HOW TO REGISTER FOR LEARNING FOR EXTERNALS ONLY

1. Login to inspira LMS using your newly created User ID and Password

2. Click My Learning

3. Click on Request for Learning
4. Under **Learning Type**, select **LPE** and click on **Submit Request**.

4. Once you click on **Submit Request** you will see the below.

5. An email from **Office_of_Human_Resources_Management@un.org** will be sent to your primary email address confirming your request for learning. To confirm your learning request for LPE, you **MUST** click on the link in the email you received.
6. After you click on the link, you must confirm your request for learning by clicking on **Submit Confirmation**.

![Inspira Learning](image1)

7. **After confirming request, you will see the message below.**

8. You now have successfully confirmed your request learning and you can now browse the catalog.

![Inspira Learning](image2)

Only upon receipt of the above message, will you be able to access the My Learning Catalog and register for the LPE.

If you do not see the message above, please review this document and make sure you have completed each step.