



How to Register for language courses

Set up an Inspira account (if needed)

To register for language courses, you first need an Inspira account.

- **Are you United Nations Secretariat Staff?** Then, use your staff account and skip steps 1 and 2. If you don't have that yet, please ask how you can get that.
- **Not UN staff?** Please check bit.ly/UNHQlanguages to find out if you can take our courses. If so, complete Steps 1 and 2 below (if not done yet).

Step 1: Create an Inspira account

1. Go to <http://inspira.un.org> and click on "Register now".
2. **Create a user ID and password** (anything you want & please remember it!). To finish, complete the form with your full name, e-mail and birthdate.
3. Click "Register".

Step 2: Request access to courses

1. **Log in to Inspira.**
2. **Click** on "Main Menu" - "My Learning".
3. **Enter your job title** (e.g. diplomat), then click "Register for learning".
4. **Again, click** on "My learning" and then on "Request for learning".
5. **Click on the magnifying glass** (to the right of the search box), and then click on "NY Language Course".
6. **Choose your UN entity** from the drop-down menu (e.g. Delegate of a Permanent Mission); and check that the e-mail listed for you is correct.
7. **Click on Submit.**
8. **Check for your confirmation e-mail** from 'Office of Human Resources...'. If not in your inbox, check Spam. This may come instantly, or the next day.
9. **Click on the link in the message.**
10. A pop-up window will appear. **Click on "Submit confirmation"**.

How to register

Get Ready

1. **Check if you are eligible** to take our courses and if you have to pay: bit.ly/UNHQlanguages
2. **Choose up to 2 language courses** (or up to 3 if two or more are short-term courses)
3. **Make a PDF copy** of:
 - your UN grounds pass, and IF your pass expires before the end of the course you want to take, a signed letter from your supervisor or EO confirming your contract extension.
 - (for paying students) your receipt from the Cashiers Office, S-20th floor. Find out how much to pay in paragraph 39 in this document: <http://bit.ly/Oq2nu5>

Register for a placement exam or course

1. **Log in** to <https://inspira.un.org>
2. **Click** on Main Menu - (Self Service), Learning - My Learning.
3. **Search the catalog** by typing in the box 'placement' or the name of the course (not the LMS code). Click 'Search'.
4. **Click on enrol** to the right of the test or course you want. *If there is more than one option, click on View details - Schedule—New York (for day/time/place).* Again click enrol by the one best for you.
5. **Upload** any needed PDF documents (see above).
6. **Click the 'I agree' box & Submit Enrolment.** You are not enrolled yet. Wait for a confirmation e-mail. Didn't get one? Contact us:

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& Communications Programme
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