

# SEARCHING AND REGISTERING FOR A COURSE THROUGH INSPIRA

*Please note that the actual content that you see may change according to your own unique learning profile.*

1. Log-in to [inspira.un.org](http://inspira.un.org) (<http://inspira.un.org>) using your **INDEX NUMBER** as a User ID.

Note: **It is IMPORTANT to use your INDEX NUMBER when trying to login to the system.** If you have never logged into Inspira, please follow the instructions on chapter 1.2.1 of the Inspira Instructional Manual at:

<https://careers.un.org/lbw/attachments/InstructionalManualfortheApplicant.pdf>

(<https://careers.un.org/lbw/attachments/InstructionalManualfortheApplicant.pdf>) .



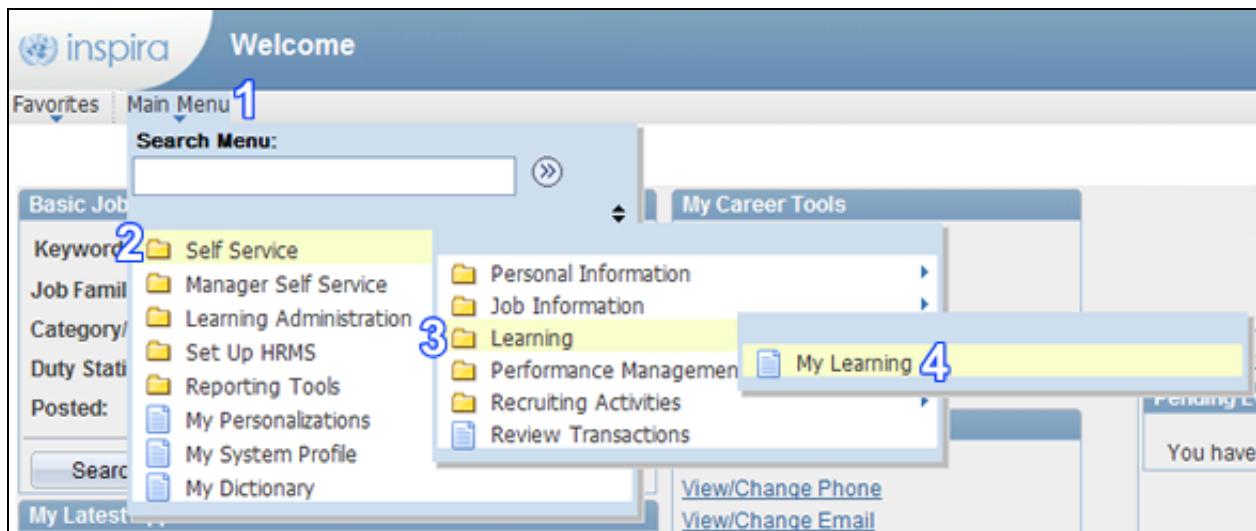
inspira  
Human Resources Gateway

User ID: 1

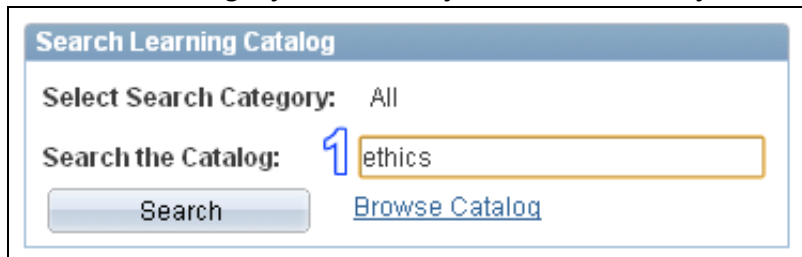
Password: 2

Login

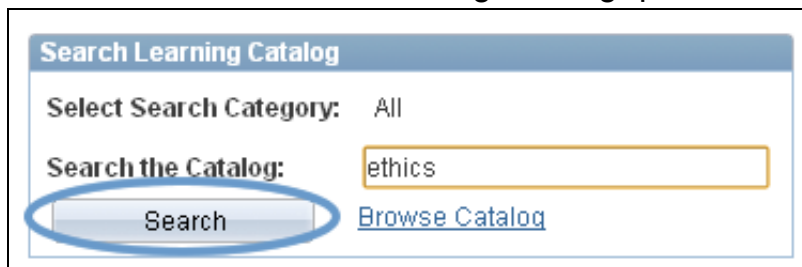
2. From the top menu bar select the option "Main Menu", followed by "Self Service", followed by "Learning", followed by "My Learning".



- Under the "Search Learning Catalog" pane enter any search criteria in the "Search the Catalog" field. In this example we are searching for the "Working Together: Professional Ethics and Integrity in our Daily Work" course by entering the text "Ethics".



- Then under the "Search Learning Catalog" pane click on the "Search" button.



- You will see the results that match your search criteria appear on the screen. If you feel that you are missing a course link for assistance please contact the specific course administrator. You can locate course administrators on the web version of the Staff Development Catalogue ([http://www.un.org/staffdevelopment/viewPage.asp?selMenu=2011\\_contents.asp](http://www.un.org/staffdevelopment/viewPage.asp?selMenu=2011_contents.asp)). In this example we are searching for the "Working Together: Professional Ethics and Integrity in our Daily Work" so we click the corresponding "Enroll" link to select that course.

**Search Results:** Previous Next

Results 1 - 3 of 3 for **ethics**

[1-04 Ethics and Integrity in Procurement \(LMS-1004\)](#) [Enroll](#)

The course deals with ethics and integrity and to understand ethics in relation to the UN perspective and the procurement process.

[GSD II - Work Effectiveness, Teamwork, Ethics and Integrity \(LMS-1068\)](#) [Enroll](#)

This course is for staff who have completed GSD I. The course is designed to help staff employ practical skills for effectively managing relationships with supervisors, colleagues, and clients.

[Working Together: Professional Ethics and Integrity in our Daily Work \(LMS-1065\)](#) [Enroll](#)

This course is mandatory for all staff. The course is designed to foster a common understanding of ethics, integrity, transparency and accountability among all UN staff.

6. To see the time of the class you are enrolling for click on the "View Details" link that corresponds to the class you are interested in enrolling in.

Activity Options for Working Together: Professional Ethics and Integrity in our Daily Work					
Activity Code	Location	Type	Start Date		
LMS-1065-1	United States, New York	Live Classroom Instruction	14/08/2012	<a href="#">View Details</a>	<a href="#">Enroll</a>
LMS-1065-2	United States, New York	Live Classroom Instruction	14/08/2012	<a href="#">View Details</a>	<a href="#">Enroll</a>
LMS-1065-3	United States, New York	Live Classroom Instruction	15/08/2012	<a href="#">View Details</a>	<a href="#">Enroll</a>

7. Then click on the "Schedule" link.

**Working Together: Professional Ethics and Integrity in our Daily Work**

You can view further details about the Activity by selecting the various links. You can enroll in the activity by selecting the

**Activity Name:** Working Together: Professional Ethics and Integrity in our Daily Work  
**Activity Code:** LMS-1065-1  
**Price Per Seat:** 0.00 USD

**Start Date:** 14/08/2012  
**Last Enrollment Date:** 13/08/2012  
**Available Seats:** 25  
**Language:** English

Overview [Objectives Met](#) [Schedule](#)

8. Once you have seen the start and end times of the class click on the "Return to Previous Page" link at the bottom left corner of the page to return to the class listing.

Scheduled Sessions					
Day	Date	Start Time	End Time	Time Zone	Location
Tuesday *	14/08/2012	9:00AM	12:30PM	EDT	<a href="#">New York, NY</a>

\* Required Sessions

---

[Return to Previous Page](#)

9. Once you have identified the class you wish to register for click on the "Enroll" button that corresponds to the session of the class you wish to enroll in.

Activity Options for Working Together: Professional Ethics and Integrity in our Daily Work					
Activity Code	Location	Type	Start Date		
LMS-1065-1	United States, New York	Live Classroom Instruction	14/08/2012	<a href="#">View Details</a>	<input type="button" value="Enroll"/>
LMS-1065-2	United States, New York	Live Classroom Instruction	14/08/2012	<a href="#">View Details</a>	<input type="button" value="Enroll"/>

10. Confirm that you have selected the correct class, and the click on the "Submit Enrollment" button.

[Enroll In Activity](#)

## Review Information

Activity Name: [Working Together: Professional Ethics and Integrity in our Daily Work](#)  
Activity Code: LMS-1065-1  
Price Per Seat: 0.00 USD

Start Date: 14/08/2012  
Last Enrollment Date: 13/08/2012  
Available Seats: 25  
Language: English

---

11. Click on the "My Learning" menu item on the top menubar and you will see the courses for which you are presently enrolled.

