

## HOW TO CHECK YOUR APPLICATION STATUS

Login into Inspira using your User ID and password.

For Internal applicants, go to **Main Menu**, then **Self Service -> Learning -> My Learning**

For External applicants, go to **Main Menu -> 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:

[Search](#)   [Browse Catalog](#)

#### My Learning Activities

Customize  1-2 of 2

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

**Pending and submitted applications**

#### My Registrations

Title	Type	Status	Submission Date
<a href="#">Language Proficiency Examination - SPANISH</a>	Live Classroom Instruction	Registration Submitted	11/05/2012 9:44:52AM
<a href="#">Language Proficiency Examination - SPANISH</a>	Live Classroom Instruction	Registration Dropped	27/04/2012 9:27:45AM
<a href="#">Language Proficiency Examination - SPANISH</a>	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

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

My Learning Activities					
					Customize    1-2 of 2
Title	Type	Status	Date	Action	Start
<a href="#">Language Proficiency Examination - ARABIC</a>	Live Classroom Instruction	In-Progress	10/05/2012	<input type="button" value="Drop"/>	<input type="button" value="Start"/>
<a href="#">Language Proficiency Examination - CHINESE</a>	Live Classroom Instruction	Enrolled	04/05/2012	<input type="button" value="Drop"/>	<input type="button" value="Start"/>

My Registrations				
Title	Type	Status	Submission Date	Comments
<a href="#">Language Proficiency Examination - SPANISH</a>	Live Classroom Instruction	Action Requested	11/05/2012 9:44:52AM	<a href="#">View</a>
<a href="#">Language Proficiency Examination - SPANISH</a>	Live Classroom Instruction	Registration Dropped	27/04/2012 9:27:45AM	
<a href="#">Language Proficiency Examination - SPANISH</a>	Live Classroom Instruction	Pending Submission		

## HOW TO PRINT YOUR CONVOCATION LETTER

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

Under **My Learning Activities**, click **Print**

Navigation: Favorites Main Menu > Self Service > Learning > My Learning

### 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.

**My Learning Tools**  
[All My Learning](#)  
[Pending Fee](#)

**Search Learning Catalog**  
Select Search Category: All  
Search the Catalog:   
 [Browse Catalog](#)

Title	Type	Status	Date	Start	Pending Fee	Document
<a href="#">Language Proficiency Examination - ARABIC</a>	Exam	Dropped	28/05/2015			<a href="#">Print</a>
<a href="#">Language Proficiency Examination - FRENCH</a>	Exam	Enrolled	03/06/2015			<a href="#">Print</a>
<a href="#">Language Proficiency Examination - ENGLISH</a>	Exam	Enrolled	08/06/2015			<a href="#">Print</a>