Registration instructions for Secretariat Staff

2. Enter your user ID and password.
3. Check the current brochure for the course(s) you want to register for to find the LMS code.
4. Click on “My Learning Dashboard/My Learning”.
5. In the “Course Code” box, enter the LMS code, e.g., LMS-2112, or type the name of the course in the “Keywords” box.
6. Click on the “Search” BOX.
7. Click on “Enroll”.
8. Select the section you prefer and click on “Enroll” again.
9. Click on “Submit enrollment”.
10. You will see a screen that says, “Your enrollment has been submitted”.

Troubleshooting
If you cannot find the course you are looking for:
- Did you type the whole course code, with LMS in the “Course code box”? E.g. LMS-2011? Did you click on the “Search” BOX, not on the little icon?
- If that does not work, try typing in the name of the course or the course code number, without “LMS”, in the “Keywords” box. Click on the “Search” BOX.
- If you are still having problems, please ask for technical support by clicking on “Contact Us” on the landing site of http://elearning.un.org.