

HOW TO RETRIVED A SAVED APPLICATION

How to retrieve a saved application

Login onto Inspira LMS, go to **Main Menu**, then **My Learning**. Under **My Registrations**, look for your LPE application with a status of **Pending Submission**, click on the corresponding title. Make the necessary changes, then click to **Submit Enrollment**.

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:
 [Browse Catalog](#)

My Learning Activities Customize | 1-2 of 2

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

Pending and submitted applications

My Registrations

Title	Type	Status	Submission Date
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Registration Submitted	11/05/2012 9:44:52AM
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Registration Dropped	27/04/2012 9:27:45AM
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Pending Submission	

Click here to view saved application