In this article, you will learn how to submit a request for a language course on INSPIRA, our Learning and Recruiting system.

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Step One: Create a new account

1. Go to elearning.un.org
2. Click on “Register Now”
3. Enter your First Name
4. Enter your Last Name, your User ID will be automatically generated once you entered both of your First Name and Last Name.
5. Enter your Password
6. Confirm your Password
7. Enter your Email Address
8. Specify your Date of Birth
9. Click on “Register”
A confirmation page will appear showing that you have successfully registered.

10. Click on Return to Sign in page

Please sign in from this page and follow steps in Part II to request for learning and enroll in language courses.
Step Two: Log-in to Inspira

If you already have an account on Inspira and have seen the below page, please be aware that we have changed log-in steps. Instead of going through the recruitment module, you will now be asked to go through: https://elearning.un.org

Please be aware that when you log-in to the new site, you must add “LMS.” in front of your old User ID when logging into elearning.un.org. For example, if your User ID is “abc”, your User ID in Inspira LMS is now “LMS.abc”.

1. Go to elearning.un.org
2. Enter your new user ID with “LMS.”
3. Enter your password
4. Click on “Login”

5. Click on “My Learning”

**IMPORTANT:** You must submit a request for registration first. This first procedure does not register you for a course, but send a request to the system to give you access to the courses.

6. If you already had an account, your activity status from inspira.un.org has been migrated to elearning.un.org and you should be able to see them in “My Learning Activities” table

7. Click on “Request for Learning”
8. Click on the magnifying glass symbol to see the Learning Type categories available.

![Look Up Learning Type]

9. You will notice that a screen will pop-up. Click on NY Language Course

![Learning Request]

10. Choose your UN Entity from the drop-down menu

Facing any problems? Not all Entities are eligible for language courses. If you receive an error message, click here to see our eligibility information.

11. After selecting your UN Entity, two more items will appear on the screen: Email Address and Index Number. Your e-mail address will be filled out automatically by our system.
Check if there are any spelling mistakes in your e-mail address. Entering your index number is not a mandatory field; if you are not sure of what your number is leave it blank.

12. We strongly advise you to double-check your information before submitting your request. After checking all items, click on Submit Request.

Our system will forward an e-mail to the address you have provided with further instructions on how to complete your registration. You will see the following message on your screen.

Click on the link provided in our e-mail to complete your registration. You will be prompted with the Inspira Learning page. Click on Submit Confirmation.

In a few moments, the page will confirm your learning request with the above message.

That's it! Now you can search for courses in our catalogue. Next, you will learn how to search and register for courses.
INSPIRA LMS Guide: How to register for language learning

Step Three: Sign up for learning

Go to elearning.un.org

1. Enter your new user ID with “LMS.”
2. Enter your password
3. Click on “Login”

4. Click on “My Learning”

5. Now, you can search for courses in our catalog. You can enter the first 4 digits of the course LMS code, or the course name. You can also enter placement to check for placement tests.
6. Click on Search
7. Some courses offer more than one option of schedules and start dates. You may click on View Details to learn more about the course schedule. After having decided on the schedule of your preference, click on Enroll.
8. Select from the drop-down menu what your relationship with the UN is.
9. Enter your UN ID expiration date.
10. You will need to attach a copy of your UN pass*. If you are a fee-paying student, you will also need to attach the payment receipt made to the UN Cashier’s office. Click on “Add Attachment”

11. Select the document type from the drop-down menu
12. Add a description to your document
13. Click on Browse

*In case your pass expires before the course ends, be sure to also submit a letter from your Executive Office or from the Head of your administration (with name, title, signature and date)
indicating that your current appointment will be extended until the end of the language term for which you want to register.

14. You will notice that a screen will pop-up. Click on Browse to find the document in your computer. Double-click on the document to choose it. You will notice that the document name will appear on the bar.

15. Click on Upload.

16. You will see the name of the file you selected. Click on Save.

Repeat the same procedure for all documents you must upload. Under my attachments, you can see all documents you have uploaded into your application. Next, click on the checkbox and click on Submit Enrolment.
17. Click on the **checkbox**

18. Click on **Submit Enrolment**

**That's it!** You have submitted your enrollment request. We will verify your documentation and you should receive a confirmation e-mail from our department confirming your registration soon. Thank you for applying for one of our language programs!