

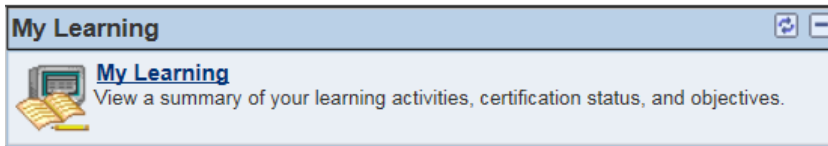
HOW TO REGISTER FOR LEARNING FOR EXTERNALS ONLY

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



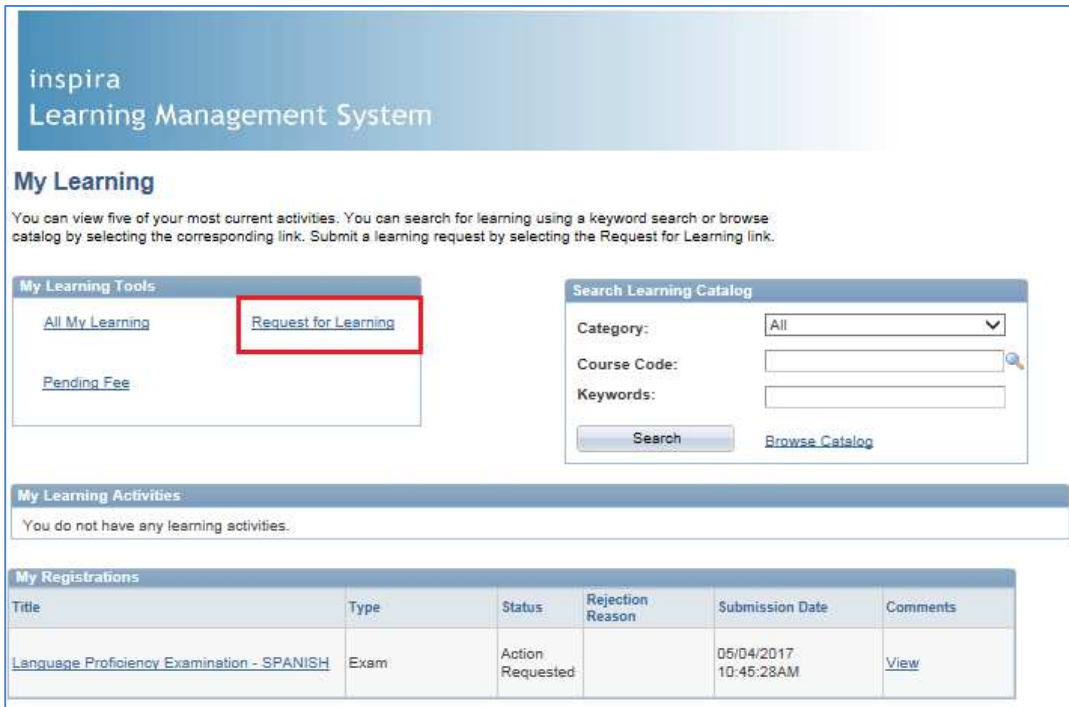
The image shows the login page for the Inspira Learning Management System. At the top left is the Inspira logo, which includes the United Nations emblem and the text "inspira Learning Management System". Below the logo are two input fields: "User ID" with a person icon and "Password" with a lock icon. Above the "User ID" field is a link "Forgot User ID", and above the "Password" field is a link "Forgot Password". A blue "Login" button is positioned below the password field. Underneath the login button are two links: "Register now" and "Contact us". At the bottom of the page, there is a copyright notice: "© United Nations. All rights reserved." A yellow note at the bottom of the page reads: "Note: If you have created your account before 4 October 2016, please add LMS_ in front of your old User ID. For example, if your User ID was abc, the User ID of your Inspira LMS is now LMS.abc".

2. Click **My Learning**



The image shows a navigation bar for the "My Learning" section. It has a blue header with the text "My Learning" and a refresh icon. Below the header is a sub-header "My Learning" with a book icon, followed by the text "View a summary of your learning activities, certification status, and objectives."

3. Click on **Request for Learning**



The image shows the "My Learning" dashboard. At the top left is the Inspira logo and the text "inspira Learning Management System". Below this is the "My Learning" section header. A paragraph of text reads: "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." Below this text are two main sections: "My Learning Tools" and "Search Learning Catalog".

My Learning Tools

- [All My Learning](#)
- [Request for Learning](#) (highlighted with a red box)
- [Pending Fee](#)

Search Learning Catalog

Category:

Course Code:

Keywords:

[Browse Catalog](#)

My Learning Activities

You do not have any learning activities.

My Registrations

Title	Type	Status	Rejection Reason	Submission Date	Comments
Language Proficiency Examination - SPANISH	Exam	Action Requested		05/04/2017 10:45:28AM	View

- Under **Learning Type**, select **LPE** and click on **Submit Request**.

The screenshot shows the 'Learning Request' form. The 'Learning Type' dropdown menu is highlighted with a red box. Below it, the 'Look Up' search results are displayed, with 'LPE' highlighted in a red box. The search results table is as follows:

Learning Type
LPE
Procurement
NY Language Course
Mandatory Courses

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

The screenshot shows the 'Learning Request' confirmation page. It displays the following information:

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.

An email has been sent to you. Follow the instructions to complete your registration.

Please note that only UN staff members with an active UN email account are authorized to access the courses.

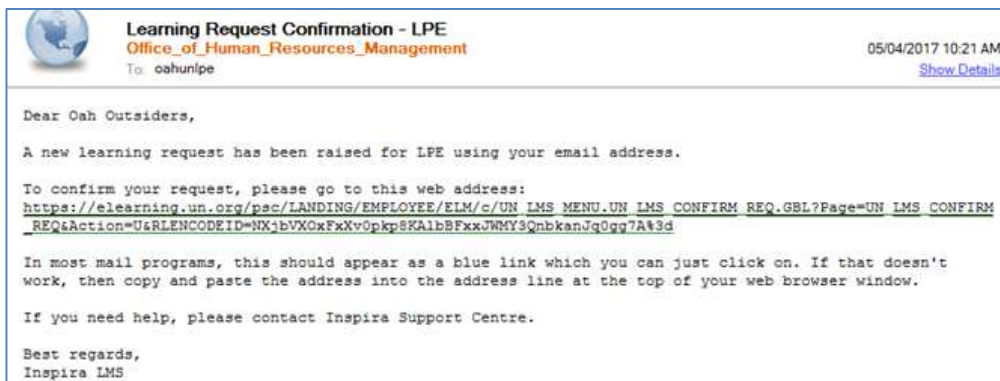
In case you didn't receive the email, Kindly contact Inspira Support Centre.

Raise Request

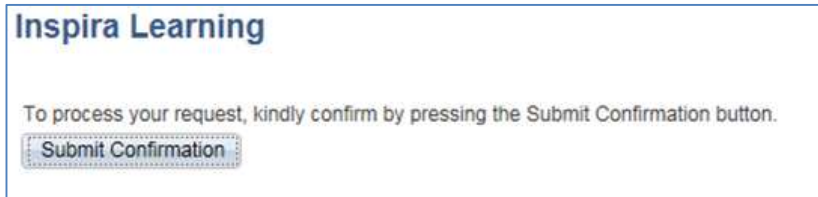
*Learning Type: LPE
Professional Status: Affiliate of an UN Entity
Email Address: oahunlpe@un.org

[Submit Request](#) [Return to previous page](#)

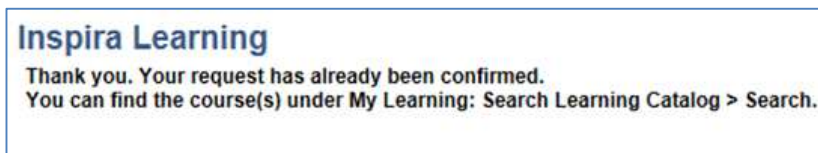
- An email from **Office_of_Human_Resources_Management@un.org** will be sent to your primary email address confirming your request for learning. To confirm your learning request for LPE, you **MUST** click on the **link** in the email you received.



6. After you click on the link, you must confirm your request for learning by clicking on **Submit Confirmation**.



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.



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.