

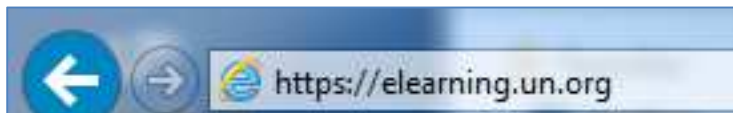
HOW TO CREATE AN INSPIRA LMS ACCOUNT FOR EXTERNAL APPLICANTS

(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

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 'lms.oah.outsiders'.

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.

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