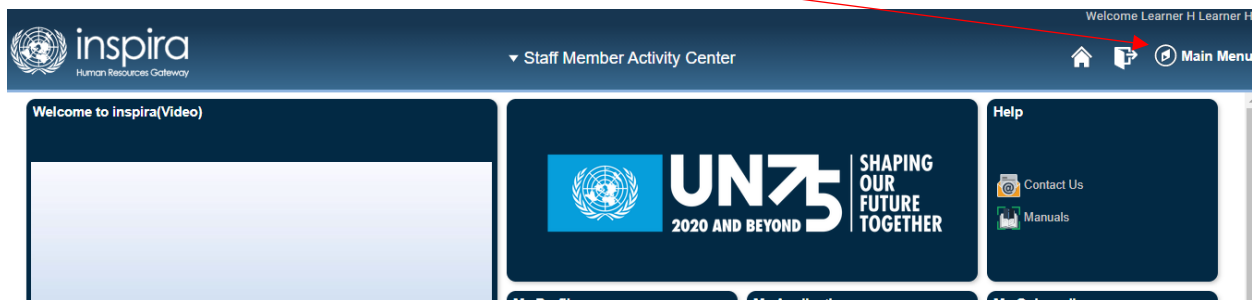




Registration instructions for SECRETARIAT STAFF

1. Go to <http://inspira.un.org>
2. 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”.
3. 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).
4. Click on “Main Menu” in the upper right corner.



5. Click on “Self-service”, “Learning” and “Find Learning”.
6. 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 without the letter ñ). Click on the on the “>>” icon.

Find Learning

Learner H Learner H

Basic Search | Advanced Search

by

Search by keyword



7. The course you are searching for should appear. Click on “View details”.
8. Select the section you prefer (if there is more than one) and click on “Enrol”.
9. Pay attention to the grey box! Read it and double-check if the appointment expiration date matches your current UN pass expiration date:

⚠ Please see the appointment expiration date appearing below and check to see if it matches the expiration date of your UN pass:

- If the two dates do not match, please attach a scanned copy of your UN pass.
- If your UN pass expires **before** the end of the language term for which you want to register, please attach ADDITIONALLY a letter from your Executive Office or supervisor (with name, title, signature and date) indicating that your current appointment will be extended at least until the end of the language term for which you want to register.

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 (JY9) | Appointment Expiration: | 31/03/2018 |
| Appointment Status: | Other | Org Unit: | Peace Consolidation Service |
| Email: | <input type="text" value="loria@un.org"/> | Category & Grade: | D - 1 |
| Confirm Email: | <input type="text"/> | Location: | Monrovia |

10. If it matches, you can skip (ignore) steps 13, 14 and 15 in this document (in green). If it does not match, please follow all the steps in this document.
11. 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.
12. Read the "Class Information" section to double-check this is the course you want to sign up for.
13. 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.

| My attachments | | | | |
|----------------|-----------|----------|------|--------|
| Description | File Name | Uploaded | View | Delete |
| | | | View | Delete |

Add Attachment

14. 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".
15. You will see the name of your file on the right of the "Select file" title. Click on "OK".

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](#)

16. If a placement test is required*, upload your placement test results, following the same steps (13, 14, 15) as for uploading your UN pass.

*To know if you need a placement test, look in the brochure under "Description, modality and prerequisites".

17. 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.
18. 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.)

Troubleshooting

1. I cannot sign into my Inspira account.
 - Did you forget your user ID or Password? Click on the correct link and follow the instructions.
2. I cannot find the course I am looking for.
 - Make sure you did not type an accent or a non-English character in the title of the course.
 - If you used key words, try with different ones (e.g. the first two or three words of the course title).
 - Make sure that course is being offered this term. Check the [Check the current brochure](#) again.
 - 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>.