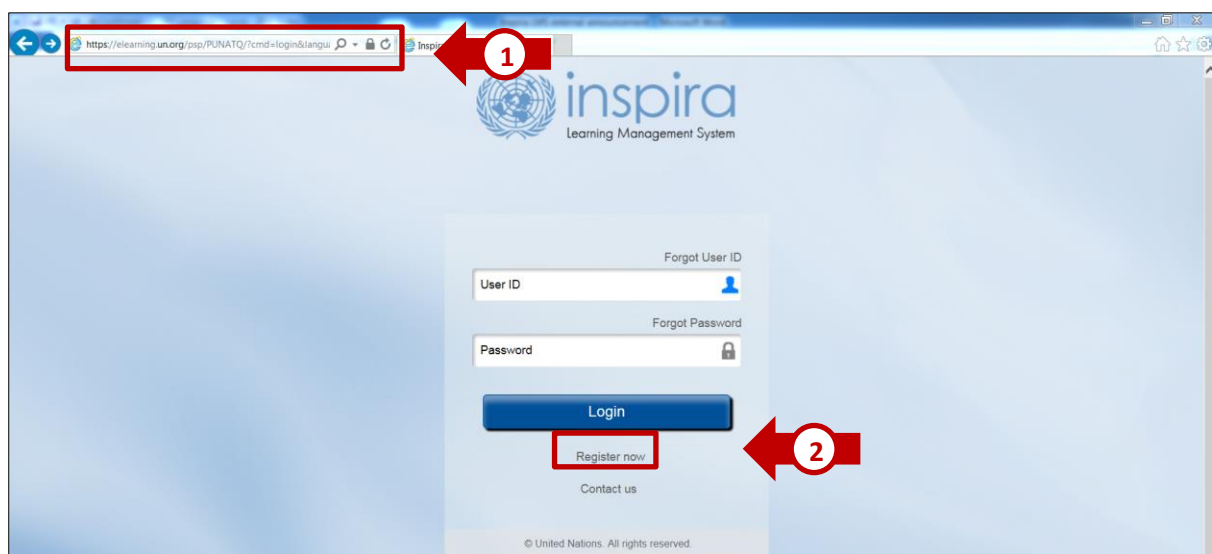# INSPIRA LMS Guide: How register for language learning

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

Table of contents

Step One: Create a new account

1. Go to **elearning.un.org**
2. Click on **"Register Now"**

Notice to United Nations Secretariat staff members

United Nations Secretariat staff members with regular appointments, including field staff members, are <u>not required</u> to register. Please click on https://inspira.un.org and log in with the User ID and password that are provided to you.

UN Volunteers, associate experts, consultants, individual contractors, military/police personnel and interns must register as a learner using the form below. Please fill out all fields and observe that the User ID is generated automatically. Please note down the User ID for login to inspira LMS.

External Learner Registration

Enter Registration Information

*First Name:	abc
*Last Name:	abc
User ID:	lms.abc.abc
*Password:	••••••••
*Confirm Password:	••••••••
*Email Address:	abc@un.org
*Date of Birth:	05/12/1985 05/DEC/1985

Register   Return to previous page

* Required Information

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"**

Registration Successful

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 ← **10**

A confirmation page will appear showing that you have successfully registered.

10. Click on **Return to Sign in page**

Forgot User ID

Forgot Password

Password

Login

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
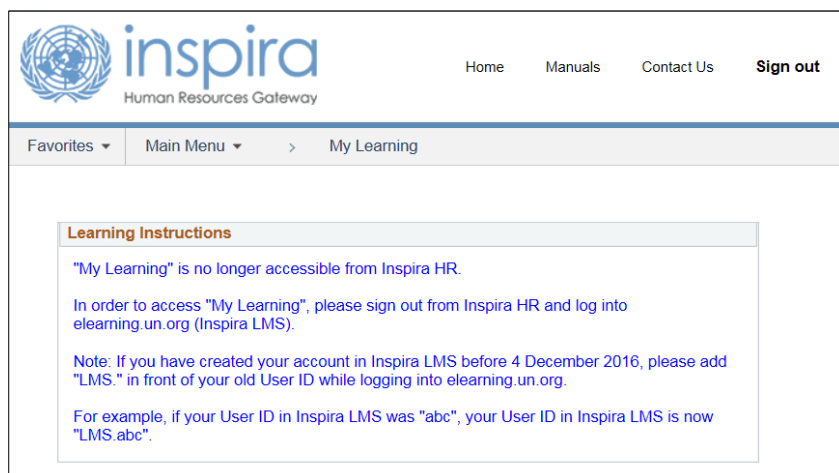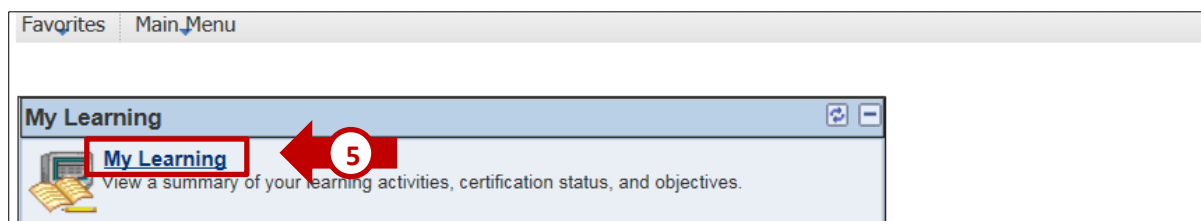

Please be aware that when you log-in to the new site, you must add **"LMS."** in front of your old User ID when logging into elearning.un.org. For example, if your User ID is "abc", you User ID is now **"LMS.abc".**

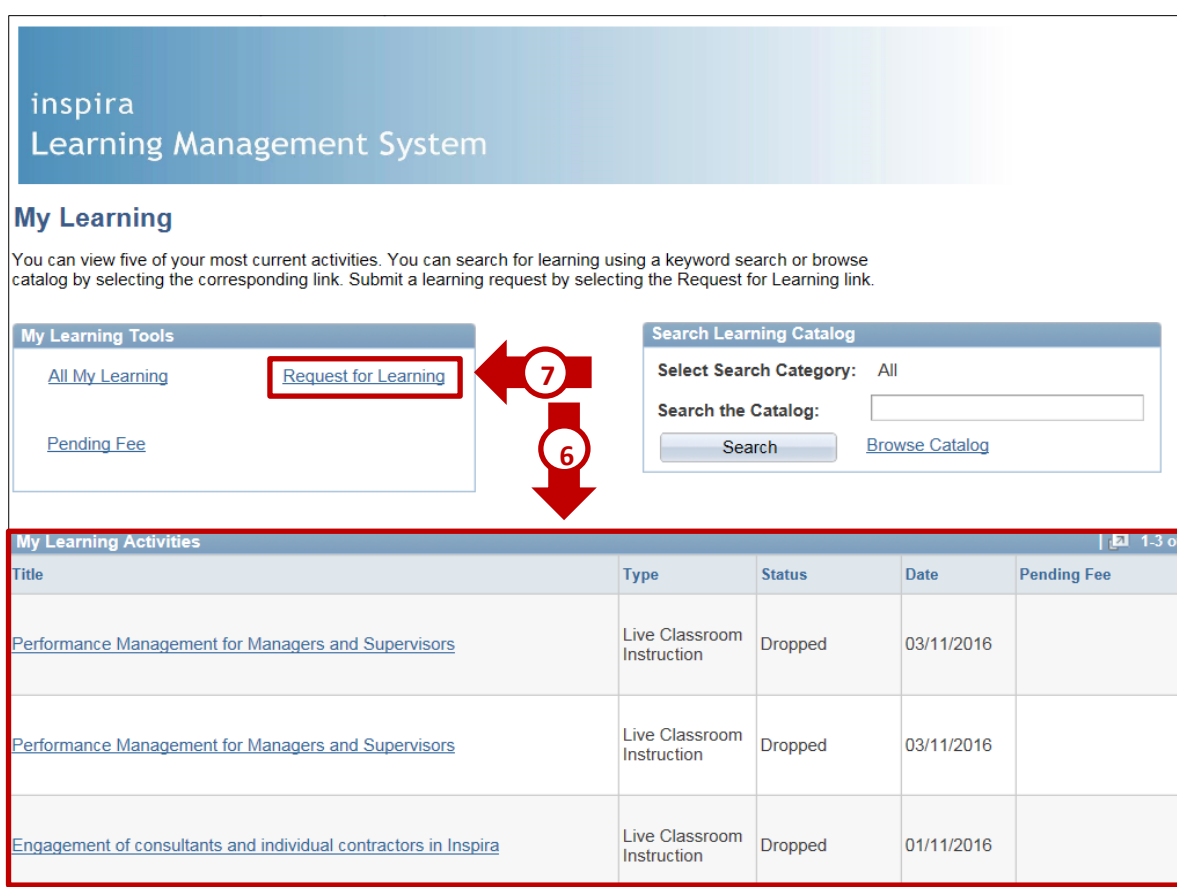1. Go to **elearning.un.org**
2. Enter your new user ID with **"LMS."**

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"**
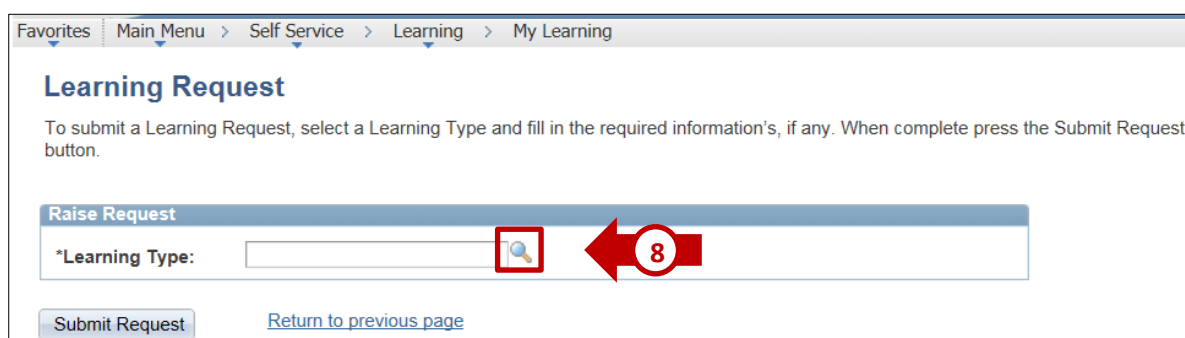
8. Click on **the magnifying glass symbol** to see the Learning Type categories available.

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

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.**

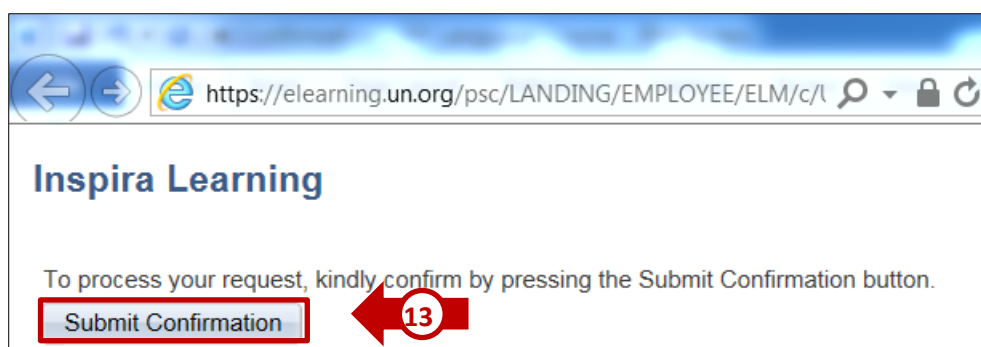Our system will forward an e-mail to the address you have provided with further instructions on how to complete your registration. You will see the following message on your screen.

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.

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**

Russian - Level 1

Description:

Level courses range from level 1 (beginner) to level 8 or 9 (advanced). For non-native speakers only. The main objective is to learn the fundamentals of the language (LMS-1132).

Please note that activities without a specified Start Date can be taken at any time.

Abstract:

The level courses focus on all language skills — speaking, listening, writing, reading and interacting — and aim to develop both fluency and accuracy.

Each level involves 12 weeks of classes.
Students can register for only one level course per term. However, they can register for an additional special course, in the same or in another language.

Regular courses meet for a total of three to four hours per week, depending on the language and level. Each lesson may last one, one and a half or two hours, and meet several times a week.
Regular courses may be offered in the morning (before work), at lunch hour or in the evening (after work).

Assessment of learning
End-of-term examinations (given after the last week of classes) or alternative forms of assessment of learning (such as continuous evaluation) are an integral and mandatory part of the regular courses of the Language and Communications Programme.
Students who fail the form of assessment required to validate their level in a given course and whose attendance rate is lower than 75% will be subject to the payment of an incomplete attendance fee when they register to any language course in one of the next two terms.
The same applies to students who do not take the required form of assessment, even if they come to class on a regular basis within the term and even if they decide in advance to repeat the level.

To advance to the next level, students must pass both the written and oral components of the end-of-term examination (the minimum passing score is 65 points out of 100), or a continuous evaluation if offered.

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	View Details	
LMS-1132-21	United States, United Nations Learning Centre	Live Classroom Instruction	03/10/2016	View Details	
LMS-1132-22	United States, United Nations Learning Centre	Live Classroom Instruction	05/01/2017	View Deta	Enroll

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**.

You may be asked to provide more details, including proof of payment for past penalty fees (No-show or Incomplete Attendance).

If you are a tuition fee-paying student, you must attach a receipt of payment made to the UN Cashier's office.

See all details (including fee information) by clicking on the link for the Information Circular at the bottom of the page.

If you have questions or concerns regarding your registration, please use the comment box below. Individual emails about eligibility and registration processes will not be answered outside the Inspira system.

Activity Name:	Russian - Level 1	**Type:**	Live Classroom Instruction
Activity Code:	LMS-1132-22	**Location:**	United Nations Learning Centre, United Nations Learning Centre, United States
Course Language:	Russian	**Course Category:**	Regular
First session start time:	12:00 PM	**Last Enrollment Date:**	23/12/2016
First session end time:	1:30 PM	**Course Start Date:**	05/01/2017
Drop charge:		**Course End Date:**	28/03/2017
		Last Drop Date:	10/01/2017
Price per seat:			
Enrollment Status:	Pending Submission		

*Please clarify your relationship with the UN: Delegate of a Permanent Mission to the U **8** ⌄

*Please enter your UN ID Expiration Date: 31/12/2017 **9**

My attachments

Description	Document Type	File Name	Uploaded	View	Delete
				View	Delete

Add Attachment **10**

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"**

Select Attachment

*Document Type: Justification of Appointment Extensic ⌄ **11**

*Description: This is a test **12**

*Select File: **13** Browse

Save   Cancel

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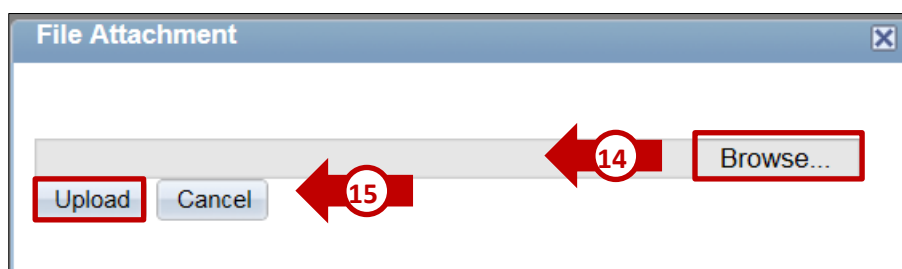
14. You will notice that a screen will pop-up. Click on **Browse** to find the document in your computer. Double-click on the document to choose it. You will notice that the document name will appear on the bar.

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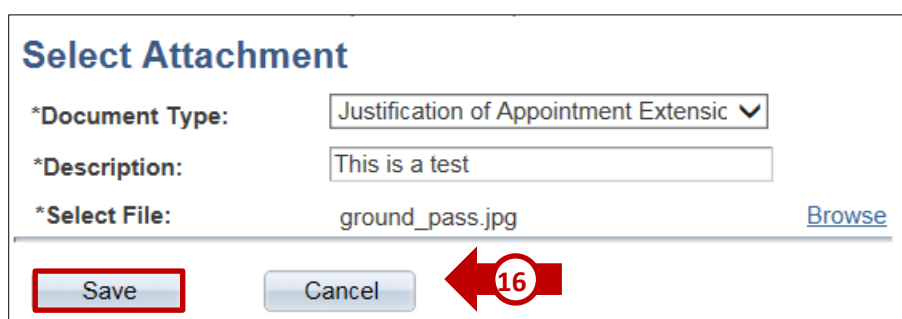
16. You will see the name of the file you selected. Click on **Save**.

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!