UN COMMON SYSTEM STAFF MEMBERS
(External, non-UN Secretariat Staff)

HOW TO REGISTER FOR LPE IN INSPIRA AS AN EXTERNAL APPLICANT

IMPORTANT NOTES:

• If you are a non-UN Secretariat staff member, but you are a staff member of the UN Common System, you must register using your existing EXTERNAL inspira account. If you need to create an Inspira account, please refer to the separate instruction on “How to Create an Inspira Account for External Applicants”.

• If you are a UN Secretariat staff member, you must register through your internal Inspira account! (Please refer to the separate instruction on “How to Register for the LPE in Inspira as an Internal Applicant”.)

• External candidates are advised not to use Internet Explorer for registration. Mozilla Firefox and Google Chrome are the web browsers that are recommended for this purpose.

1. Go to elearning.un.org and log into the Inspira Learning Management System (LMS)

   - If you created your account in Inspira LMS before 4 December 2016, please add "LMS" in front of your old USER ID while logging into elearning.un.org. If your User ID in Inspira LMS was "abc", enter "LMS.abc" into the user ID section along with the password you have been using for the Inspira LMS and click on "Login".

   - After clicking on "Login", if you receive an email notification, click on "Forgot Password" and follow the instructions on the screen to reset your password. The reset email will be sent to the email address you used at the time of your registration in Inspira LMS.

   - If you are not sure whether you have used the Inspira LMS in the past, click on Forgot User ID and follow the instructions on the screen. If you cannot locate yourself, go back to the Login page and click on "Register" to register and start using the Inspira LMS.

For registration procedures, please continue to the next page.
2. Log on to elearning.un.org

3. Go to “My Learning”, and click on “Request for Learning”.

My Learning

Search Learning Catalog

Category: All
Course Code:
Keywords:

Search
Browse Catalog

My Learning Tools

All My Learning Request for Learning
4. In the Learning Type drop down menu, select “LPE”, and click on “Submit Request”.

You will receive an email. Follow the instructions in the email to confirm your request.

5. Type “language proficiency examination” in Keywords and click on “Search”.
6. Select the **corresponding language** for which you wish to register.

7. Test sites are listed by country and city. You may sort the list in alphabetical order by clicking on the column heading. You can also view test site details by clicking on **View details**. Exam date and local start times can be viewed by clicking **Schedule**. Note that exact exam centre addresses will be emailed prior to the exam day. Select the **Location** where you wish to take the exam, then click **Enroll**.
8. Carefully read the information/instructions and provide any documents required of you. Documents must be uploaded as Select Attachments, under item 8 below.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!
Externals must select their **Contractual Status** from the drop-down menu. (If you are an internal UN Secretariat staff member, please do not continue with this application. Log out and register using your internal inspira login/account!)

You must choose one status:

- Affiliate of a UN Entity
- Contractor of a UN Specialized Agency/Fund/Programme
- Retiree of a UN Entity
- Spouse/Dependent of a UN staff member
- Staff of a UN Specialized Agency/Fund/Programme

Then select from the dropdown menus your **Entity** (parent organisation) and **Paying Entity**. PLEASE READ CAREFULLY as errors in the selection of entity and/or paying entity may result in the automatic rejection of your application. **ALL SUCH REJECTIONS ARE FINAL!**

a) If you are a staff member of the UN Common System (ex. UNDP, UNHCR, UNV, etc.) you must select your UN common system Fund, Programme or Agency as both
your “entity” and “paying entity”, regardless of which agency administers your contract. ETS/OHRM will seek the endorsement from the respective financial focal point of the paying entity for approval of your LPE registration fee.

b) Eligible spouses or dependents of staff members, and UN retirees, must select the UN entity and name of the staff member under “company name”. Contractors and affiliates must select the UN entity your company is affiliated with and the name of the company.

On an exceptional basis ONLY, non-UN Secretariat staff who have sought and received prior approval from a separate “paying entity” that its headquarters will be responsible for payment of the LPE registration fee, may select a “paying entity” which is different from their “entity”.

All applicants please check with your Local Administrator regarding applicable local administration fees. If you have made any payment, attach a scanned copy of proof of payment. (If you are a UN Secretariat (UNS) internal staff member, you MUST register for the LPE with your internal inspira account. UNS staff members do not pay the LPE registration.)

9. For **Source of Language Knowledge**, you must select only one of the four options regarding how you acquired knowledge of the language. Please provide the requested information and documentation.
10. External applicants MUST, at the time of registration, demonstrate they will have a valid UN contract on the date of the LPE written examination. A copy of your current contract or the equivalent must be uploaded to your application.

To attach contract documentation, please make sure to click Add Attachment, then select Contract Extension as Document Type. You may also make a note in the comment box to the Local Administrator that the correct expiry date is shown in your attachment. Please attach a copy of your contract which states the correct expiry date. It is important that you choose Contract Extension and NOT Contractual Status as Document Type in order to avoid an error message when submitting your enrollment.

To attach any type of document to your application:
Click **Add Attachment**.
Select from the drop-down menu, the **Document Type** to be attached.
Then type a brief **Description** of the attachment.
Click **Browse** -> select the file -> click **Upload** -> **Save**.
Repeat the steps until you have uploaded all the required files.
Please note that you may **only upload an image file** types and the maximum file size is 1Megabyte. If you have various documents of the same type, you may combine them into one document.
If you get the below message, it indicates that there’s a problem with the file you uploaded. Please make sure the file you are uploading is an image file (ex. PDF) and not too large.

![Message]

Any of the below mentioned items are missing. Kindly fill them before clicking save.
1. Document Type
2. Description
3. Attachment

Please note below the type of files inspira will accept for upload.

![Message]

This file cannot be added.
Only files with the following extensions can be added.
PDF,BMP,DIB,JPG,JPEG,JPE,JFIF,GIF,TIF,TIFF,PNG

NOTE: Some test sites charge registrants a local fee to cover the cost of local expenses. If you have made any such payment, please attach a scanned copy of the proof of payment. Specify the type of fee paid, either LPE fee or local fee.
11. You may use the comment box to include other information relevant to your application.

Review your application for completeness and accuracy.
Click on the certification check box.
Click Save if you have not completed your application and would like to submitted at a later time.
Otherwise, click Submit Enrollment. Check for error messages and verify that you have successfully submitted your application.

Note that once you submit your application, you cannot make any changes or attach additional files.

You will receive an automated email notification from Inspira confirming receipt of your application. Please make sure you receive this notification, and save it, as this is your only proof of your registration.

If you encountered technical problems during the LPE registration process, click on “Contact Us” in Inspira, and submit a request for assistance. You will receive an email from the Inspira Support Team. Save your case number for your future reference.

For LPE related questions, please refer to our FAQs posted on our LPE website: https://hr.un.org/page/language-proficiency-examination-lpe.

If you cannot find the answer to your query, then contact your local LPE Administrator.