**Step 1: Register for an account**


2. Click on “Register now” to create an account.

3. Enter all requested information. Wait for the User ID to be generated on the screen, choose a password easy to remember, and click on “Register”.

4. A confirmation page will appear. After noting down your User ID and Password, click on “Return to sign in page”.

**Step 2: Request access to see our courses**

1. Go to [http://elearning.un.org](http://elearning.un.org) and enter User ID and Password to login. For an account created before 4 December 2016, please add “LMS.” before your user name.

2. Click on “Main Menu” - “My Learning” - and then “Request for Learning”.

3. Click on the search symbol to see the Learning Type categories.

4. Click on “NY Language programme” and then choose your UN Entity from the drop-down menu.

5. After selecting your UN Entity, two more items will appear on the screen. Check that if your email listed is correct. Enter your index number if you have one. Leave it blank if you don’t have one. Click on “Submit Request”.

6. Check for your confirmation e-mail and click the link in the message.

7. Click on “Submit Confirmation”.

Done! You can search and register for courses by following the instructions below.

---

**For new students** or those new to Inspira, or as an ‘external’ learner (e.g. retirees)
Register for a placement test or course

Step 3: Get Ready

1. Check if you have to pay at [https://hr.un.org/language-programmes-unhq](https://hr.un.org/language-programmes-unhq).
2. Choose up to 2 courses (or up to 3 if two or more are short-term courses). You may study two languages, but only one “Level course” per term.
3. Make a PDF or JPG copy of:
   - Your UN ground pass.
   - *(Only if your pass expires before the end of the course)* a signed letter from your supervisor or EO confirming your contract extension.
   - *(For paying student or if you owe a fee)* your receipt from the cashiers office, S-20th floor. Any questions? Contact [languages@un.org](mailto:languages@un.org).

Step 4: Search and Register for Courses

   Note: For account created before 4 December 2016, please add “lms.” before your user name. (e.g. lms.abc.def).
2. Click on “My Learning”.
3. In the “Keywords” field, you can:
   - Enter the first four digits of the course number without “lms”,
   - or
   - The course name or “placement” (for a placement test).
   Click on “Search”.
4. Click on “Enroll”.
5. Select the session you prefer, and click on “Enroll” again.
6. Enter your UN ID expiration date. Click on the calendar icon and then choose the year – the month – and the day (in that order) and click enter.
7. You will need to attach a copy of your UN pass and perhaps other documents as shown here. Click on “Add Attachment”.
   Select the document type from the drop-down menu. Add a description to your document (e.g. pass or letter) and click on “Browse”.
   Find the document on your computer, then click on open or double-click on the document to choose it. The document name will appear in the search bar. Click on “Upload”. It may take a few minutes to upload. Be patient.
8. Click on “Save”. Repeat the process above if you have other documents to be uploaded.
9. Next, click on the checkbox and click on “Submit Enrolment”.
10. Done! You will receive a confirmation e-mail within a few days. Repeat for each course you want to take.

Didn’t get a confirmation e-mail or have other questions? Contact us at [languages@un.org](mailto:languages@un.org).