#">Je connais le genre: Une introduction sur legalite femmes-hommes pour le personnel des Nations Unies</a>	Self-Paced Learning Activities	Completed	18/01/2017	<input type="button" value="Start"/>			<input type="button" value="Print"/>
<a href="#">Information Security Awareness (French)- Foundational (High Bandwidth)</a>	Self-Paced Learning Activities	Completed	18/05/2016	<input type="button" value="Start"/>			<a href="#">Print</a>

## 2) Participants having already created an Inspira account

If you already have an Inspira account, you will need to use the **User ID** and the **Password** you created at the time when you opened your account.

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:

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My Learning Activities <span style="float: right;">1-69 of 69</span>							
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<a href="#">Information Security Awareness (French)- Foundational (High Bandwidth)</a>	Self-Paced Learning Activities	Completed	18/05/2016	<input type="button" value="Start"/>			<a href="#">Print</a>

### 3) What to do if you have forgotten your Inspira User ID / Password

If you cannot recall your User ID or your password, please click on "**Forgot Password**" or "**Forgot Password**" on the main page and follow the instructions provided by the system (please see below):

a) You forgot your **User ID**:

Forgot User ID

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# inspira

Human Resources Gateway

## Forgot your User ID?

**Forgot your User ID?**

To retrieve the User ID associated to your Inspira account, please enter the email address recorded in your Inspira account and then click on "Continue".

Email:

[Return to previous page](#)

b) You forgot your **Password**:

Forgot Password

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# inspira

Human Resources Gateway

## Forgot your password?

**Forgot your Password ?**

If you have forgotten your password or if your password has expired, enter your Inspira User ID and your date of birth, and then click on "Continue" to reset your password.

\*User ID:

\*Date of Birth: Day  Month  Year

[Return to Login page](#)



**inspira**  
Human Resources Gateway

## Forgot your password?

### Password Reset Options

Select an option to reset your password:

- On screen (using the security questions recorded in your Inspira account)
- By email (using the email address recorded in your Inspira account)

[Continue](#)

[Return to Login page](#)