

## 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.



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"**.

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.

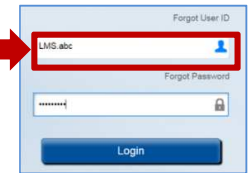
If you have any questions regarding your registration, please contact Inspira Support Centre.

**Return to Sign in page**

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

1. Go to <http://elearning.un.org> and enter User ID and Password to login. *For an account created before 4 December 2016, please add "LMS." before your user name.*

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



2. Click on **"Main Menu"** - **"My Learning"** - and then **"Request for Learning"**.

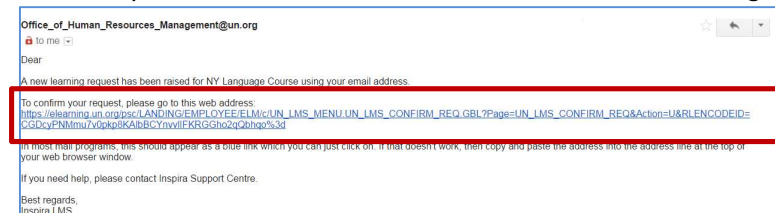
3. Click on the search symbol to see the Learning Type categories.



4. Click on **"NY Language Course"** 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.



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



**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-unhq>
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 student 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. **Note:** For account created before 4 December 2016, please add “lms.” before your user name. (e.g. lms.abc.def).
2. Click on “My Learning”.
3. 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”.

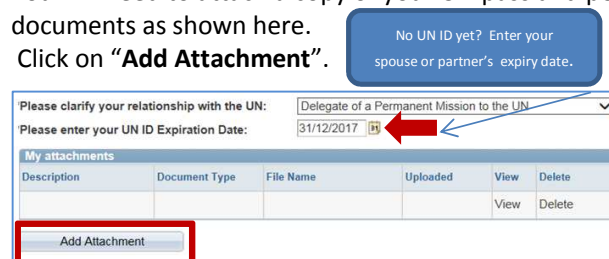


4. Click on “Enroll”
5. Select the session you prefer, and click on “Enroll” again.

Activity Options for Russian - Level 1					
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>	<a href="#">Enroll</a>

5. 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”.

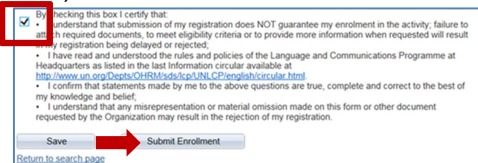


Select the document type from the drop-down menu. Add a description to your document (e.g. *pass* or *letter*) and click on “Browse”.



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)

### What to Attach

If you...	Attach
Have a UNHQ grounds pass?	Copy of your UNHQ pass
Need a UNHQ pass – as a spouse/partner of a UNHQ staff member*?	Attach completed SSS-143b form with EO approval. (Questions? Contact <a href="mailto:reachus@nylesa.org">reachus@nylesa.org</a> )
Are a paying student?	Copy of receipt for cost of course(s).
Owe a fee?	Receipt for \$125; a signed/dated letter from supervisor requesting fee to be waived; or a medical note from doctor.
Have a pass that will expire before the end of the course?	Signed letter from your Head of Administration (with name, title and date) confirming your contract will be extended till the end of the course.