

How to complete the Information Security Awareness mandatory course



Unlike other mandatory learning activities, the Information Security Awareness – Foundational course is divided into two parts.

- a. *Course Modules*: This part consists of all learning material, separated into seven modules, to be completed at your own pace. Once all seven are completed, the course status will change to “Complete”.
- b. *Certification Assessment*: This part consists of an assessment that is based on what you learned in the Course Modules. Passing the assessment will earn you the status “Complete” and fulfill all requirements for the course. You **must** have first completed the Course Modules to access the Certification Assessment.

While your completion of the Course Modules will be permanently valid, **the Certification Assessment must be taken on an annual basis**. On April 1st of every year, your status for the Certification Assessment will reset, and you will need to re-take it in order to fulfill your mandatory learning requirements. In other words, **the Certification Assessment is only valid for the period of April 1st to March 31st of every year**.

This document will guide you through the process of enrolling and completing each part of the *Information Security Awareness – Foundational* course via Inspira.

Please note that if you access your learning through an account you created, rather than an account assigned to you and which uses your index number as ID when logging in, you may need to first enable Mandatory Learning in your account. [More information on this process can be found here.](#)

1. Find the Mandatory Learning page.

After logging into Inspira, on the top right corner, there will be a “Main Menu” button. Select it and follow this menu path:

Main Menu > Navigator > My Career and Learning > My Learning > My Mandatory Learning



2. OPTION 1: Enroll directly into Information Security Awareness – Course Modules.

From My Mandatory Learning, you will see the following page:

Mandatory Learning Programmes

The United Nations Secretariat has several learning programmes that are mandatory for all staff to ensure familiarity with key regulations, rules, and processes. Here you will find a list of those programmes which are mandatory for all staff, regardless of their level, duty station or function, as well as those that are mandatory for staff carrying out certain functions, or certain groups of staff. You are responsible for checking the requirements and ensuring you are up to date with all applicable Mandatory Learning Programmes.

Please note that only the status of the courses taken through Inspira are shown here. You are only required to complete one version of each Mandatory Learning Programmes listed below.
To see the complete list of Mandatory Learning Programmes [Click Here](#)

BSAFE

Course Details

	Course Description	Activity Code	Type	Status	Launch	Drop
1	BSAFE (Spanish)	LMS-4022-1	Self-Paced Learning Activities	In-Progress	<button>Launch</button>	<button>Drop</button>
2	BSAFE (Russian)	LMS-4021-1	Self-Paced Learning Activities		<button>Enroll</button>	<button>Drop</button>
3	BSAFE (Chinese)	LMS-4020-1	Self-Paced Learning Activities		<button>Enroll</button>	<button>Drop</button>
4	BSAFE (Arabic)	LMS-4019-1	Self-Paced Learning Activities		<button>Enroll</button>	<button>Drop</button>

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[Accessibility](#)

You can now scroll down to display all mandatory learning courses, including Information Security Awareness. The courses are listed alphabetically.

inspira Human Resources Gateway **Mandatory Learning Programmes** [Home](#) [Help](#) [Main Menu](#)

	Course Description	LMS Code	Activity Type	Status	Launch	Drop
4	I Know Gender (English)	LMS-2375-5	Self-Paced Learning Activities	In-Progress	Launch	Drop
5	I Know Gender (English)	LMS-2375-4	Self-Paced Learning Activities	Completed	Enroll	Drop
6	I Know Gender (Spanish)	LMS-2377-1	Self-Paced Learning Activities	In-Progress	Launch	Drop

Information Security Awareness: Foundational – Assessment Certification (Available starting April 1st)

Course Details

	Course Description	Activity Code	Type	Status	Enroll	Drop
1	Information Security Awareness - Foundational [Assessment Certification] (Arabic)	LMS-7274-1	Self-Paced Learning Activities		Enroll	Drop
2	Information Security Awareness - Foundational [Assessment Certification] (Spanish)	LMS-7273-1	Self-Paced Learning Activities		Enroll	Drop
	Information Security Awareness -					

Accessibility

You will first find the Assessment Certification, but **will not be able to enroll until you have finished one of the Course Modules classes.**

Attempting to enroll without fulfilling this prerequisite will prompt the system to display a list of all classes valid prerequisites. Please see Section 3 if you wish to learn more.

Below the Assessment Certification will be the Course Modules:

Information Security Awareness: Foundational – Course Modules

Course Details

	Course Description	Type	Status	Enroll	Drop	Activity Code
1	Information Security Awareness - Foundational (English)	Self-Paced Learning Activities		Enroll	Drop	LMS-1834-8
2	Information Security Awareness - Foundational (French)	Self-Paced Learning Activities		Enroll	Drop	LMS-6824-2
3	Information Security Awareness - Foundational (Arabic)	Self-Paced Learning Activities		Enroll	Drop	LMS-7074-1
4	Information Security Awareness - Foundational (Spanish)	Self-Paced Learning Activities		Enroll	Drop	LMS-7075-1

When selected, a pop-up window will appear to confirm your registration:

Enroll In Class

Review Information

Penny Nicholls, Department - External Learners

Class Code	LMS-1834-8	Class Name	Information Security Awareness - Foundational (English)
Type	Self-Paced Learning Activities	Contact	learning@un.org
Price Per Seat	--	Drop Charge	--
Start Date	2022/03/31	End Date	--
Last Enrollment Date	--	Last Drop Date	--
Available Seats	--	Available Waitlist	0
Language	English		

Submit Enrollment [Find Learning](#)

Select **Submit Enrollment**. You will then be automatically returned to the Mandatory Learning page.

3. OPTION 2: Enroll into “Information Security Awareness – Course Modules” via prerequisite list.

While less direct, you can also enroll into the Course Modules from the Assessment Certification class.

The screenshot shows the Inspira Human Resources Gateway interface. At the top, there's a header with the Inspira logo and 'Mandatory Learning Programmes'. Below this is a table with columns for ID, Title, LMS Code, Type, Status, and Action buttons (Launch, Drop). The table lists three items related to 'I Know Gender'.

Below the table, there's a section for 'Information Security Awareness: Foundational – Assessment Certification (Available starting April 1st)'. This section includes a 'Course Details' table with columns for Course Description, Activity Code, Type, Status, Enroll, and Drop. The table lists two courses: 'Information Security Awareness - Foundational [Assessment Certification] (Arabic)' and 'Information Security Awareness - Foundational [Assessment Certification] (Spanish)'. Both have 'Enroll' and 'Drop' buttons.

If you attempt to enroll directly to the Assessment without having first completed the Course Modules, a pop-up will appear which displays all the valid prerequisites for this course:

Enroll In Class

Review Information

Learner H Learner H, Information Management Officer, OCHA OASG OAD FO BDI BUJUMBUR



You must complete required prerequisites before you can enroll in this class.

Class Code	LMS-6720-1	Class Name	Information secur
Type	Self-Paced Learning Activities	Contact	--
Price Per Seat	--	Drop Charge	--
Start Date	2023/02/16	End Date	--
Last Enrollment Date	--	Last Drop Date	--
Available Seats	--	Available Waitlist	0
Language	English		

Missing Required Prerequisites

- [Information Security Awareness \(LMS-1834\) English](#)
- or
- [Information Security Awareness \(LMS-6824\) French](#)
- or
- [\[Retired- no access\] Information Security Awareness \(LMS-7074\) Arabic \(Course\)](#)
- or
- [Information Security Awareness \(LMS-7075\) Spanish](#)

[Submit Enrollment](#)

[Find Learning](#)

Selecting any of the courses in blue will allow you to enroll directly into them from this page.

Course Details

Information Security Awareness (LMS-1834) English

★★★★★ (0)

Description

Prerequisites course

The table below shows the different delivery options and start dates for the Course. You can view the complete class details by selecting the View Details link. You can enroll in the class by selecting the Enroll button or bookmark the class to view later in your Planned Learning page by selecting the Add to Plan button.

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

Class Options for Information Security Awareness (LMS-1834) English

Class Code	Type	Start Date	Price			
LMS-6721-1	Self-Paced Learning Activities	2023/02/16		View Details	<button>Enroll</button>	<button>Plan for Later</button>

Plan for Later

[Return to Previous Page](#)

4. Complete “Information Security Awareness – Course Modules”.

You are now able to launch the course you enrolled into by clicking on the “Launch” button.

1	Information Security Awareness - Foundational (English)	Self-Paced Learning Activities	Enrolled	<button>Launch</button>	<button>Drop</button>	LMS-1834-8
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When selecting “Launch”, you will first come across a pop-up with the course information:

Self-Service Class Progress

Class Progress

Information Security Awareness - Foundational (English)

Penny Nicholls, Department - External Learners

★★★★★ (470) [View Reviews](#)

You can view the Schedule, Grades and Attendance, Notes and Attachments, Payment Details and Approvals associated with the Class by selecting the corresponding links. You can view the Class Details by selecting the Class Name and view the progress of a Learning Component by selecting the corresponding Learning Component Name.

Class Code

LMS-1834-8

Type

Self-Paced Learning Activities

Price Per Seat

--

Enrollment Status

Enrolled

Start Date

2022/03/31

Last Enrollment Date

--

Class Name

Information Security Awareness - Foundational (English)

Contact

[learning@un.org](#)

Drop Charge

--

Confirmation Number

2847448

End Date

--

Last Drop Date

--

[Progress](#)

[Schedule](#)

[Grades and Attendance](#)

[Notes and Attachments](#)

[Payment Details](#)

[Approvals](#)

Class Progress

Progress

Enrolled

Grade

Not Graded

If you scroll down, under Class Syllabus, you will find all modules for the course. For this course, there will be seven different modules that you need to fully go through to complete.

Select “Launch” next to the module name.

Class Progress

Progress	Enrolled	Grade	Not Graded
Passing Status	Pending	Comments	

Class Syllabus

To receive credit for this class you must complete all required tasks.

1	Module 01- Introduction to Information Security	Launch
	Required Web-based	
	Progress Not Attempted	
2	Module 02 - Protecting Sensitive Information	Launch
	Required Web-based	
	Progress Not Attempted	
3	Module 03 - Module 03 Social Engineering	Launch
	Required Web-based	
	Progress Not Attempted	

Finally, on the next page, you will be able to launch the module you selected by clicking on “Launch” again, as indicated below:

Table Of Contents

Penny Nicholls,

Component Name: Module 01- Introduction to Information Security Type: Web-based
Class: Information Security Awareness - Foundational (English) Duration: --

Table Of Contents			
Title	Status	Score	
Module 01 Introduction to Information Security	Not Attempted		Launch

[Return To Class Progress](#)

5. Enroll into “Information Security Awareness: Foundational – Assessment Certification”.

Once you have completed the Course Modules, you can return to Mandatory Learning and see that the course status will have changed:

7	Information Security Awareness - Foundational (English)	LMS-1834-5	Self-Paced Learning Activities	Completed	Enroll	Drop
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This signals that you are ready to take the assessment. Scroll up and select “Enroll” next to the Assessment class of your choice, and when the pop-up appears, select “Submit Enrollment”.

Enroll In Class

Review Information

Luis Felipe BASAURE PAZ, Team Assistant, DMSPC OHR GSPD STM OD

Class Code	LMS-7271-1	Class Name	Information Security Awareness - Foundational [Assessment Certification] (English)
Type	Self-Paced Learning Activities	Contact	--
Price Per Seat	--	Drop Charge	--
Start Date	--	End Date	--
Last Enrollment Date	--	Last Drop Date	--
Available Seats	--	Available Waitlist	0
Language	English		
Submit Enrollment Find Learning			

6. Complete “Information Security Awareness – Assessment Certification”.

Upon enrolling, you will automatically be returned to the Mandatory Learning page. The status for the selected class will have changed to “Enrolled”.

4	Information Security Awareness - Foundational [Assessment Certification] (English)	LMS-7271-1	Self-Paced Learning Activities	Enrolled	<button>Launch</button>	<button>Drop</button>
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Select “Launch” and a pop-up will appear, displaying the Assessment module under “Class Syllabus”.

Class Progress

Information Security Awareness - Foundational [Assessment Certification] (English)

★★★★★ (0)

You can view the Schedule, Grades and Attendance, Notes and Attachments, Payment Details and Approvals associated with the Class by selecting the corresponding links. You can view the Class Details by selecting the Class Name and view the progress of a Learning Component by selecting the corresponding Learning Component Name.

Class Code	LMS-7271-1	Class Name	Information Security Awareness - Foundational [Assessment Certification] (English)
Type	Self-Paced Learning Activities	Contact	--
Price Per Seat	--	Drop Charge	--
Enrollment Status	Enrolled	Confirmation Number	2847477
Start Date	--	End Date	--
Last Enrollment Date	--	Last Drop Date	--

[Progress](#) [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

Class Progress

Progress	Enrolled	Grade	Not Graded
Passing Status	Pending	Comments	

Class Syllabus

To receive credit for this class you must complete all required tasks in order.

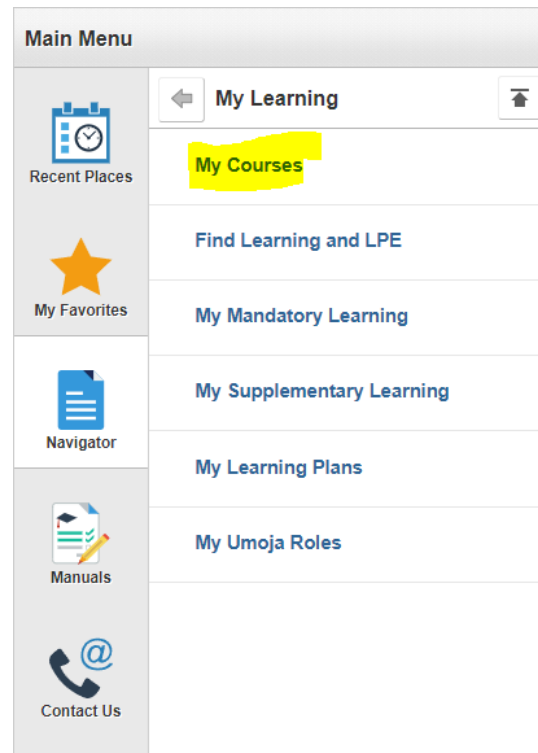
1	Assessment	Launch
	Required Assessment	
	Progress Not Attempted	
2	Module 01- Introduction to Information Security	Launch
	Optional Web-based	
	Progress Not Attempted	
3	Module 02 - Protecting Sensitive Information	Launch
	Optional Web-based	
	Progress Not Attempted	

You are only required to complete the Assessment to fulfill all requirements for this course. The learning modules here have been included for your reference and in case you wish to consult the class materials for a refresher. They are optional and you will not need to interact with them.

7. Resuming a course.

You can exit a course at any point and resume your learning later. From the Main Menu, follow this path:

Main Menu > Navigator > My Career and Learning > My Learning > My Courses



This will display the My Learning page, in which you can find all courses you have enrolled into, regardless of your current status.

My Learning

Filter by Status

My Learning

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Title	Type	Status	Date	Launch	Action	My Ratings	Document	View Enrollment Form
Information Security Awareness - Foundational [Assessment Certification] (English)	Self-Paced Learning Activities	In-Progress	2023/03/30		<button>Drop</button>	★★★★★		
Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0] (English)	Self-Paced Learning Activities	Completed	2023/02/02		<button>Review</button>	★★★★★		
Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0] (French)	Self-Paced Learning Activities	Completed	2023/02/01		<button>Review</button>	★★★★★		
Hate Speech and the UN Strategy and Plan of Action on Hate Speech	Self-Paced Learning Activities	Enrolled	2023/01/16		<button>Drop</button>	★★★★★		

Select the course name or on the arrow button under “Launch” to launch the course and resume your learning.