

HOW TO CREATE AN INSPIRA ACCOUNT (EXTERNAL APPLICANT)

This is a guide on how to create an account in inspira. This is intended for external applicants who are not Secretariat staff members. UN Volunteers, associate experts, consultants, individual contractors, military/police personnel and interns must register as external applicants.

Go to inspira.un.org



And click [Register Now](#)

A screenshot of the UN INSPIRA Human Resources Gateway login and registration page. The page features the United Nations logo on the left and the text "UN INSPIRA Human Resources Gateway" on the right. Below the logo, there are two input fields: "Forgot User ID" with a user icon and "Forgot Password" with a lock icon. A large blue "Login" button is positioned below these fields. A red rectangular box highlights the "Register now" link, which is located below the "Login" button. Below the "Register now" link is a "Contact us" link. At the bottom of the page, there is a language selector "English | Français" and a copyright notice "Copyright United Nations. All rights reserved".

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.

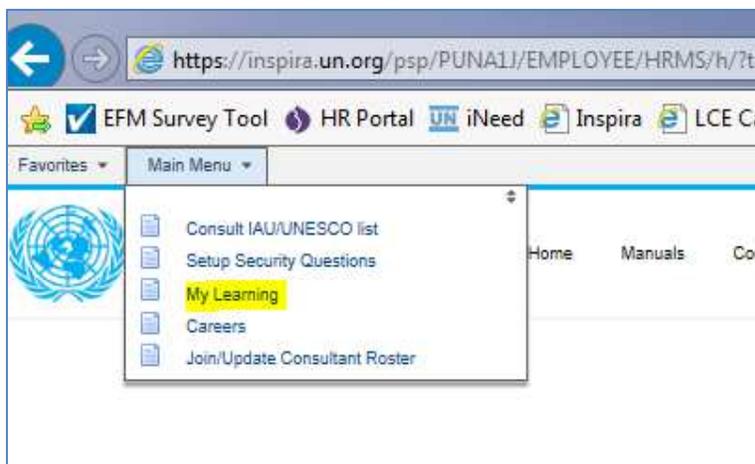
HOW TO REGISTER FOR LEARNING

Login to inspira using your newly created User ID and Password

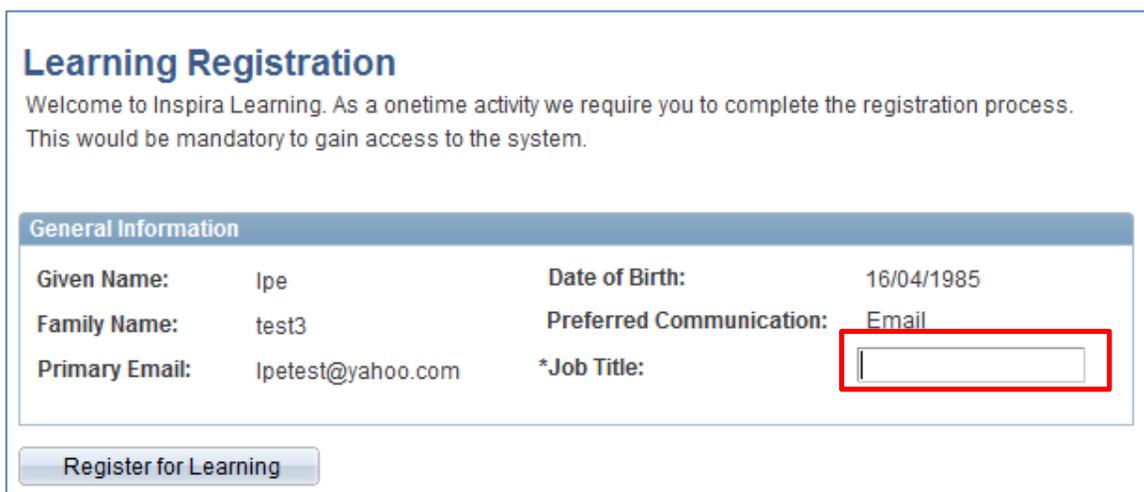


The image shows the login page for UN INSPIRA. At the top left is the UN logo and the text "UN INSPIRA Human Resources Gateway". Below this are two input fields: "Forgot User ID" with a user icon and "Forgot Password" with a lock icon. A "Password" field is also present. A blue "Login" button is centered below the fields. At the bottom, there are links for "Register now", "Contact us", and language options "English | Français". A copyright notice "Copyright United Nations. All rights reserved" is at the very bottom.

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



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



The image shows the "Learning Registration" form. The title "Learning Registration" is at the top. Below it is a welcome message: "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. It contains the following fields and values:

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 button labeled "Register for Learning". The "Job Title" input field is highlighted with a red border.

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 the catalog by selecting the corresponding link. Submit a learning request by selecting the corresponding link.

My Learning Tools	Search Learning Catalog
All My Learning	Select Search Category:
Request for Learning	Search the Catalog:
Pending Fee	Facility:
	<input type="button" value="Search"/>

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

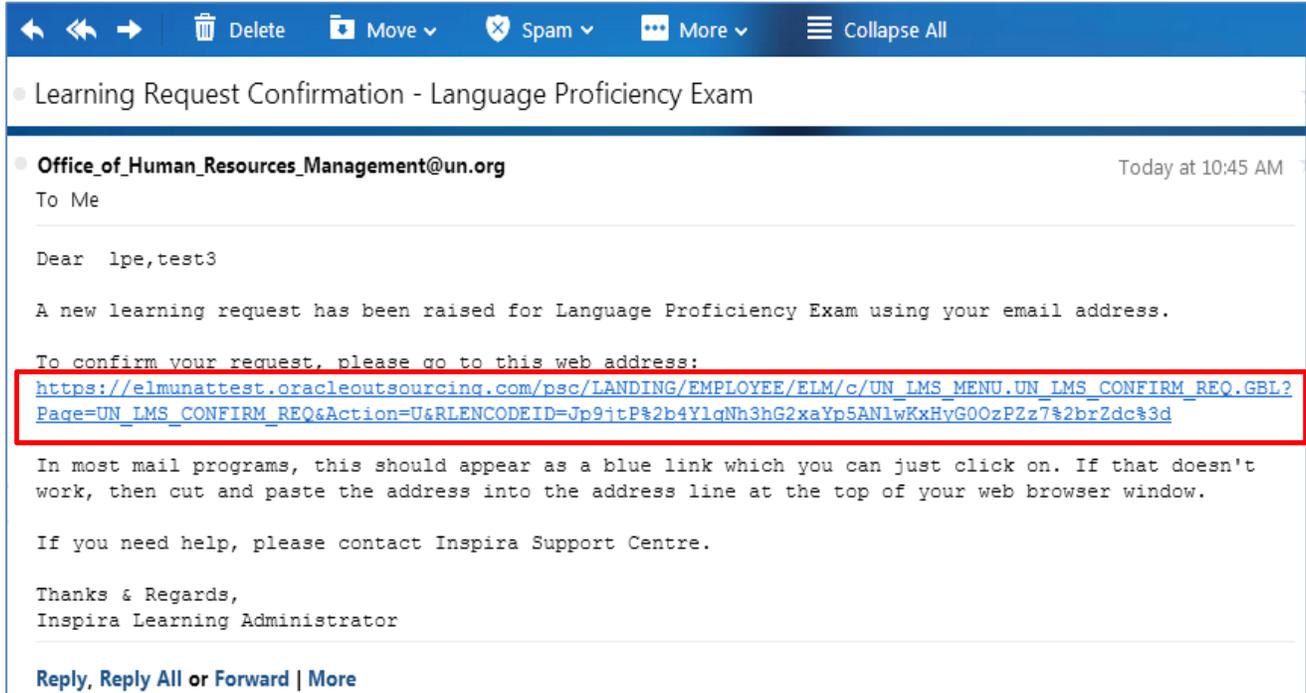
***Professional Status:**

*Email Address:

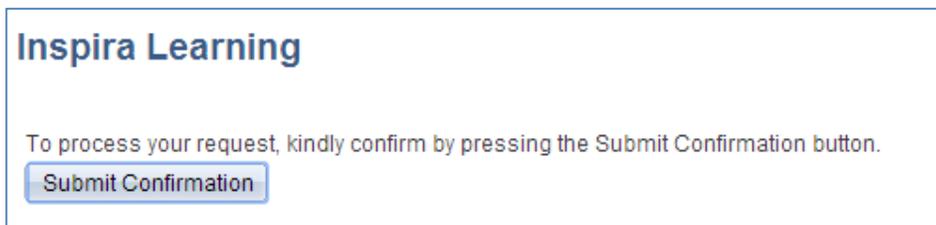
[Return to previous page](#)

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

