



Registration Instructions

for SECRETARIAT STAFF



Login

Note down
courses

"Find learning"

Course search

1

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3

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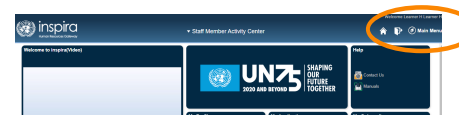
Go to <http://inspira.un.org> and enter your user ID (most probably it is your index number) and password. If you have forgotten either of these, click on "Forgot User ID" or "Forgot Password").



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).

Click on "Main Menu" in the upper right corner of the inspira page. Then click on "Self-service", "Learning", and "Find learning".



Find Learning
Learner H Learner H

Basic Search | Advanced Search

by

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 ">>" icon.



Section enrolment

Expiration Check

Choose NY options

Double-check

5

6

7

8

The course you are searching for should appear. Click on “View details”. Select the section you prefer (if there is more than one) and click on “Enrol”.



Pay attention to the grey box! Read it and double-check if the appointment expiration date matches your current UN pass expiration date:

Appointment expiration date

If the selected date does not match, please check if it matches the expiration date of your UN pass.

If the selected date is earlier than the expiration date of your UN pass, you will be notified by email to update your appointment expiration date.

If the selected date is later than the expiration date of your UN pass, you will be notified by email to update your appointment expiration date.

Upon submission your eligibility will be checked. If any of the required documentation is missing your application will be rejected.

Personal Information			
Appointment Type	Fixed Term (FTS)	Appointment Expiration	31/03/2018
Appointment Status	Other	Org Unit	Peace Consolidation Service
Email	lvn@un.org	Category & Grade	D-1
Custom Email		Location	Sierra

If it matches, you can skip step 9. If it does not match, complete step 9 as well (in blue).

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.



Read the “Class Information” section to double-check this is the course you want to sign up for.





Upload UN pass

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- a. Go to “My Attachments” and click on “Submit attachment” to upload a copy of your UN pass, or a letter from your supervisor indicating that your current appointment will be extended at least until the end of the course.
- b. A box will pop up. In the Description box, type “UN pass” or “Letter from my supervisor”, as appropriate. Click on “Browse” and “Choose file”. Select the UN pass file (or letter from your supervisor 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](#)



Upload
placement test

Information
verification

Submit

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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”.



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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.



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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.)

