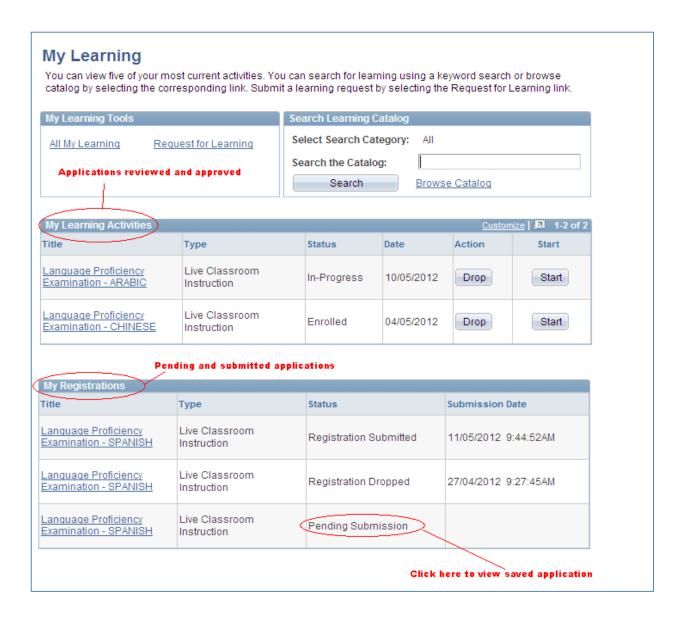
### **HOW TO CHECK YOUR APPLICATION STATUS**

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**.



# 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.

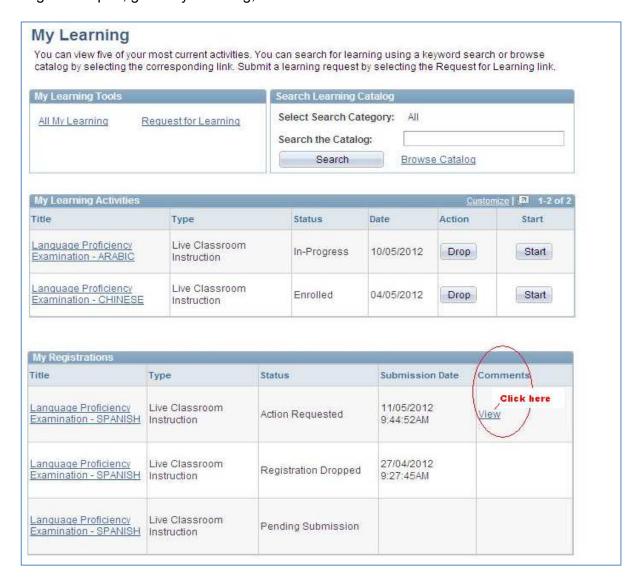
Click Submit Enrollment.

### 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



## **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

