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.
- **Not UN staff & a new student?** Please first check if you are eligible at hr.un.org/page/language-programmes-unhq

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 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

Step 3: Get Ready
1. **Check** if you have to pay at hr.un.org/page/language-programmes-unhq
2. **Choose up to 2 language courses** (or up to 3 if two or more are short-term courses)
3. **Make a PDF or JPG copy** of:
- your UN grounds pass (if not UN Secretariat staff)
- (IF your pass expires before the end of the course) a signed letter from your supervisor or EO confirming your contract extension
- (for paying students) your receipt from the Cashiers Office, S-20th floor. Not sure how much to pay? Contact languages@un.org

Step 4: Register for placement test 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). By your preference, click enrol.
5. **Upload** any needed PDF documents (see above), and add date from your pass, if requested.
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:

The United **Nations Language & Communications Programme**
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