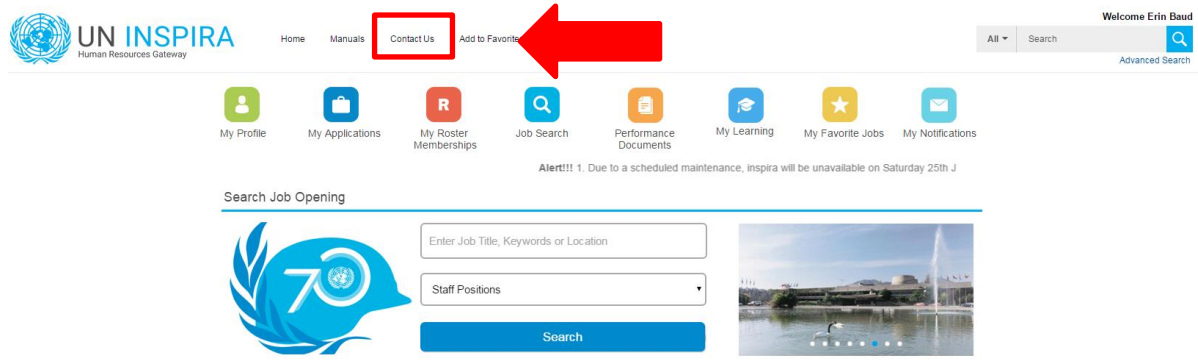


HOW TO UPDATE YOUR MANDATORY LEARNING RECORD ON INSPIRA

STEP ONE: Click on Contact Us.



STEP TWO: Fill in the form using the following field and ensure you attach your certificate as proof.

Contact us

* Title:

* First name:

* Last name:

* Email:

* Index number:

* Department:

* Are you contacting us on behalf of another staff member?
 No Yes, I am contacting you on behalf of:


* Category:

* Subcategory:

* Comment/Question:

You have 1000 characters left.

Upload supporting document: No file chosen
Maximum file size: 8 MB

* Word verification: 

Enter the code shown above in the box below

1. Fill in all fields with an *
2. Select eLearning enquiry
3. Management of content
4. Write **Update of learning record**
5. Attach your certificate
6. Fill in the code and press send