HOW TO CREATE AN INSPIRA LMS ACCOUNT FOR EXTERNAL APPLICANTS

(For Non-UN Secretariat Staff Members only)

This is a guide on how to create an account in inspira. This is intended for external applicants who are not UN Secretariat staff members, who do not already have an inspira LMS account.

All non-UN Secretariat staff, including UN Volunteers, associate experts, consultants, individual contractors, military/police personnel, and interns and must register as external applicants in inspira LMS for the purpose of registering for the UNLPE.

1. Go to elearning.un.org

2. And click Register Now
3. 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

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

After registering successfully, you must now log in to inspira to request for learning. Please follow the instructions on “How to Register for Learning”.