

## For new students or those new to Inspira, or as an 'external' learner (e.g. retirees)

### Step 1: Register for an account

1. Go to <http://elearning.un.org>

2. Click on **"Register now"** to create an account.



The screenshot shows the login page with fields for User ID, Password, and a Login button. A red box highlights the 'Register now' button at the bottom.

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"**.



The screenshot shows the 'Enter Registration Information' form with fields for First Name, Last Name, User ID, Password, Confirm Password, Email Address, and Date of Birth. A red box highlights the 'Register' button at the bottom.

User ID will appear here.  
Please note it down for login  
to Inspira LMS.

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

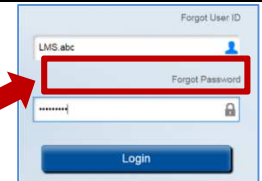
**You have been successfully registered as a user 'lms.abc.abc'.**  
Note down the User ID and Password you entered. This information will also be mailed to you shortly.  
If you have any questions regarding your registration, please contact Inspira Support Centre.

**Return to Sign in page**

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

1. Log into <http://elearning.un.org> using your User ID and Password.

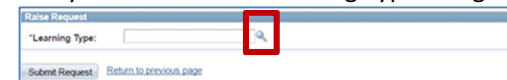
**! Can't log in?** Click on "Forgot User ID" and/or "Forgot Password". Enter the requested information and check your e-mail.



The screenshot shows the login page with fields for User ID, Password, and a Login button. A red box highlights the 'Forgot Password' link.

2. Click on **"Request for Learning"** (under "My Learning Tools").

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

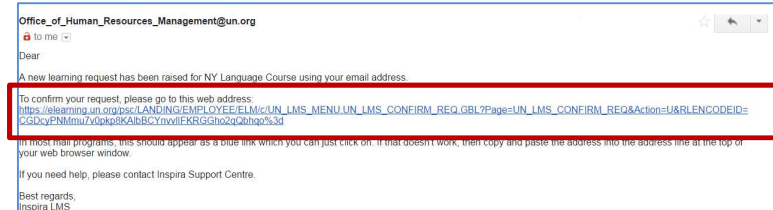


The screenshot shows the 'Raise Request' form with a search icon highlighted in red.

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.



The screenshot shows an email from Office\_of\_Human\_Resources\_Management@un.org. A red box highlights the confirmation link in the email body.

7. Click on **"Submit Confirmation"**.



The screenshot shows the 'Inspira Learning' page with a 'Submit Confirmation' button highlighted in red.

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

## 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-unhg> (click on “Eligibility” on the menu at the left side).
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 students or if you owe a fee) your receipt from the cashiers office, S-20<sup>th</sup> floor. Any questions? Contact [languages@un.org](mailto:languages@un.org)

### Step 4: Search and Register for Courses

1. Go to <http://elearning.un.org> and enter User ID and Password to login.
2. 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”.

3. Click on “Enroll”
4. Select the session you prefer, and click on “Enroll” again.

Activity Code	Location	Type	Start Date	
LMS-1132-20	United States, United Nations Learning Centre	Live Classroom Instruction	03/10/2016	<a href="#">View Details</a>
LMS-1132-21	United States, United Nations Learning Centre	Live Classroom Instruction	03/10/2016	<a href="#">View Details</a>
LMS-1132-22	United States, United Nations Learning Centre	Live Classroom Instruction	05/01/2017	<a href="#">View Details</a> <b>Enroll</b>

5. Follow the instructions on the page and 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.
6. You will need to attach a copy of your UN pass and perhaps other documents as shown here. Click on “Add Attachment”.

Attach	
All	Copy of UN pass
Paying students	Copy of receipt for cost of course(s).
Owe a fee?	Receipt for \$125, or a letter from supervisor requesting fee to be waived; or a medical note.
To show contract extension?	Copy of e-mail or letter from supervisor or EO indicating that it is expected that your contract will be extended till a date after the end of the course. Choose “Justification of...”

Click on “Add attachment”.

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.

7. Click on “Save”. Repeat the process above if you have other documents to be uploaded.
8. Next, click on the checkbox and click on “Submit Enrolment”.

9. **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)

