# 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](http://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](http://inspira.un.org) and click on “Register now”.
2. Create a user ID and password (anything you want & please remember it!).
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 in 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](http://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.

### Register for a placement exam or course

1. Log in to [https://inspira.un.org](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).
5. Again click enrol by the one best for you.
6. Upload any needed PDF documents (see above).
7. Click the ‘I agree’ box & Submit Enrolment.

You are not enrolled yet. Wait for a confirmation e-mail. Didn’t get one? Contact us:

The United Nations Language & Communications Programme
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