

INSPIRA LMS Guide: How register for language learning

In this article, you will learn how submit a request for a language course on INSPIRA, our Learning and Recruiting system.

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Step One: Create a new account



1. Go to **elearning.un.org**
2. Click on **“Register Now”**



inspira
Learning Management System

Notice to United Nations Secretariat staff members

United Nations Secretariat staff members with regular appointments, including field staff members, are not required to register. Please click on <https://inspira.un.org> and log in with the User ID and password that are provided to you.

UN Volunteers, associate experts, consultants, individual contractors, military/police personnel and interns must register as a learner using the form below. Please fill out all fields and observe that the User ID is generated automatically. Please note down the User ID for login to inspira LMS.

External Learner Registration

Enter Registration Information

*First Name:	<input type="text" value="abc"/>	← 3
*Last Name:	<input type="text" value="abc"/>	← 4
User ID:	lms.abc.abc	
*Password:	<input type="password" value="....."/>	← 5
*Confirm Password:	<input type="password" value="....."/>	← 6
*Email Address:	<input type="text" value="abc@un.org"/>	← 7
*Date of Birth:	<input type="text" value="05/12/1985"/> <input type="text" value="05/DEC/1985"/>	← 8

[Return to previous page](#) ← 9

* Required Information

3. Enter your **First Name**
4. Enter your **Last Name**, your **User ID** will be automatically generated once you entered both of your First Name and Last Name.
5. Enter your **Password**
6. Confirm your **Password**
7. Enter your **Email Address**
8. Specify your **Date of Birth**
9. Click on **“Register”**

Registration Successful

You have been successfully registered as a user 'lms.abc.abc'.

Note down the User ID and Password you entered. This information will also be mailed to you shortly.

If you have any questions regarding your registration, please contact inspira Support Centre.

[Return to Sign in page](#)



A confirmation page will appear showing that you have successfully registered.

10. Click on **Return to Sign in page**

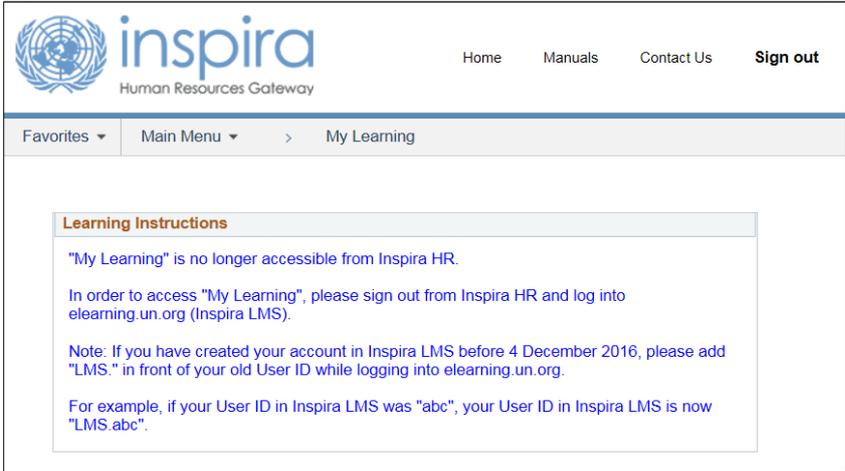
A screenshot of a login page. At the top right, there is a link 'Forgot User ID' next to a blue person icon. Below it is an empty text input field. Underneath that is another link 'Forgot Password'. Below the 'Forgot Password' link is a text input field containing the word 'Password' and a lock icon. At the bottom of the form is a large blue button with the text 'Login'.

Please sign in from this page and follow steps in **Part II** to request for learning and enroll in language courses.

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Step Two: Log-in to Inspira

If you already have an account on Inspira and have seen the below page, please be aware that we have changed log-in steps. Instead of going through the recruitment module, you will now be asked to go through: <https://elearning.un.org>



The screenshot shows the Inspira Human Resources Gateway interface. At the top, there is a navigation bar with links for Home, Manuals, Contact Us, and Sign out. Below this, a breadcrumb trail shows Favorites > Main Menu > My Learning. A central box titled "Learning Instructions" contains the following text:

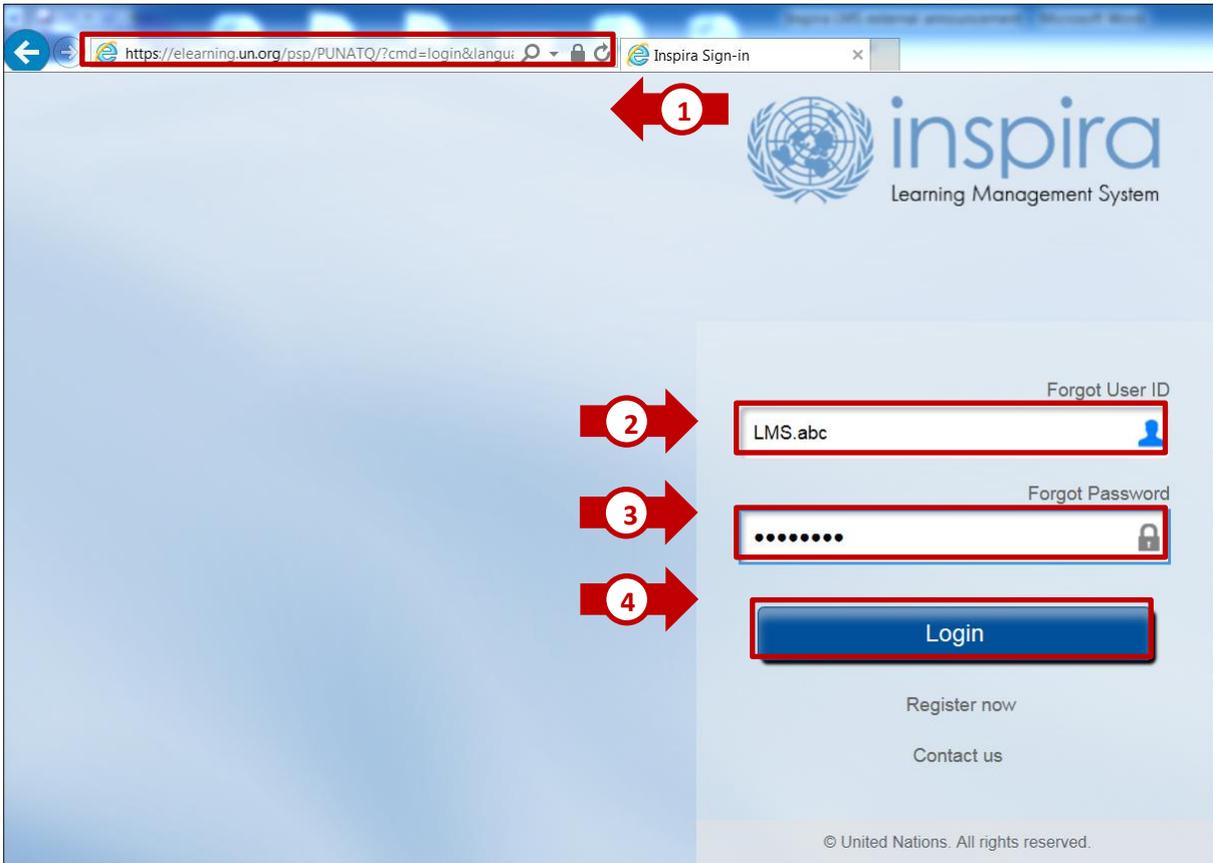
"My Learning" is no longer accessible from Inspira HR.

In order to access "My Learning", please sign out from Inspira HR and log into elearning.un.org (Inspira LMS).

Note: If you have created your account in Inspira LMS before 4 December 2016, please add "LMS." in front of your old User ID while logging into elearning.un.org.

For example, if your User ID in Inspira LMS was "abc", your User ID in Inspira LMS is now "LMS.abc".

Please be aware that when you log-in to the new site, you must add **"LMS."** in front of your old User ID when logging into elearning.un.org. For example, if your User ID is "abc", your User ID is now **"LMS.abc"**.



The screenshot shows the Inspira Sign-in page in a browser. The address bar contains the URL <https://elearning.un.org/psp/PUNATQ/?cmd=login&langu:>. The page features the Inspira Learning Management System logo. On the right side, there are three input fields and a button, each highlighted with a red box and a numbered arrow:

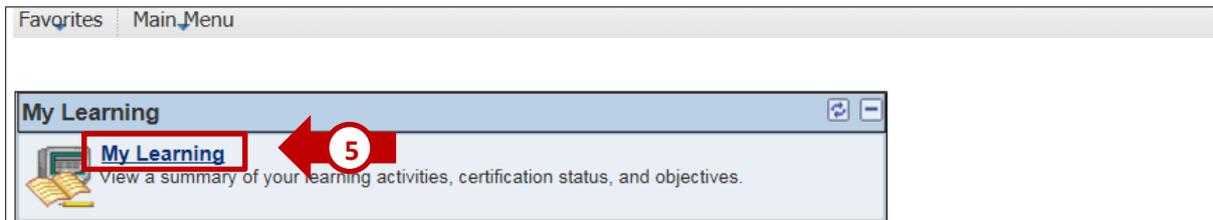
1. Arrow pointing to the browser address bar.
2. Arrow pointing to the User ID input field containing "LMS.abc".
3. Arrow pointing to the Password input field.
4. Arrow pointing to the "Login" button.

Below the input fields are links for "Forgot User ID", "Forgot Password", "Register now", and "Contact us". The footer contains the text "© United Nations. All rights reserved."

1. Go to elearning.un.org
2. Enter your new user ID with **"LMS."**

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3. Enter your **password**
4. Click on **“Login”**



5. Click on **“My Learning”**

IMPORTANT: You must submit a request for registration first. This first procedure does not register you for a course, but send a request to the system to give you access to the courses.

A screenshot of the 'My Learning' page in the Inspira Learning Management System. The page title is 'My Learning' and it includes a sub-header 'My Learning Tools' with links for 'All My Learning', 'Request for Learning', and 'Pending Fee'. A red box highlights the 'Request for Learning' link, and a red arrow with the number '7' points to it. Below this is a 'Search Learning Catalog' section with a search form. At the bottom, there is a table titled 'My Learning Activities' with a red border. The table has columns for Title, Type, Status, Date, and Pending Fee. The table contains three rows of data.

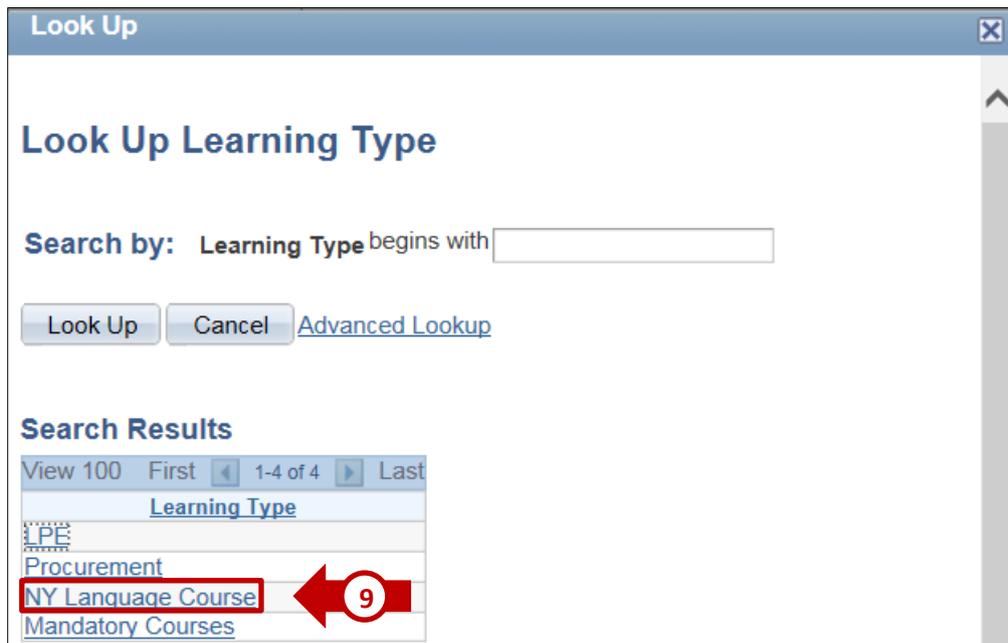
Title	Type	Status	Date	Pending Fee
Performance Management for Managers and Supervisors	Live Classroom Instruction	Dropped	03/11/2016	
Performance Management for Managers and Supervisors	Live Classroom Instruction	Dropped	03/11/2016	
Engagement of consultants and individual contractors in Inspira	Live Classroom Instruction	Dropped	01/11/2016	

6. If you already had an account, your activity status from inspira.un.org has been migrated to elearning.un.org and you should be able to see them in **“My Learning Activities”** table
7. Click on **“Request for Learning”**

A screenshot of the 'Learning Request' form. The page title is 'Learning Request' and it includes a sub-header 'Raise Request'. Below this is a form with a dropdown menu for '*Learning Type:' and a 'Submit Request' button. A red box highlights the dropdown menu, and a red arrow with the number '8' points to it. There is also a 'Return to previous page' link.

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- Click on the **magnifying glass symbol** to see the Learning Type categories available.



Look Up

Look Up Learning Type

Search by: Learning Type begins with

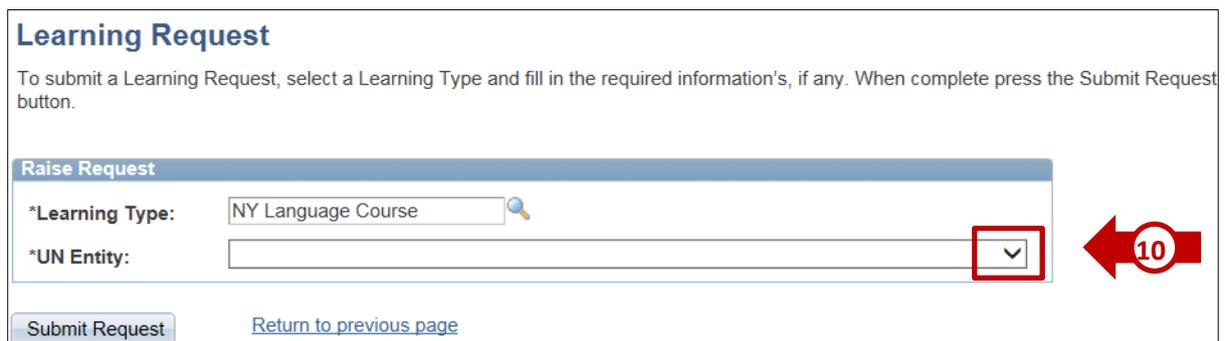
Look Up Cancel [Advanced Lookup](#)

Search Results

View 100 First 1-4 of 4 Last

Learning Type
LPE
Procurement
NY Language Course
Mandatory Courses

- You will notice that a screen will pop-up. Click on **NY Language Course**



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.

Raise Request

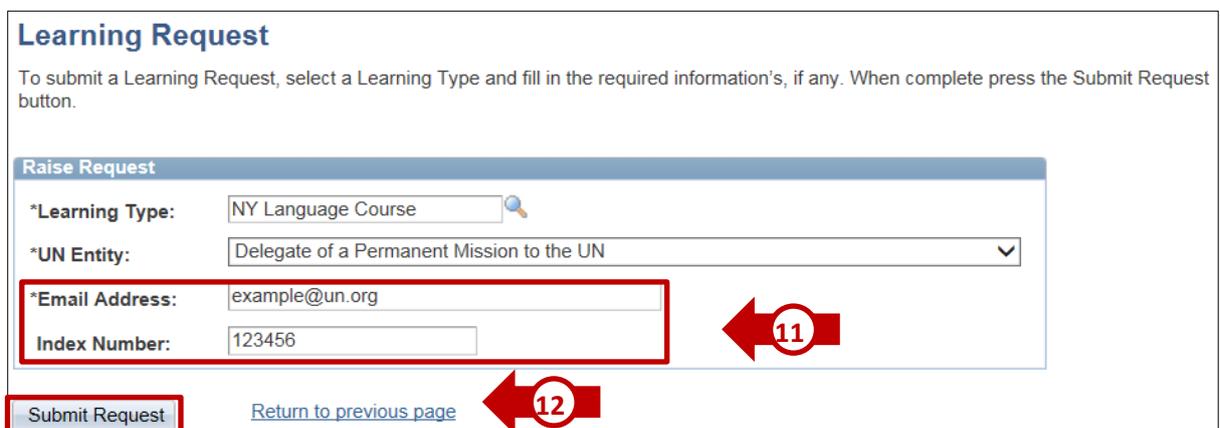
*Learning Type:

*UN Entity:

Submit Request [Return to previous page](#)

- Choose your UN Entity from the drop-down menu

Facing any problems? Not all Entities are eligible for language courses. If you receive an error message, click [here](#) to see our eligibility 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.

Raise Request

*Learning Type:

*UN Entity:

*Email Address:

Index Number:

Submit Request [Return to previous page](#)

- After selecting your UN Entity, two more items will appear on the screen: **Email Address** and **Index Number**. Your e-mail address will be filled out automatically by our system.

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Check if there are any spelling mistakes in your e-mail address. Entering your index number is **not** a mandatory field; if you are not sure of what your number is leave it blank.

12. We strongly advise you to double-check your information before submitting your request. After checking all items, click on **Submit Request**.

Learning Request

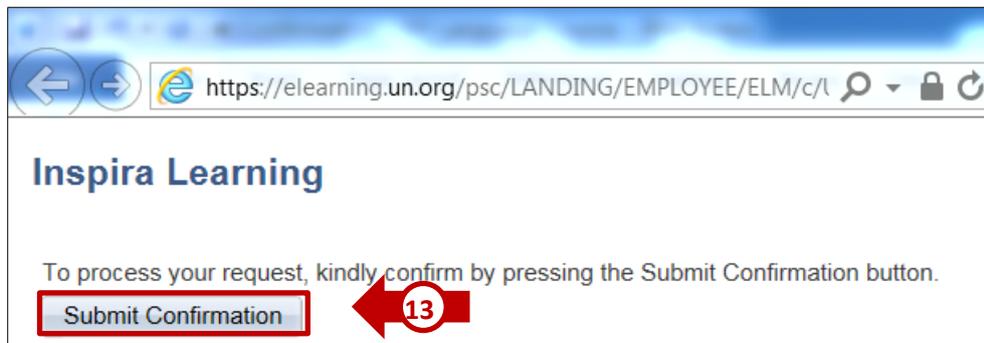
To submit a Learning Request, select a Learning Type and fill in the required information's, if any. When complete press the Submit Request button.

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.

Our system will forward an e-mail to the address you have provided with further instructions on how to complete your registration. You will see the following message on your screen.



Click on the link provided in our e-mail to complete your registration. You will be prompted with the *Inspira Learning* page. Click on **Submit Confirmation**.

Inspira Learning

You have successfully confirmed the Learning Request.

You can find the course(s) on <https://elearning.un.org> under My Learning -> Search Learning Catalog -> Search.

In a few moments, the page will confirm your learning request with the above message.

That's it! Now you can search for courses in our catalogue. Next, you will learn how to search and register for courses.

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Step Three: Sign up for learning

Go to elearning.un.org

The screenshot shows the login interface with three red boxes and arrows indicating steps: 1. A red box around the 'Forgot User ID' input field containing 'LMS.abc' with a blue user icon. 2. A red box around the 'Forgot Password' input field containing 'Password' with a lock icon. 3. A red box around the blue 'Login' button.

1. Enter your new user ID with **“LMS.”**
2. Enter your **password**
3. Click on **“Login”**

The screenshot shows a dashboard with a 'My Learning' section highlighted by a red box and arrow labeled '4'. The section contains an icon of a laptop and the text 'View a summary of your learning activities, certification status, and objectives.'

4. Click on **“My Learning”**

The screenshot shows the 'Search Learning Catalog' page. Step 5 points to the 'Select Search Category: All' dropdown. Step 6 points to the 'Search' button. The search input field contains '1132'. Other elements include 'All My Learning', 'Request for Learning', and 'Pending Fee' links.

5. Now, you can search for courses in our catalog. You can enter **the first 4 digits of the course LMS code**, or the **course name**. You can also enter **placement** to check for placement tests.
6. Click on **Search**

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Russian - Level 1

Description:

Level courses range from level 1 (beginner) to level 8 or 9 (advanced). For non-native speakers only. The main objective is to learn the fundamentals of the language (LMS-1132).

Please note that activities without a specified Start Date can be taken at any time.

Abstract:

The level courses focus on all language skills — speaking, listening, writing, reading and interacting — and aim to develop both fluency and accuracy.

Each level involves 12 weeks of classes.

Students can register for only one level course per term. However, they can register for an additional special course, in the same or in another language.

Regular courses meet for a total of three to four hours per week, depending on the language and level. Each lesson may last one, one and a half or two hours, and meet several times a week.

Regular courses may be offered in the morning (before work), at lunch hour or in the evening (after work).

Assessment of learning

End-of-term examinations (given after the last week of classes) or alternative forms of assessment of learning (such as continuous evaluation) are an integral and mandatory part of the regular courses of the Language and Communications Programme.

Students who fail the form of assessment required to validate their level in a given course and whose attendance rate is lower than 75% will be subject to the payment of an incomplete attendance fee when they register to any language course in one of the next two terms.

The same applies to students who do not take the required form of assessment, even if they come to class on a regular basis within the term and even if they decide in advance to repeat the level.

To advance to the next level, students must pass both the written and oral components of the end-of-term examination (the minimum passing score is 65 points out of 100), or a continuous evaluation if offered.

Activity Options for Russian - Level 1					
Activity Code	Location	Type	Start Date		
LMS-1132-20	United States, United Nations Learning Centre	Live Classroom Instruction	03/10/2016	View Details	
LMS-1132-21	United States, United Nations Learning Centre	Live Classroom Instruction	03/10/2016	View Details	
LMS-1132-22	United States, United Nations Learning Centre	Live Classroom Instruction	05/01/2017	View Details	 Enroll

7. Some courses offer more than one option of schedules and start dates. You may click on *View Details* to learn more about the course schedule. After having decided on the schedule of your preference, click on **Enroll**.

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You may be asked to provide more details, including proof of payment for past penalty fees (No-show or Incomplete Attendance).

If you are a tuition fee-paying student, you must attach a receipt of payment made to the UN Cashier's office.

See all details (including fee information) by clicking on the link for the Information Circular at the bottom of the page.

If you have questions or concerns regarding your registration, please use the comment box below. Individual emails about eligibility and registration processes will not be answered outside the Inspira system.

Activity Name: [Russian - Level 1](#) **Type:** Live Classroom Instruction
Activity Code: LMS-1132-22 **Location:** United Nations Learning Centre, United Nations Learning Centre, United States Regular
Course Language: Russian **Course Category:** Regular
First session start time: 12:00 PM **Last Enrollment Date:** 23/12/2016
First session end time: 1:30 PM **Course Start Date:** 05/01/2017
Drop charge: **Course End Date:** 28/03/2017
Last Drop Date: 10/01/2017
Price per seat:
Enrollment Status: Pending Submission

*Please clarify your relationship with the UN:

Delegate of a Permanent Mission to the U

8



*Please enter your UN ID Expiration Date:

31/12/2017

9

My attachments					
Description	Document Type	File Name	Uploaded	View	Delete
				View	Delete

Add Attachment

10

8. Select from the drop-down menu what **your relationship with the UN** is.
9. Enter your **UN ID expiration date**. (Please enter your spouse/partner's UN ID expiration date if you are a spouse/partner without a UN ID)
10. You will need to attach a copy of your UN pass*.
 - If you are a **spouse/partner without a UN pass**, please attach the **SSS-143b** form with EO approval instead**.
 - If you are a **fee-paying student**, you will also need to attach the **payment receipt** made to the UN Cashier's office.

Click on **"Add Attachment"**

*In case your pass expires before the course ends, be sure to also submit a letter from your Executive Office or from the Head of your administration (with name, title, signature and date) indicating that your current appointment will be extended until the end of the language term for which you want to register.

**Spouses/partners can get further information about registration by contacting reachus@nylesa.org

The screenshot shows a form titled "Select Attachment". It has three main sections: "*Document Type:" with a dropdown menu showing "Justification of Appointment Extensic"; "*Description:" with a text input field containing "This is a test"; and "*Select File:" with a "Browse" button. At the bottom are "Save" and "Cancel" buttons. Red callouts with numbers 11, 12, and 13 point to the dropdown menu, the description field, and the "Browse" button respectively.

11. Select the document type from the drop-down menu
12. Add a description to your document
13. Click on **Browse**

The screenshot shows a dialog box titled "File Attachment". It has a "Browse..." button on the right and "Upload" and "Cancel" buttons on the left. A red callout with the number 14 points to the "Browse..." button, and another red callout with the number 15 points to the "Upload" button.

14. You will notice that a screen will pop-up. Click on **Browse** to find the document in your computer. Double-click on the document to choose it. You will notice that the document name will appear on the bar.
15. Click on **Upload**.

The screenshot shows the "Select Attachment" form again. The "*Select File:" field now contains the text "ground_pass.jpg" and a "Browse" link. The "Save" button is highlighted with a red box, and a red callout with the number 16 points to it.

16. You will see the name of the file you selected. Click on **Save**.

Repeat the same procedure for all documents you must upload. Under my attachments, you can see all documents you have uploaded into your application. Next, click on the *checkbox* and click on **Submit Enrolment**.

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*Please clarify your relationship with the UN: Delegate of a Permanent Mission to the UN

*Please enter your UN ID Expiration Date: 31/12/2017

My attachments

Description	Document Type	File Name	Uploaded	View	Delete
This is a test	Justification of Appointment Extension	ground_pass.jpg	05/12/16 11:33:47AM	View	Delete

[Add Attachment](#)

Comments History

Comments

By checking this box I certify that:

- I understand that my submission of my registration does NOT guarantee my enrolment in the activity; failure to attach required documents, to meet eligibility criteria or to provide more information when requested will result in my registration being delayed or rejected;
- I have read and understood the rules and policies of the Language and Communications Programme at Headquarters as listed in the last Information circular available at <http://www.un.org/Depts/OHRM/sds/lcp/UNLCP/english/circular.html>.
- I confirm that statements made by me to the above questions are true, complete and correct to the best of my knowledge and belief;
- I understand that any misrepresentation or material omission made on this form or other document requested by the Organization may result in the rejection of my registration.

[Save](#) [Submit Enrolment](#)

[Return to search page](#)

17. Click on the *checkbox*

18. Click on **Submit Enrolment**

That's it! You have submitted your enrollment request. We will verify your documentation and you should receive a confirmation e-mail from our department confirming your registration soon. Thank you for applying for one of our language programs!