



Registration Instructions

for NEW External* Learners

*“External” refers to everyone outside the global UN Secretariat, including UNVs; staff/delegates from Permanent Missions and AFPs; spouses; and retirees.



Before you start, please [check your eligibility](#). If you are not eligible, you will not be able to register at all, or your registration will be rejected by the admin team.



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STEP I - Create an elearning account

Get ready to register

Name, user ID and password

Email and DOB

1

2

3

Go to <http://elearning.un.org> and click on "Register now".

Enter your first and last name. The system will create a user ID for you that will start with "lms." Create a password.

Save your user ID and password! You will need them every time you login. If you forget it, you will have to start this process from the beginning.

Enter your email address and date of birth. **Remember which email address you use because you will need it later to access your elearning account.** Click on "Register".



STEP I - Create an elearning account

Login

Request for learning

Select UN entity

4

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6

A confirmation page will appear with your user ID. Click on “Return to sign in page”. Sign into your account with your user ID and password.

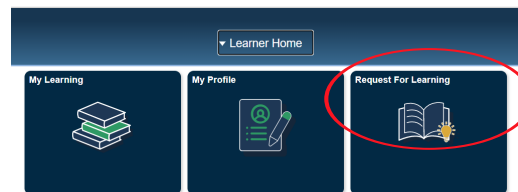
You have been successfully registered as a user 'lms.'

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](#)

Under “My Learning”, click on “Request for learning”.



Click on the arrow to see the “Learning Type” categories. Select “New York Language Programme”, then select your “UN Entity” from the dropdown menu.

NOTE: If your entity is not listed, that means you are not eligible for language courses. You can also check the [eligibility](#) list.



STEP I - Create an elearning account

Enter index number

Submit request

Email link

Submit confirmation

7

8

9

10

Enter your index number (UN staff members only). Leave this box blank if you do not have one or if you are not a UN staff member. Click on “Submit request”.

Click on “Submit request”.

Learning Request

To submit a Learning Request, select a Learning Type and fill in the required information. Once complete press the Submit Request button.

The screenshot shows a 'Raise Request' form with the following fields:

- *Learning Type: NY Language programme
- *UN Entity: Delegate of a Permanent Mission to the UN
- *Email Address: [Redacted]
- Index Number: Delegate of a Permanent Mission to the UN

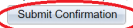
 Below the form, there is a list of options: Delegate of an Intergovernmental organization, Funds & Programmes staff (not listed here), and ICSC staff. The 'Submit Request' button is circled in red.

Go to the email account that you used to register and find an email from the Office of Human Resources Management. Click on the link in the email.

Click on “Submit confirmation”. Your elearning account set-up is now complete.

Inspira Learning

To process your request, kindly confirm by pressing the Submit Confirmation button.



Learning Request Confirmation - NY Language programme

Office_of_Human_Resources_Management@un.org
 to me
 Dear
 A new learning request has been raised for NY Language programme using your email address.
 To confirm your request, please go to this web address:
https://elearning.un.org/bsc/LANDING/EMPLOYEE/ELM/6/UN_LMS_MENU/UN_LMS_CONFIRMATION/UN_LMS_CONFIRM_REQ&Action=UKRLENCODEID=C6D6vPNMmu7V0d8KaibEGTBMSJ
 In most mail programs, this should appear as a blue link which you can just click on. If that doesn't



STEP II - Register for courses or a placement test

Login

1

Go to <http://elearning.un.org> and enter your user ID (e.g., lms.abc.efg) and password. If you have forgotten either of these, click on “Forgot User ID” or “Forgot Password”).



Note down courses

2

Check [the current brochure](#) for the course (s) you want to register for. Note down the title of the course(s).

Please make sure you are checking the most recently updated current term brochure by clicking on the link right above (do not check any brochure you might have saved in your computer or received by e-mail; we update our brochure often and the most recent version is always the one on our website).

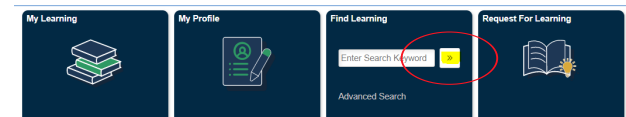
Course search

3

Go to “Find learning”. In the “Enter Search Keyword” box, type the title of the course (or the key words of the title). Important: do not use accents or non-English characters.

For example: the course *Cómo poner acentos en español* would be *Como poner acentos en espanol* (without the accent and the letter ñ).

Click on the on the “>>” icon.



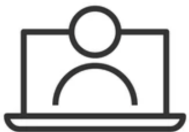


STEP II - Register for courses or a placement test

Section
enrolment

4

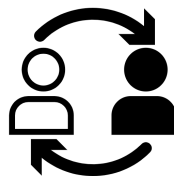
The name of the course you are searching for should appear. Click on it. Select the section you prefer (if there is more than one) and click on "Enrol".



Relationship
to the UN

5

Select your relationship to the UN from the available options and click on "Continue". If your UN relationship is not listed, it means you are not eligible to take a course.



Choose NY
options

6

Enter your personal information. In "Location", type New York. You will see a drop-down menu-choose any of the "New York" options; it doesn't matter which one.



Double check

7

Read the "Class Information" section to double-check this is the course you want to sign up for. If you are a paying student, you will also see the price of the course.





STEP II - Register for courses or a placement test

Upload UN grounds pass

8

- Go to “My Attachments” and click on “Submit attachment” to upload a copy of your UN grounds pass. (Get ready: have a photo of your pass on your desktop for ease of access).
- A box will pop up. In the Description box, type “UN pass”. Click on “Browse” and “Choose file”. Select the UN grounds pass file and click on “open”, then on “upload”.
- You will see the name of your file on the right of the “Select file” title. Click on “OK”.

My attachments				
Description	File Name	Uploaded	View	Delete
			View	Delete

[Add Attachment](#)

Only files with the following extensions can be added.
PDF,BMP,DIB,JPG,JPEG,JPE,JFIF,GIF,TIF,TIFF,PNG

The file attachment can be uploaded with size upto 2mb.

*Description:

*Select File: [Browse](#)

[OK](#) [Cancel](#)



STEP II - Register for courses or a placement test

Pay with credit card

Upload proof of payment

9

10

If you are NOT a paying student, you can skip steps 9 and 10 and directly go to step 11.

If you are a paying student, follow every step here. Click on "Pay with credit card". A new window will open: follow the instructions to make the payment.

Take a screenshot or create a PDF file of your payment receipt for proof of payment. Upload your proof of payment, following the same procedures in Step 8 as for uploading your grounds pass.



My attachments				
Description	File Name	Uploaded	View	Delete
UN-ground pass	test.jpg	19/11/20 11:37:57AM	View	Delete



STEP II - Register for courses or a placement test

Upload
placement test

11

If a placement test is required*, upload your placement test results, following the same procedures in step 9 as for uploading your UN pass.

*To know if you need a placement test, look in the brochure under “Description and prerequisites”.



Information
verification

12

Read the “Information verification statements” and **only if you meet all of them, check all the boxes**. Keep in mind that this information will be verified later by our admin team, and if it is not correct, your registration will be rejected.



Submit

13

Finally, click on “Submit enrolment”. A message will pop up to confirm your submission. Click on “submit application”. Your enrolment has been submitted! (Your submission will be checked. If any of the required documentation is missing your application will be rejected.)

