

HOW TO UPDATE YOUR PERSONAL INFORMATION (INTERNAL APPLICANTS)

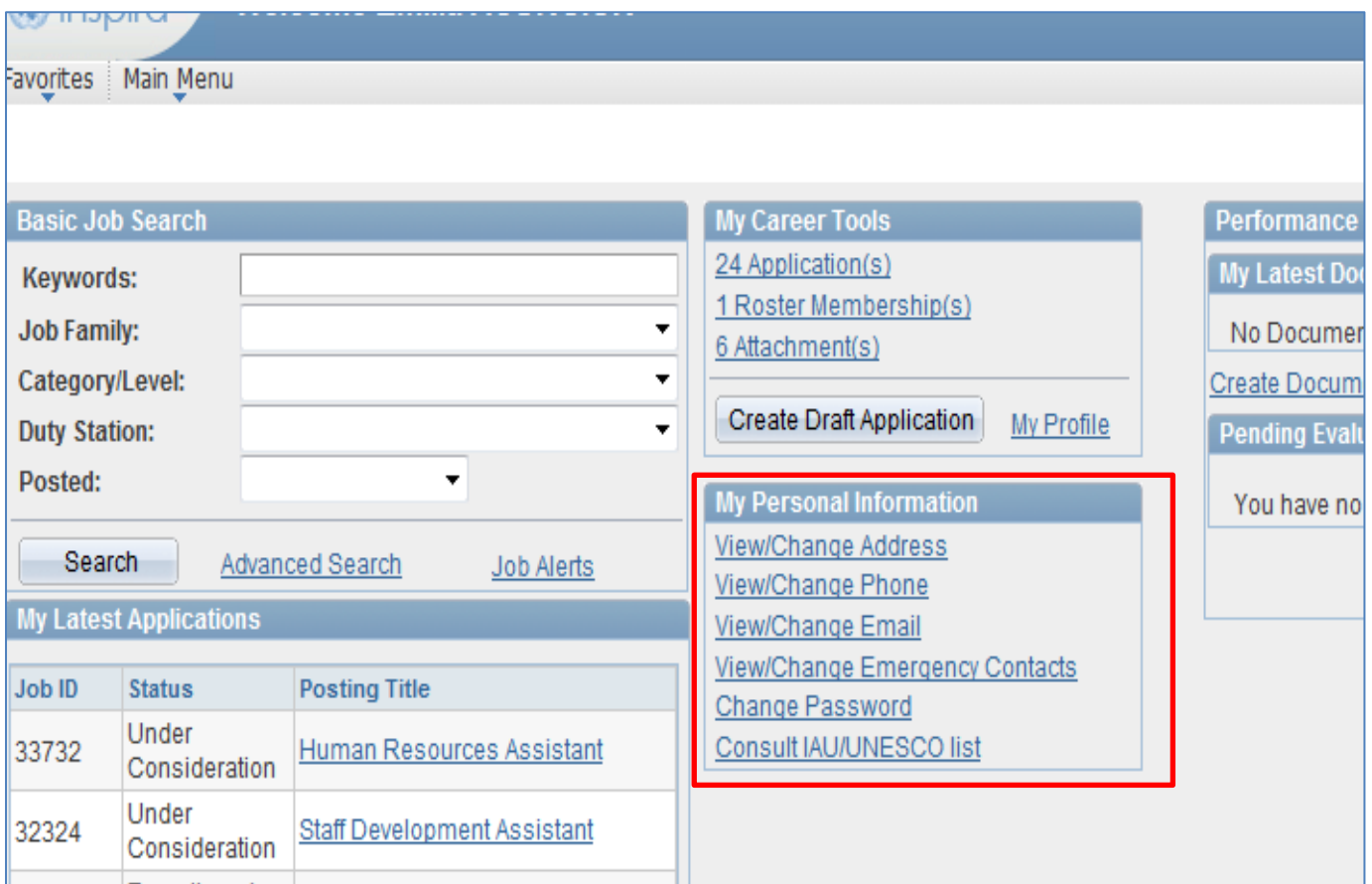
This is a guide on how to update your personal information in inspira.
This is intended for Internal Applicants who are UN Secretariat staff members

Log on to inspira.un.org



The image shows the Inspira Human Resources Gateway login page. It features the United Nations logo and the text 'inspira Human Resources Gateway'. On the left, there are links for 'Register now', 'Forgot your password?', 'Contact us', and 'Français'. In the center, there is a login form with fields for 'User ID:' and 'Password:', and a 'Login' button.

From the welcome page, under **My Personal Information**



The screenshot shows the Inspira user interface. At the top, there are 'Favorites' and 'Main Menu' tabs. Below this, there are several sections: 'Basic Job Search' with fields for Keywords, Job Family, Category/Level, Duty Station, and Posted; 'My Career Tools' with links for 24 Application(s), 1 Roster Membership(s), and 6 Attachment(s), and buttons for 'Create Draft Application' and 'My Profile'; 'Performance' with 'My Latest Documents' and 'No Documents'; 'Create Documents'; 'Pending Evaluations'; and 'You have no...'. A red box highlights the 'My Personal Information' menu, which contains the following links: 'View/Change Address', 'View/Change Phone', 'View/Change Email', 'View/Change Emergency Contacts', 'Change Password', and 'Consult IAU/UNESCO list'. Below the 'My Personal Information' menu, there is a table titled 'My Latest Applications' with columns for Job ID, Status, and Posting Title. The table contains two rows: one for Job ID 33732, Status 'Under Consideration', and Posting Title 'Human Resources Assistant'; and another for Job ID 32324, Status 'Under Consideration', and Posting Title 'Staff Development Assistant'.

Job ID	Status	Posting Title
33732	Under Consideration	Human Resources Assistant
32324	Under Consideration	Staff Development Assistant

Secretariat staff members may update their phone number, mailing address, and email address.
For changes on your name or date of birth, please contact Inspira support.
Click on the corresponding link

View/Change Address

Favorites Main Menu

Permanent and Mailing Address

John Harvey

Addresses					
Address Type	Status	As Of	Country	Address	
Permanent	Current	28/12/2012	THA	Address 1 Bangkok BM 10110	<input type="button" value="Edit"/>
Mailing	Current	28/12/2012	THA	Adress 1 bangkok BM 10110	<input type="button" value="Edit"/>

[Return to Personal Phone Transaction](#)

View/Change Email

Favorites Main Menu

Email Addresses

John Harvey

Email Addresses			
*Email Type	*Email Address	Preferred	
Home	@un.org	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Mailing	@un.org	<input type="checkbox"/>	<input type="button" value="Delete"/>

* Required Field

View/Change Phone

Favorites Main Menu

Phone Numbers

John Harvey

Enter your phone numbers below.

Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	
Cell phone	63564574		<input type="checkbox"/>	<input type="button" value="Delete"/>
Duty Station	12341452		<input type="checkbox"/>	<input type="button" value="Delete"/>
Emergency Contact	241241241		<input type="checkbox"/>	<input type="button" value="Delete"/>
Home phone	346/574-5745		<input type="checkbox"/>	<input type="button" value="Delete"/>
Main	745634534		<input type="checkbox"/>	<input type="button" value="Delete"/>
Other	625725		<input type="checkbox"/>	<input type="button" value="Delete"/>
Permanent	745745745		<input type="checkbox"/>	<input type="button" value="Delete"/>
Work	45745745745		<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

* Required Field

[Return to Email Addresses](#)

Verify your information and update if necessary, then click the **SAVE** button

Your changes have been saved.

