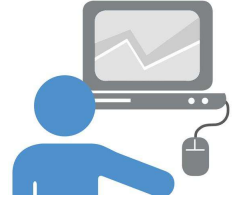


Registration procedures for spouses/partners of UN staff members

Eligibility requirement

Only NYLESA members and UN recognized spouses/partners are eligible to register for language courses. UN recognized partners/spouses must be included in the staff member's Personnel Action (PA) as spouse/partner.



Please note that **the following registration steps are not applicable to NYLESA members**. If you are a NYLESA member, please [follow the instructions indicated in this Guide](#).

Registration steps

1. The spouse/partner must have his/her respective Executive Office sign the **grounds pass form (SSS.143B)** in order to proceed further.
2. Then, a payment for your [tuition amount](#) must be made at the Cashier's Office located on the 20th floor of the Secretariat Building (from 10.00 a.m. to 3.30 p.m. Mon-Fri). They only accept cash or cheques payable to the United Nations. Please indicate on the cheque that it is **for payment of language tuition**.
3. Once the grounds pass form has been signed and you have your proof of payment from the Cashier's Office you will now be able to begin the registration process. Please save these documents in pdf form as need to be uploaded as attachments with the registration.
4. Go to <https://elearning.un.org> to create an account and **register following [this Guide](#)**.
5. Kindly note that there is a wait period before you receive confirmation that you are officially enrolled in the course. We request your patience and understanding.
6. After receiving the email confirmation from OHRM, please print it out and attach it to the completed grounds pass form.
7. You may now get your grounds pass from the Pass and ID Office. **Please bring your completed grounds pass form with the printout confirmation of enrolment no more than 5 working days before the course starts.** The Pass and ID office is located at 320 East 45th Street and the hours of operation are from 9:00 a.m. to 4:00 PM (Mon-Fri).
8. Only those with grounds passes will be able to access the Learning Centre through the Visitor's Entrance (46th Street and First Avenue). The UN Learning Centre may be reached from the 1st floor of the GA Building: take the elevators closest to the stairs. Proceed to 3B and follow the signs to the Learning Centre.

Inquiries

If you need assistance or further information to register, please email: reachus@nylesa.org