

HOW TO CHECK YOUR APPLICATION STATUS

Login into Inspira using your User ID and password.
Go to **Main Menu** and click on **My Learning**.

All approved and cancelled enrollments will appear in your **My Learning Activities** pane. All other applications will be under **My Registrations**.

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](#)

Applications reviewed and approved

Search Learning Catalog

Select Search Category: All

Search the Catalog:

 [Browse Catalog](#)

My Learning Activities

Customize | 1-2 of 2

Title	Type	Status	Date	Action	Start
Language Proficiency Examination - ARABIC	Live Classroom Instruction	In-Progress	10/05/2012	<input type="button" value="Drop"/>	<input type="button" value="Start"/>
Language Proficiency Examination - CHINESE	Live Classroom Instruction	Enrolled	04/05/2012	<input type="button" value="Drop"/>	<input type="button" value="Start"/>

Pending and submitted applications

My Registrations

Title	Type	Status	Submission Date
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Registration Submitted	11/05/2012 9:44:52AM
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Registration Dropped	27/04/2012 9:27:45AM
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Pending Submission	

Click here to view saved application

Description of statuses

Pending Submission:

To retrieve a saved application, under [My Registrations](#), look for the application which is [Pending Submission](#).

Click on the title. Make the necessary changes, attach required documents, and review your application for completeness.

Then click [Submit Enrollment](#).

Registration submitted:

Applications which have been successfully submitted will appear under [My Registrations](#) with a status of [Registration Submitted](#), this will be reviewed by the LPE administrator.

Registration dropped:

Application which have been approved previously, but cancelled or dropped by the applicant will appear as [Dropped](#).

Under review:

Application is being reviewed.

Enrolled:

If your application has been approved, you will receive an email notification and your application will have a status of [Enrolled](#) under the [My Learning Activities](#) pane.

Turn off the pop up blocker on your web browser to allow you to view the letter.

Click [Print](#) to view your convocation letter which contains your [Application Number](#).

Remember to print this letter and bring with you on exam day.

Action Requested:

Your application may be returned to you if additional information is required to finalize the screening of your application. You will receive an email notifying you that your application has been pushed back.

Under [My Registrations](#), look for the application which has [Action Requested](#).

Click [View](#) to see the comment from the administrator which explains what is requested from you.

Click on the title, attach requested documentation and enter comments to describe the changes made to your application.

Click [Submit Enrollment](#).

Registration rejected:

In the case where your application has a status of [Registration Rejected](#), please refer to the [Reason](#) column for a brief explanation for the rejection.


Checking for updates and comments

Log into Inspira, go to My Learning, click on **View** in the Comments box

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My Learning Tools		Search Learning Catalog	
All My Learning	Request for Learning	Select Search Category: All	
		Search the Catalog: <input type="text"/>	
		<input type="button" value="Search"/>	Browse Catalog

My Learning Activities						Customize  1-2 of 2
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My Registrations				
Title	Type	Status	Submission Date	Comments
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Action Requested	11/05/2012 9:44:52AM	View Click here
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Registration Dropped	27/04/2012 9:27:45AM	
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Pending Submission		