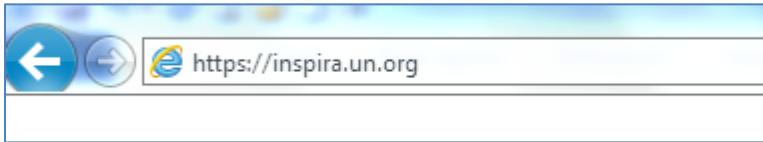


HOW TO CREATE AN INSPIRA ACCOUNT (EXTERNAL APPLICANT) HOW TO REGISTER FOR LEARNING

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

External Applicant Registration

Enter Registration Information

*User ID:

*Password:

*Confirm Password:

Name and Date of Birth once entered cannot be changed.

*Given Name:


Middle Name:

*Family Name:

Other Name:

*Primary Email:

Alternate Email:

*Date of Birth:  DD/MM/YYYY

[Return to Previous Page](#)

For technical support, click on [Contact us](#)

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.

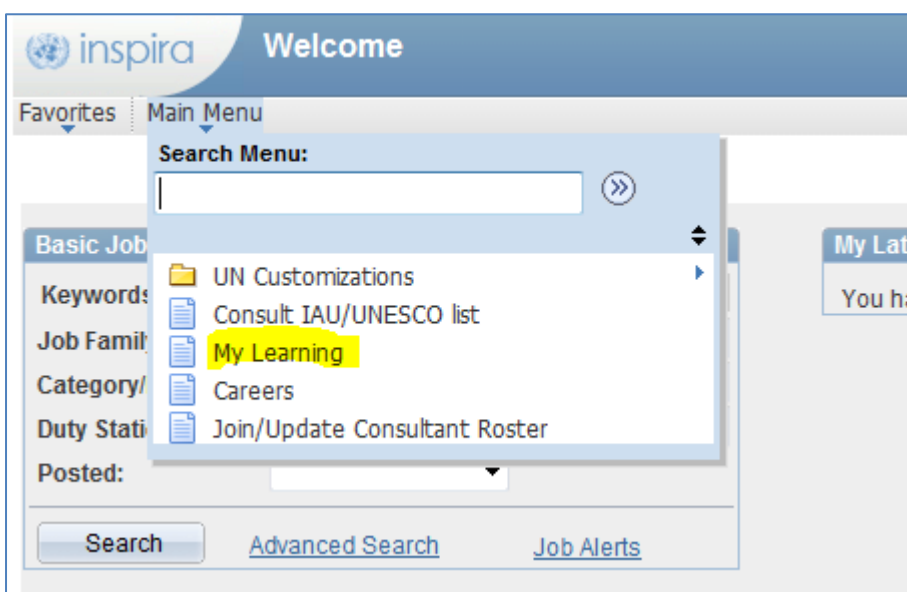
If you have any questions regarding your registration, please contact Inspira Support Centre.

Login to inspira using your newly created User ID and Password



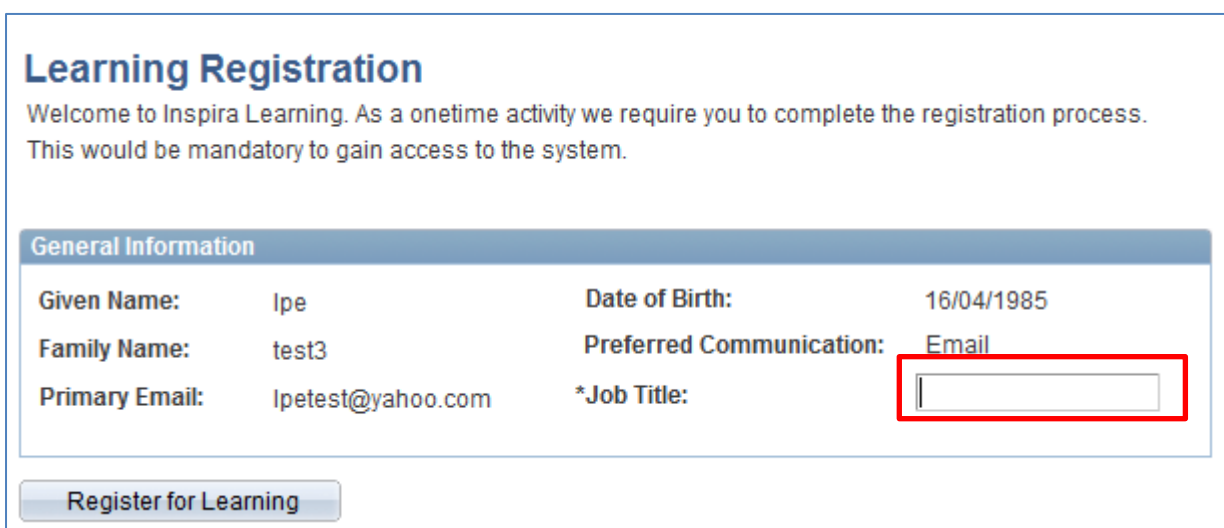
The image shows the Inspira Human Resources Gateway login page. At the top left is the United Nations logo. To its right is the word "inspira" in a blue font, with "Human Resources Gateway" underneath. On the left side, there are four links: "Register now", "Forgot your password?", "Contact us", and "Français". On the right side, there is a light blue rounded rectangle containing two input fields: "User ID:" and "Password:". Below these fields is a blue button labeled "Login".

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



The image shows the Inspira website's main menu. The "Main Menu" dropdown is open, displaying a search bar and a list of menu items: "UN Customizations", "Consult IAU/UNESCO list", "My Learning" (highlighted in yellow), "Careers", and "Join/Update Consultant Roster". Below the menu items are three buttons: "Search", "Advanced Search", and "Job Alerts".

Enter your **Job Title** and click **Register for Learning**



The image shows the "Learning Registration" form. The title "Learning Registration" is in bold blue text. Below it is a paragraph: "Welcome to Inspira Learning. As a onetime activity we require you to complete the registration process. This would be mandatory to gain access to the system." The form is divided into a "General Information" section with the following fields:

Given Name:	lpe	Date of Birth:	16/04/1985
Family Name:	test3	Preferred Communication:	Email
Primary Email:	lpetest@yahoo.com	*Job Title:	<input type="text"/>

At the bottom of the form is a blue button labeled "Register for Learning".

You now have successfully registered for learning

Learning Registration

Welcome to Inspira Learning. As a onetime activity we require you to complete the registration process. This would be mandatory to gain access to the system.

✓ **Registration Successful. Please use the 'My Learning' link to continue.**

General Information

Click [My Learning](#)

Click [Request for Learning](#)

My Learning

You can view five of your most current activities. You can search for learning using catalog by selecting the corresponding link. Submit a learning request by selecti

My Learning Tools

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

Search Learning Catalog

Select Search Category:

Search the Catalog:

Facility:

[Br](#)

Using the magnifying glass, select [Language Proficiency Exam](#) for the Learning Type

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: Self

[Return to previous page](#)

Look Up

Look Up Learning Type

Search by: Learning Type begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

Learning Type
NY Language Course
Procurement
LPE

Fill in your [Professional Status](#) using the dropdown list

Then click [Submit Request](#)

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: Self

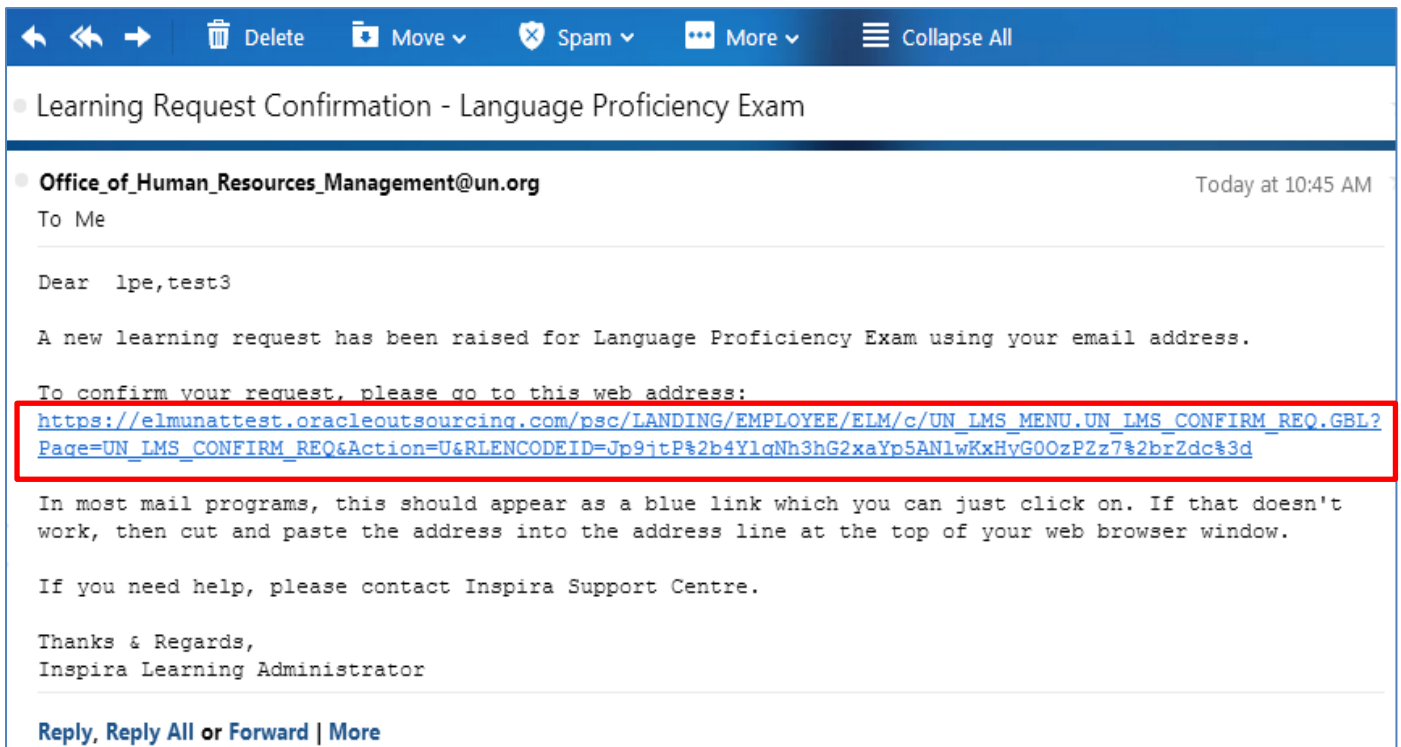
*Professional Status:

*Email Address:

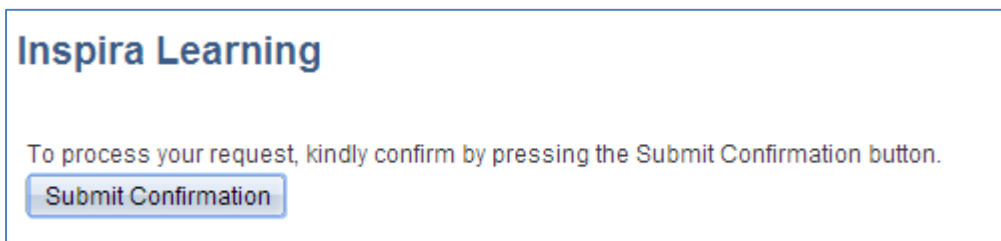
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An email from Office_of_Human_Resources_Management@un.org will be sent to your primary email address.

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

