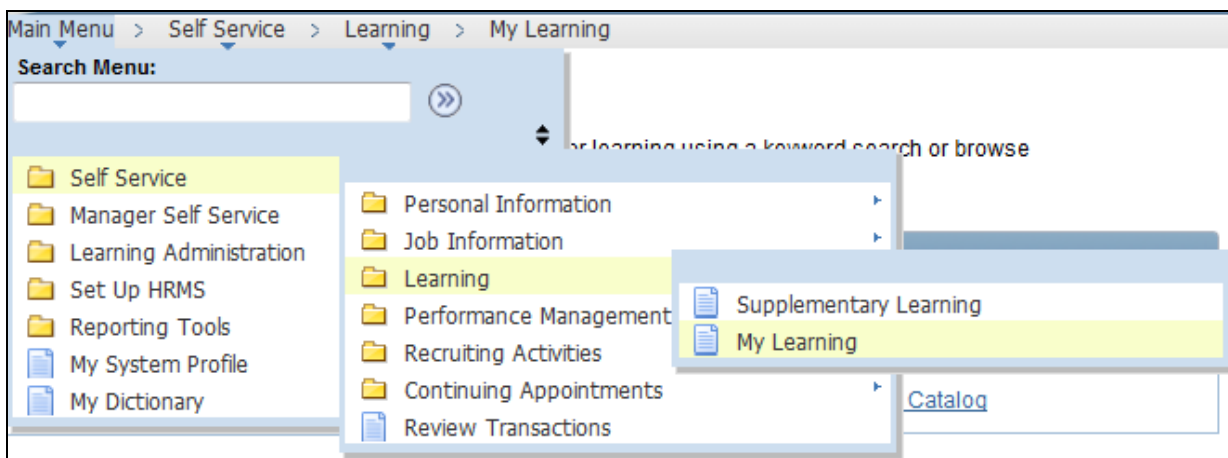


# Manage your Learning on the Inspira Learning Management System

## Quickguide for LMS Learners



- ▶ Go to [www.inspira.org](http://www.inspira.org) and login with your index number and user ID
- ▶ Go to Main Menu > Self Services > Learning > My Learning



This directs you to your personal learning page, with the following 4 key features:

1. **My Learning Tools:** overview of your learning history by date and completion status (under the `All My Learning` tab)
2. **Search the Catalog:** overview of the current available courses on inspira LMS
3. **My Learning Activities:** overview of your current learning activities
4. **Contact us:** support page for technical guidance

## My Learning 4

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.

**My Learning Tools**

[All My Learning](#) 1

[Pending Fee](#)

**Search Learning Catalog**

Select Search Category: All

Search the Catalog:  2

[Browse Catalog](#)

My Learning Activities <span style="float: right;">1-88 of 88</span>							
Title	Type	Status	Date	Action	Start	Pending Fee	Document
<a href="#">Competency-based Selection and Interviewing Skills for Panel Members</a>	Live Classroom Instruction	Dropped	21/01/2015			3	
<a href="#">Language Proficiency Examination - ENGLISH</a>	Exam	Enrolled	15/06/2015				<a href="#">Print</a>

## 2. Search the Catalog

There are two ways of searching courses on the catalog

**Search Learning Catalog**

Select Search Category: All

Search the Catalog:

[Browse Catalog](#)

- ▶ Click the **Browse Catalog** tab to see an overview of the top 5 categories. From here on you can browse through the categories and find the course you want to enroll for.

## TOP 5 CATEGORIES

- Working for the UN: UN specific training
- Competency Development: courses based on the UN competency framework
- Professional Expertise: course in line with the UN job networks and job families
- Mandatory Training
- Umoja Training

▶ Click on the [Search the catalog](#) tab to find courses by key words or LMS codes. When you type your word in the blank box and click on **Search** button, you will get an overview of available courses that match the search criteria.


▶ Click the **Enroll** button of the course you want to enroll for. This will give you an overview of scheduled activities for this course<sup>1</sup>.

[Competency-based Selection and Interviewing Skills for Panel Members \(LMS-1056\)](#) **Enroll**

This course is for staff members who sit on interview panels. The workshop is designed from an interviewers perspective to instruct panel members to conduct a competency based interview (LMS-1056).

▶ Check the **Start Date** of the activities before you enroll. You can also click on the **View Details** tab for more information on the course venue.

▶ Click on the **Enroll** button for the activity you want to enroll for and follow the instructions that appear on your screen.

Activity Options for Competency-based Selection and Interviewing Skills for Panel Members					
Activity Code	Location	Type	Start Date		
LMS-1056-128	United States, New York	Live Classroom Instruction	09/09/2015	<a href="#">View Details</a>	<input type="button" value="Enroll"/>
LMS-1056-129	United States, New York	Live Classroom Instruction	<u>14/09/2015</u>	<a href="#">View Details</a> 	<div style="border: 2px solid orange; padding: 2px 5px;"><input type="button" value="Enroll"/></div>

<sup>1</sup> if the course does not have scheduled activities, you can contact your learning focal point for information on the course schedule and delivery format.

### 3. My Learning Activities

Once you have submitted your enrollment, the activity will appear under **My learning Activities**.

My Learning Activities								1-88 of 88
Title	Type	Status	Date	Action	Start	Pending Fee	Document	
<a href="#">Information Security Awareness - Foundational (High Bandwidth)</a>	Self-Paced Learning Activities	Completed	23/03/2015		<a href="#">Start</a>		<a href="#">Print</a>	
<a href="#">UN Mentor Training</a>	Self-Paced Learning Activities	Enrolled	20/10/2014	<a href="#">Drop</a>	<a href="#">Start</a>			

- ▶ The **Status** of the course activity refers to your enrollment status. This can be waitlisted, enrolled, completed, not completed, dropped or in progress.
- ▶ Click on the **course title** to download training materials and to check the course venue
- ▶ Click on the **Start** button to start your self-paced e-learning activity
- ▶ Click on the **Print** button to print your certificate for a completed course
- ▶ Click on the **Drop** button to drop the course

### 4. Contact us

- ▶ Click here to contact the inspira support team for technical support on your account and catalog access.



**You can also contact your learning focal point for general questions in regards to the catalog, course offerings and user guidelines.**

**For more information on the UN Learning Landscape visit our learning page at <https://hr.un.org>**