This is a guide on how to create an account in inspira. This is intended for external applicants who are not Secretariat staff members.

Go to inspira.un.org

And click Register Now
Fill in all the required fields on the form
Enter a User ID that is unique but easy to remember
Passwords must be 6 to 32 alphanumeric characters in length
Given name is your first name
Primary email address is where your messages will be sent
Use the calendar to select your birth date

Review your entries, and then click on the Register button
You now have successfully registered in inspira
Click on the Return to Sign in Page button

Registration Successful

You have been successfully registered as a user.

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
Login to inspira using your newly created User ID and Password

Click **Main Menu**, then click **My Learning**

Enter your **Job Title** and click **Register for Learning**
You now have successfully registered for learning

Click **My Learning**
Click **Request for Learning**

Using the magnifying glass, select **Language Proficiency Exam** for the Learning Type

Fill in your **Professional Status** using the dropdown list
Then click **Submit Request**
An email from Office_of_Human_Resources_Management@un.org will be sent to your primary email address.

Click on the link contained in the email to confirm your learning request for the LPE.

Click Submit Confirmation

You now have successfully confirmed your Learning Request
You can now browse the catalog