

Inspira LMS Guide

How to register for mandatory training from external Inspira account

You can now access Inspira mandatory courses through elearning.un.org!!!! In this quick guide you will learn how to register and find mandatory courses on Inspira.

If you are **new** to learning, please start on the first page. If you have **already registered** on Inspira, please skip to page 5.

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Step One: Create a new account



1. Go to **elearning.un.org**
2. Click on **“Register Now”**



Notice to United Nations Secretariat staff members

United Nations Secretariat staff members with regular appointments, including field staff members, are not required to register. Please click on <https://inspira.un.org> and log in with the User ID and password that are provided to you.

UN Volunteers, associate experts, consultants, individual contractors, military/police personnel and interns must register as a learner 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 LMS.

External Learner Registration

Enter Registration Information

*First Name:	<input type="text" value="abc"/>	← 3
*Last Name:	<input type="text" value="abc"/>	← 4
User ID:	lms.abc.abc	
*Password:	<input type="password" value="....."/>	← 5
*Confirm Password:	<input type="password" value="....."/>	← 6
*Email Address:	<input type="text" value="abc@un.org"/>	← 7
*Date of Birth:	<input type="text" value="05/12/1985"/> 05/DEC/1985	← 8

[Return to previous page](#) ← 9

* Required Information

3. Enter your **First Name**
4. Enter your **Last Name**. Your **User ID** will be automatically generated once you entered both of your First Name and Last Name.
5. Enter your **Password**
6. Confirm your **Password**
7. Enter your **Email Address**
8. Specify your **Date of Birth**
9. Click on **“Register”**

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Registration Successful

You have been successfully registered as a user 'lms.abc.abc'.

Note down the User ID and Password you entered. This information will also be mailed to you shortly.

If you have any questions regarding your registration, please contact Inspira Support Centre.

[Return to Sign in page](#)



A confirmation page will appear showing that you have successfully registered.

1. Click on **Return to Sign in page**

A screenshot of a login page with a light blue background. At the top right, there is a link labeled 'Forgot User ID' above an empty input field with a blue user icon on the right. Below that is a link labeled 'Forgot Password' above an input field containing the text 'Password' and a lock icon on the right. At the bottom center is a large blue button with the text 'Login' in white.

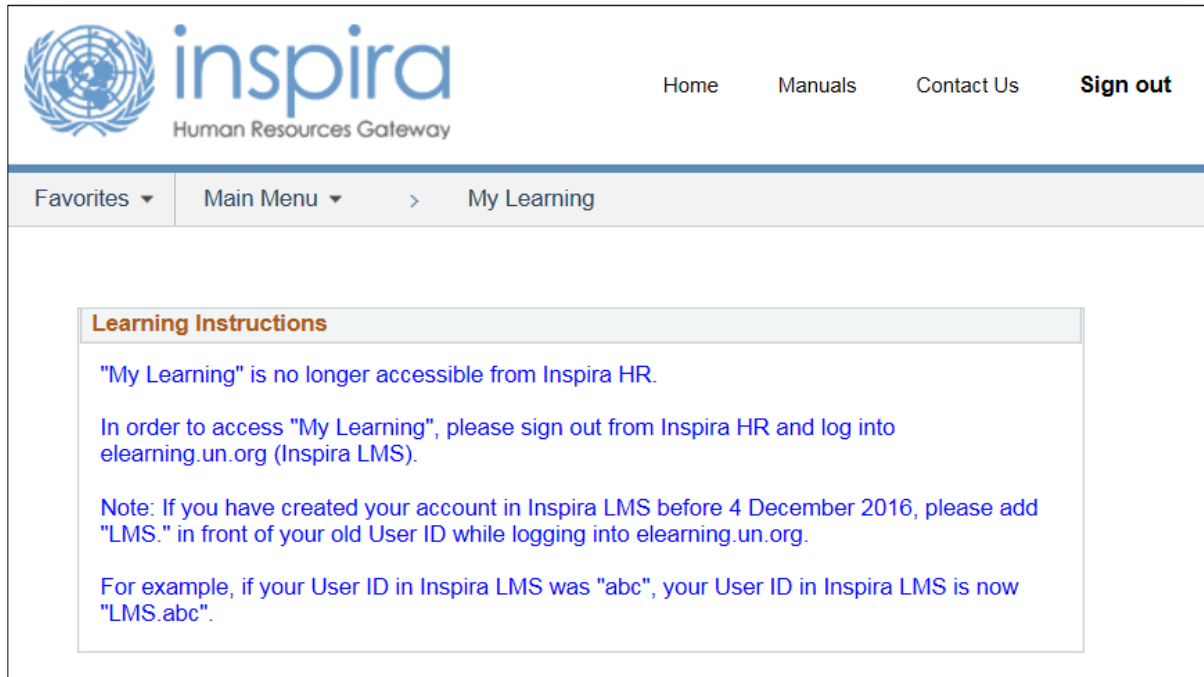
Please sign in from this page and follow **STEP Two** below to request for learning and enroll in mandatory courses.

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Step Two: Log-in to Inspira

If you already have an account on Inspira and have seen the below page, please be aware that we have changed log-in steps. Instead of going through <https://inspira.un.org>, you will now be asked to go through: <https://elearning.un.org>



The screenshot shows the Inspira Human Resources Gateway website. The header includes the Inspira logo (United Nations emblem) and the text "inspira Human Resources Gateway". Navigation links for "Home", "Manuals", "Contact Us", and "Sign out" are visible. Below the header, there is a breadcrumb trail: "Favorites", "Main Menu", and "My Learning". A central message box titled "Learning Instructions" contains the following text:

"My Learning" is no longer accessible from Inspira HR.

In order to access "My Learning", please sign out from Inspira HR and log into elearning.un.org (Inspira LMS).

Note: If you have created your account in Inspira LMS before 4 December 2016, please add "LMS." in front of your old User ID while logging into elearning.un.org.

For example, if your User ID in Inspira LMS was "abc", your User ID in Inspira LMS is now "LMS.abc".

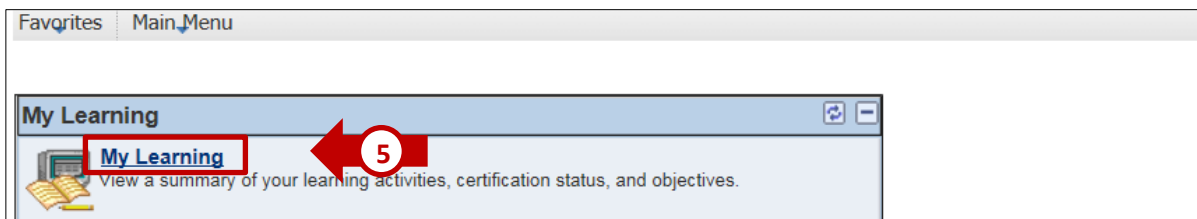
Please be aware that when you log-in to the new site, you must add **"LMS."** in front of your old user ID when logging in. For example, if your User ID is "abc", you User ID is now **"LMS.abc"**.

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1. Go to **elearning.un.org**
2. Enter your new user ID with **“LMS.”**
3. Enter your **password**
4. Click on **“Login”**

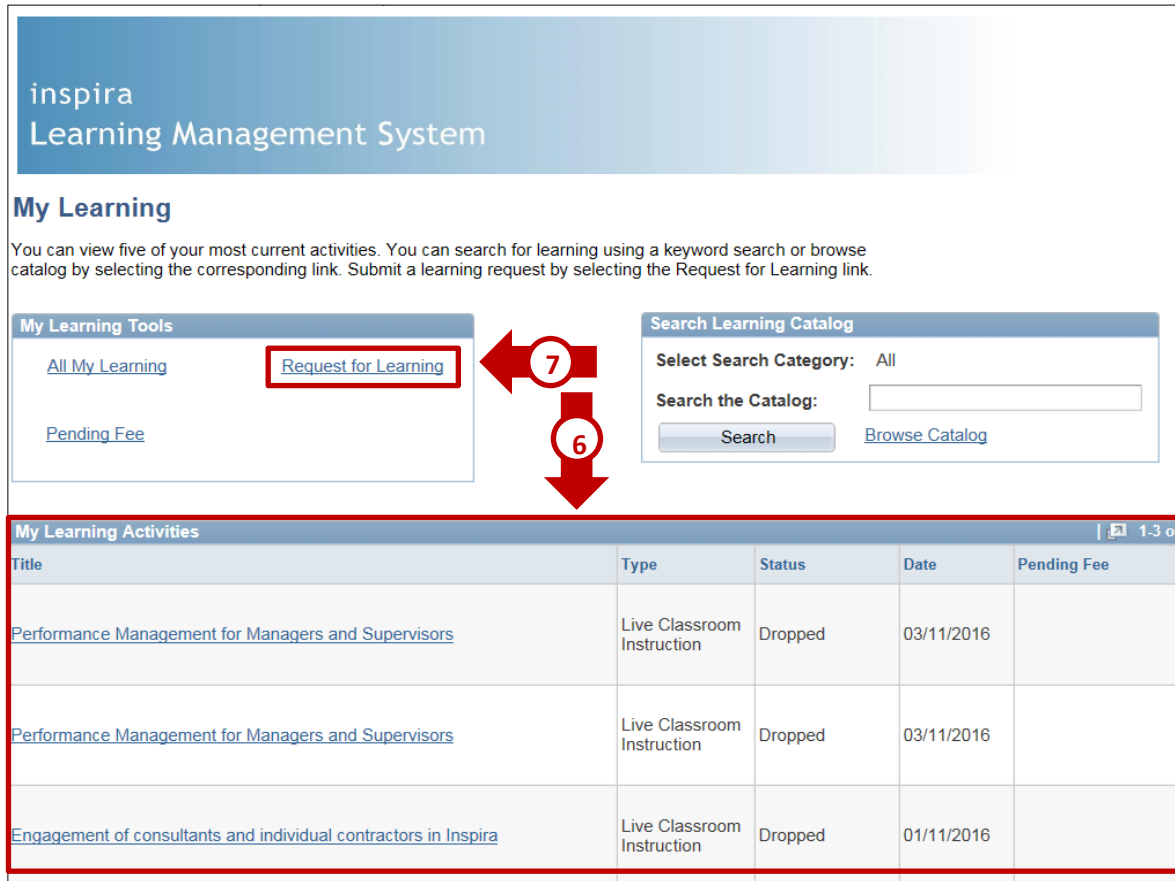


5. Click on **“My Learning”**

IMPORTANT: You must submit a request for registration first. This first procedure does not register you for a course, but requests access to see the courses.

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inspira
Learning Management System

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.

My Learning Tools

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

Search Learning Catalog

Select Search Category: All

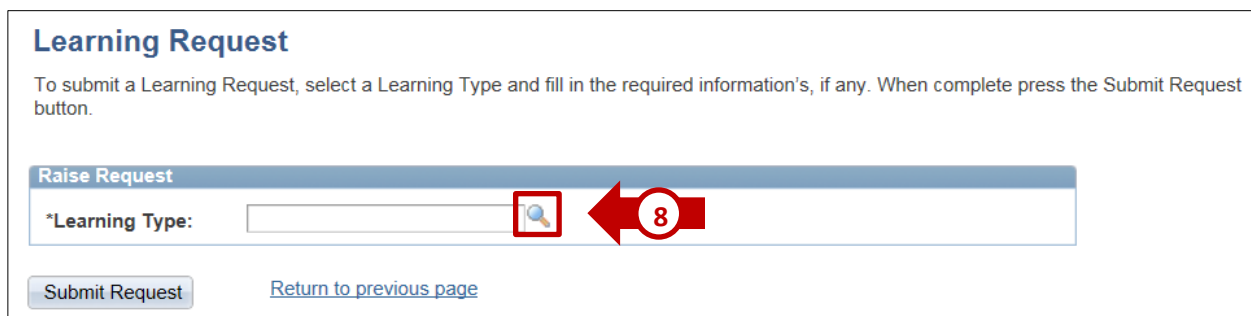
Search the Catalog:

[Browse Catalog](#)

My Learning Activities | 1-3 of

Title	Type	Status	Date	Pending Fee
Performance Management for Managers and Supervisors	Live Classroom Instruction	Dropped	03/11/2016	
Performance Management for Managers and Supervisors	Live Classroom Instruction	Dropped	03/11/2016	
Engagement of consultants and individual contractors in Inspira	Live Classroom Instruction	Dropped	01/11/2016	


6. If you already had an account on Inspira, your activity status from inspira.un.org should have been migrated to elearning.un.org and you should be able to see your old courses in the “**My Learning Activities**” table.
7. Click on “**Request for Learning**”



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: 

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8. Click on **the magnifying glass symbol** to see the Learning categories available.

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Look Up

Look Up Learning Type

Search by: Learning Type begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-4 of 4 Last

Learning Type
PE
Procurement
NY Language Course
Mandatory Courses

9. You will notice that a screen will pop-up. Click on **Mandatory Courses**.

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:

[Return to previous page](#)

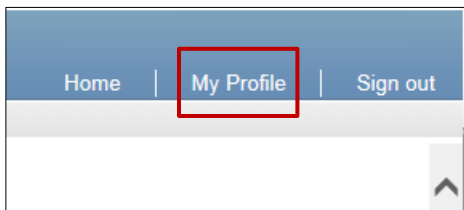
10. Enter your **Index Number**
11. Choose your **Mission/Department** from the dropdown menu
12. Enter your **Duty Station**
13. Choose your **Employee Type** from the dropdown menu
14. Click on "**Submit Request**"

IMPORTANT: These courses are offered to UN employees only, so make sure you provide your UN email address or your request for learning will be denied. If the email address shown on your screen is incorrect,

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click on “My Profile” at the top right corner of the page (see below screenshot) and update your primary email address.



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.

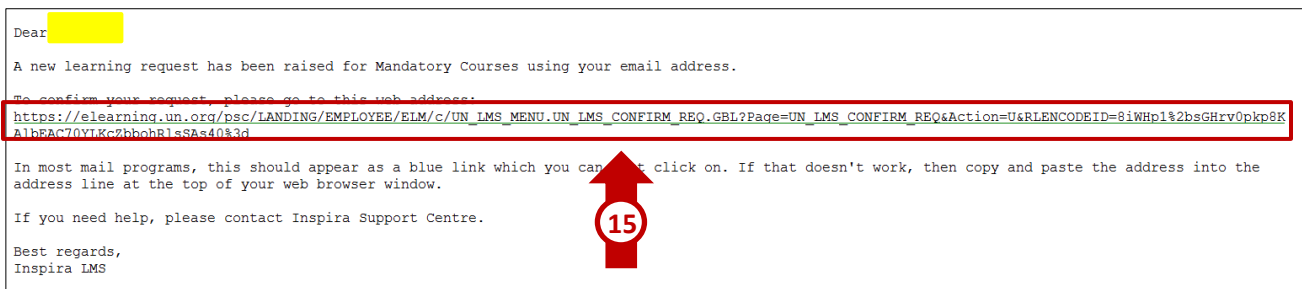
An email has been sent to you. Follow the instructions to complete your registration.

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

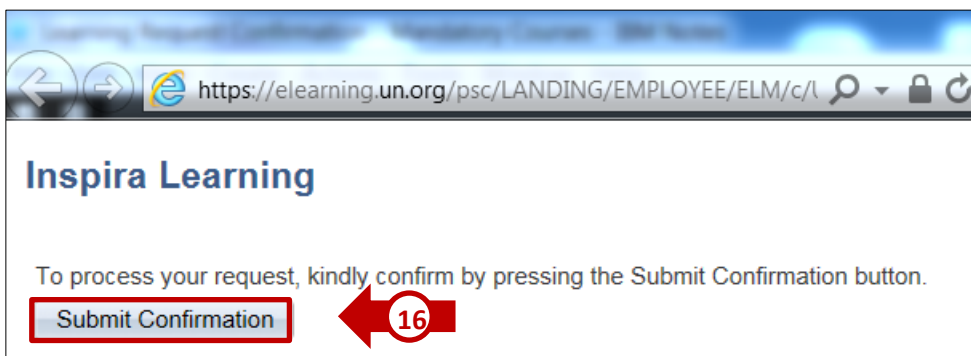
In case you didn't receive the email, Kindly contact Inspira Support Centre.

Our system will forward an e-mail to the address you have provided with further instructions on how to complete your registration. You will see the following message on your screen.

Check your Email Inbox (and if needed the Junk folder) of the mailbox identified on the previous screen in order to find the confirmation email as shown below.



15. Open the confirmation email and then click on the embedded link to confirm your learning request. If nothing happens when you click on the link, please copy-and-paste the link into the address bar of your Internet browser.



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16. After clicking on the link mentioned at the previous step, you will be prompted to the Inspira Learning page. Click on “**Submit Confirmation**”.

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.

In a few moments, the page will confirm your learning request with the above message.

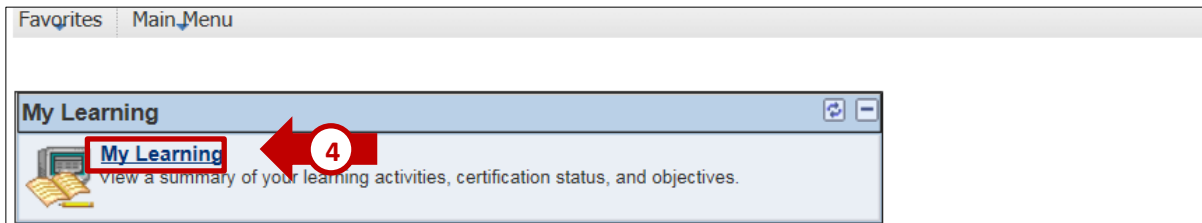
That’s it! Now you can search for mandatory courses in our catalogue. Step three guides you on how to search and enroll for courses.

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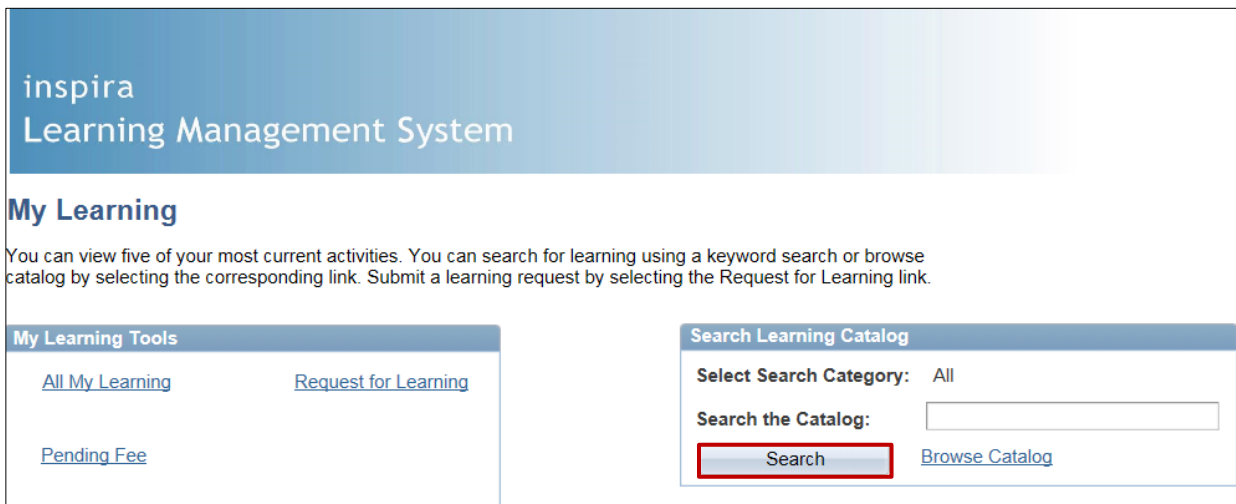
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Step Three: Sign up for mandatory courses

Log-in to learning@un.org. Remember to put LMS. in front of your username.



1. Click on “**My Learning**”



2. Click on the “**Search**” button to list all the mandatory courses accessible from your Inspira external learning account.

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Search Catalog

Basic Search
Search the Catalog:


[Browse Catalog](#)

Search Results: Previous [Next](#)

Results **1 - 15** of **24**

[Advanced Security in the Field \(LMS-1401\)](#) [Enroll](#)
This course is the second in a series that helps you learn how to avoid or minimise dangers and risks. It builds on the concepts you learned in Basic Security in the Field - Staff Safety, Health, and Welfare (LMS-1401).

[Arabic - HIV in the workplace \(LMS-2336\)](#) [Enroll](#)
Arabic - HIV in the workplace

[Basic Security in the Field II: Staff Safety, Health and Welfare \(LMS-1250\)](#)  [Enroll](#)
Basic Security in the Field: Staff Safety, Health and Welfare (LMS-1250).

[Ethics and Integrity at the United Nations \(LMS-1796\)](#) [Enroll](#)
The purpose of this training is to promote ethical awareness and ethical-decision making so that staff are better enabled to fulfil the mission of the UN (LMS-1796).

[Ethics and Integrity at the United Nations \(French\) \(LMS-2164\)](#) [Enroll](#)
Déontologie et intégrité aux Nations Unies

[HIV and AIDS in Peacekeeping Operations \(LMS-2358\)](#) [Enroll](#)
This online training course, which forms part of the Mission-Specific Induction Training for UN peacekeeping personnel, explores transmission & prevention of HIV, treatment & support in missions and handling of stigma associated with HIV&AIDS.

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Basic Security in the Field II: Staff Safety, Health and Welfare

Description:

Basic Security in the Field: Staff Safety, Health and Welfare (LMS-1250).

Please note that activities without a specified Start Date can be taken at any time.

Activity Options for Basic Security in the Field II: Staff Safety, Health and Welfare					
Activity Code	Location	Type	Start Date		
LMS-1250-3	,	Self-Paced Learning Activities	23/09/2016	View Details	 <input type="button" value="Enroll"/>

- Click on **“Enroll”** next to the relevant activity

Enroll In Activity

Review Information

Activity Name: [Basic Security in the Field II: Staff Safety, Health and Welfare](#)

Activity Code: LMS-1250-3

Price Per Seat: 0.00 USD

Start Date: 23/09/2016

Last Enrollment Date: ..

Available Seats: ..

Language: English

Type: Self-Paced Learning Activities

Contact: ..

Drop Charge: 0.00 USD

End Date: ..

Last Drop Date: ..

Available Waitlist: 0

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- Click on **“Submit Enrollment”**

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Enroll In Activity

Enrollment Confirmation



✓ You have successfully enrolled in **Basic Security in the Field II: Staff Safety, Health and Welfare**. This change in status will be updated on the All Learning page.

Activity Name:	Basic Security in the Field II: Staff Safety, Health and Welfare	Type:	Self-Paced Learning Activities
Activity Code:	LMS-1250-3	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	961127
Start Date:	23/09/2016	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--

[My Learning](#)

That's it! You have successfully enrolled in the mandatory course!