



# Registration Instructions

## for RETURNING 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.



Login

Note down  
coursesCourse  
search

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").



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).

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.





## 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.





## Upload UN pass

# 8

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





Pay with credit card

9

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.

My attachments				
Description	File Name	Uploaded	View	Delete
UN-ground pass	test.jpg	19/11/20 11:37:57AM	<a href="#">View</a>	<a href="#">Delete</a>

Upload proof of payment

10

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 UN pass.





Upload  
placement test

11

If a placement test is required\*, upload your placement test results, following the same procedures in step 8 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.)

