

# HOW TO REGISTER FOR A LANGUAGE COURSE ON INSPIRA

## NON-STAFF MEMBERS

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

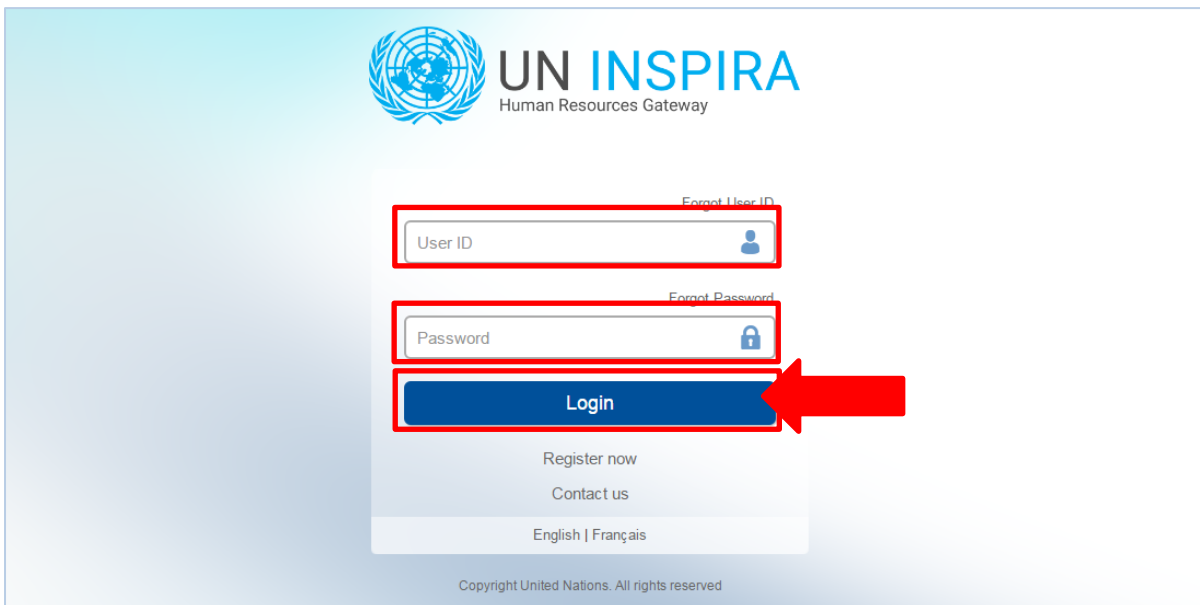
As a non-staff member, you will first submit a *Request for Learning*. Next, you will learn how to register for a language course.

First, go to the Inspira [website](#)

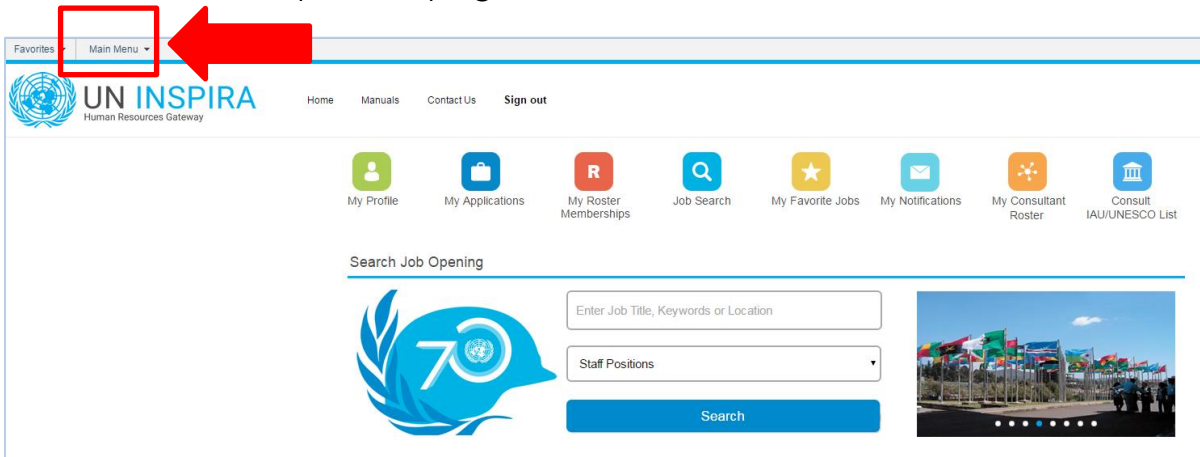
Do you have an account on INSPIRA? You must have an account on INSPIRA before registering for any course.

**Important:** Staff members must go through a different procedure. If you are a staff member, click [here](#) to learn how members must register for courses on INSPIRA.

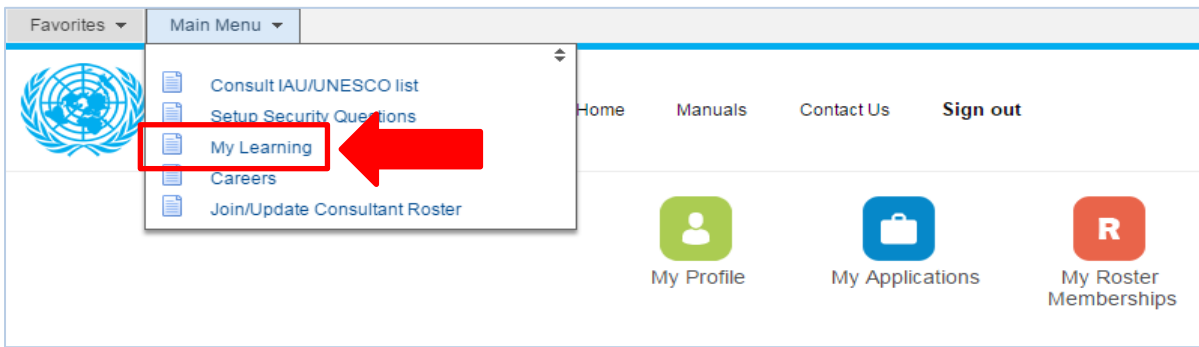
**STEP ONE:** Log into INSPIRA with your User ID and Password. Next, click on **Login**.



**STEP TWO:** At the top of the page on the left corner, click on **Main Menu**.

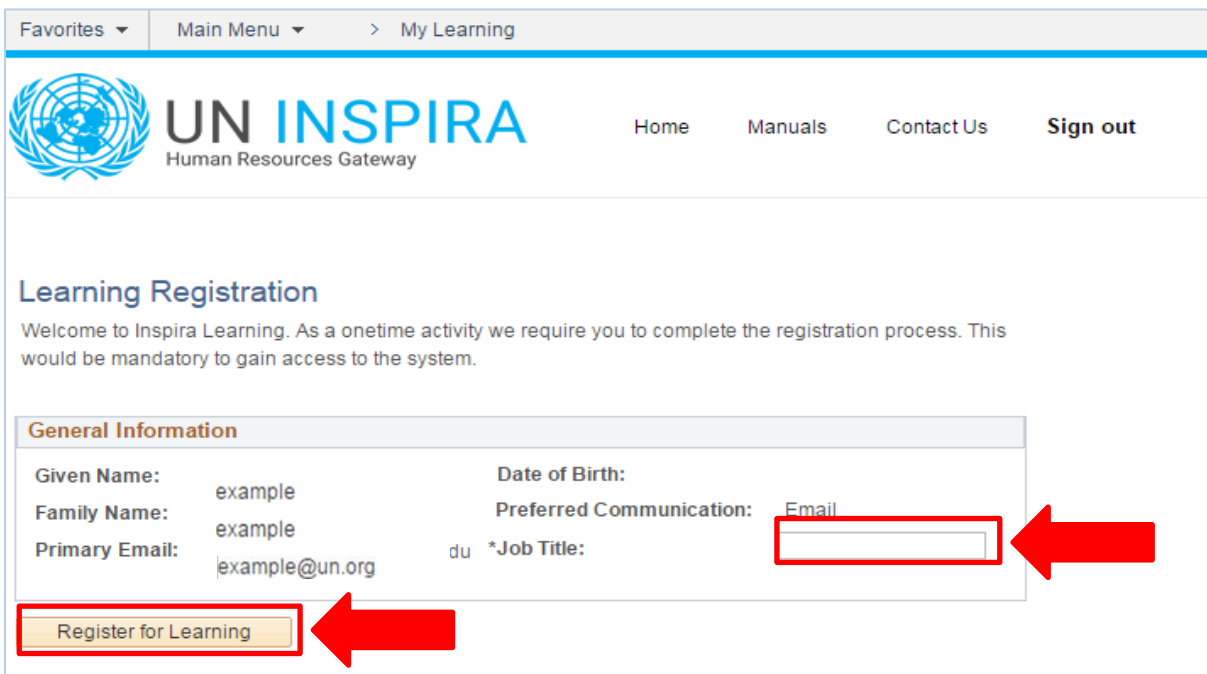


**STEP THREE:** Click on *My Learning*

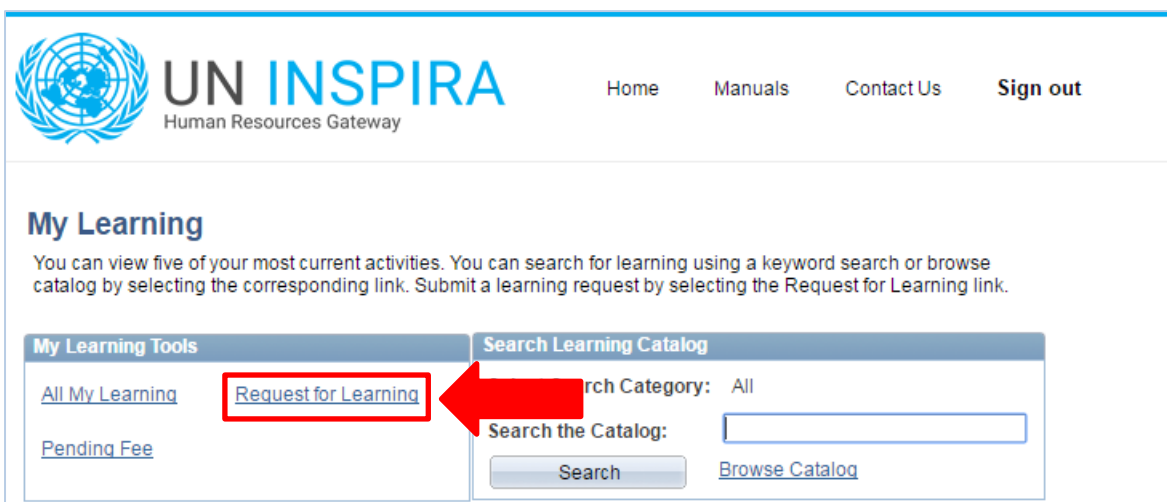


**IMPORTANT:** Volunteers, interns and non-staff members must submit a request for registration first. Therefore, this first procedure is not a registration, but rather a registration request.

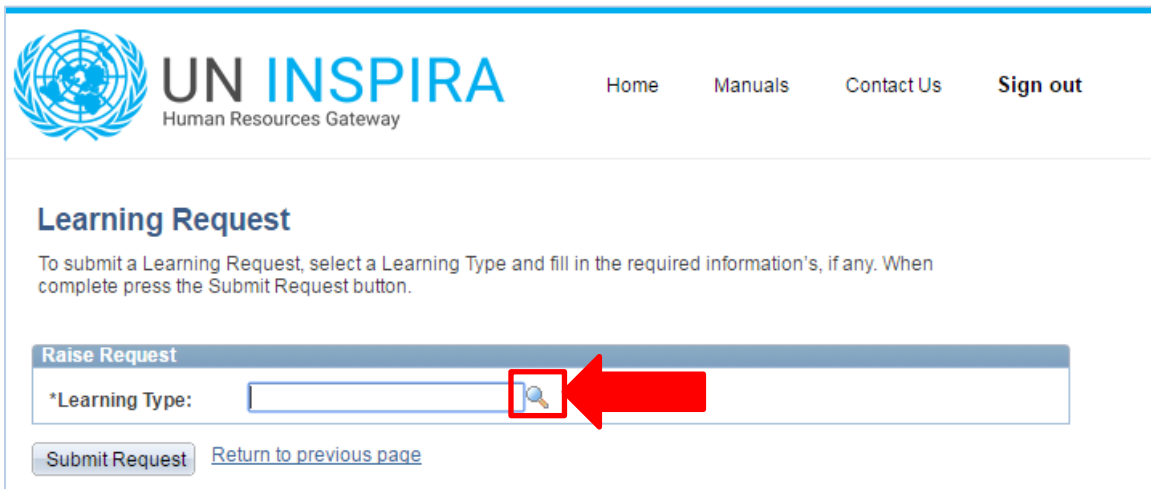
**STEP FOUR:** Enter your *job title*. Next, click on **Register for Learning**



**STEP FIVE:** Click on *Request for Learning*.



**STEP SIX:** Click on **the magnifying glass symbol** to see the Learning Type categories available




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### Learning Request

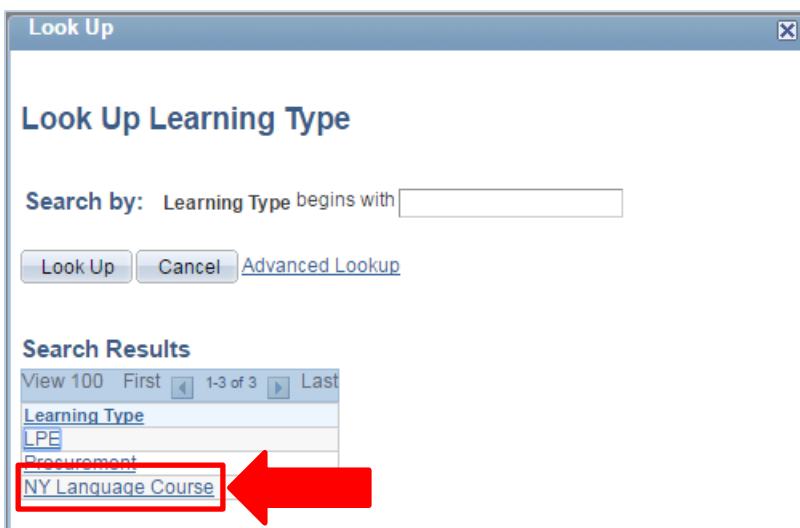
To submit a Learning Request, select a Learning Type and fill in the required information's, if any. When complete press the Submit Request button.

**Raise Request**

\*Learning Type:  

[Return to previous page](#)

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



Look Up

### Look Up Learning Type

Search by: Learning Type begins with

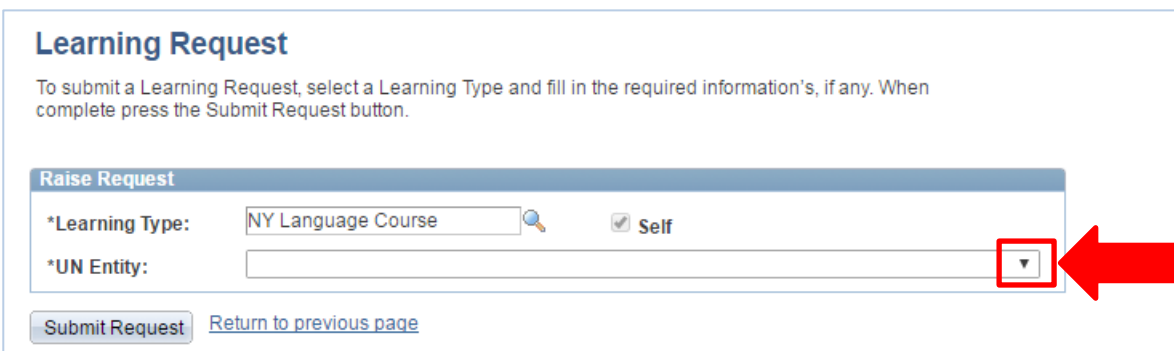
[Advanced Lookup](#)

**Search Results**

View 100 First 1-3 of 3 Last

Learning Type
LPE
Procurement
<b>NY Language Course</b>


**STEP EIGHT:** Choose your UN Entity from the drop-down menu



### Learning Request

To submit a Learning Request, select a Learning Type and fill in the required information's, if any. When complete press the Submit Request button.

**Raise Request**

\*Learning Type:    Self

\*UN Entity:

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

**STEP NINE:** 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.

**Learning Request**

To submit a Learning Request, select a Learning Type and fill in the required information's, if any. When complete press the Submit Request button.

**Raise Request**

\*Learning Type: NY Language Course  Self

\*UN Entity: Spouse

\*Email Address: example@un.org

Index Number: 123456

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Not sure what your number is?  
Leave it blank

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

**Learning Request**

To submit a Learning Request, select a Learning Type and fill in the required information's, if any. When complete press the Submit Request button.

**Raise Request**

\*Learning Type: NY Language Course  Self

\*UN Entity: Spouse

\*Email Address: example@un.org

Index Number: 123456

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**STEP ELEVEN:** 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.

**Learning Request**

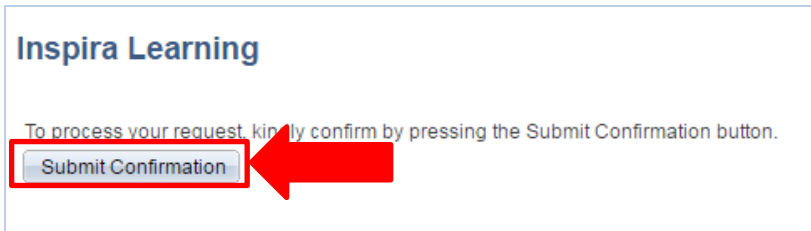
To submit a Learning Request, select a Learning Type and fill in the required information's, if any. When complete press the Submit Request button.

**An email has been sent to you. Follow the instructions to complete your registration.**

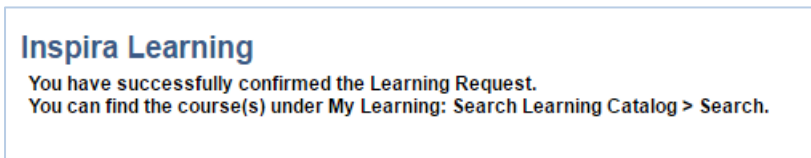
**Please note that only UN staff members with an active UN email account are authorized to access the courses.**

**In case you didn't receive the email, Kindly contact Inspira Support Centre.**

**STEP TWELVE:** 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**



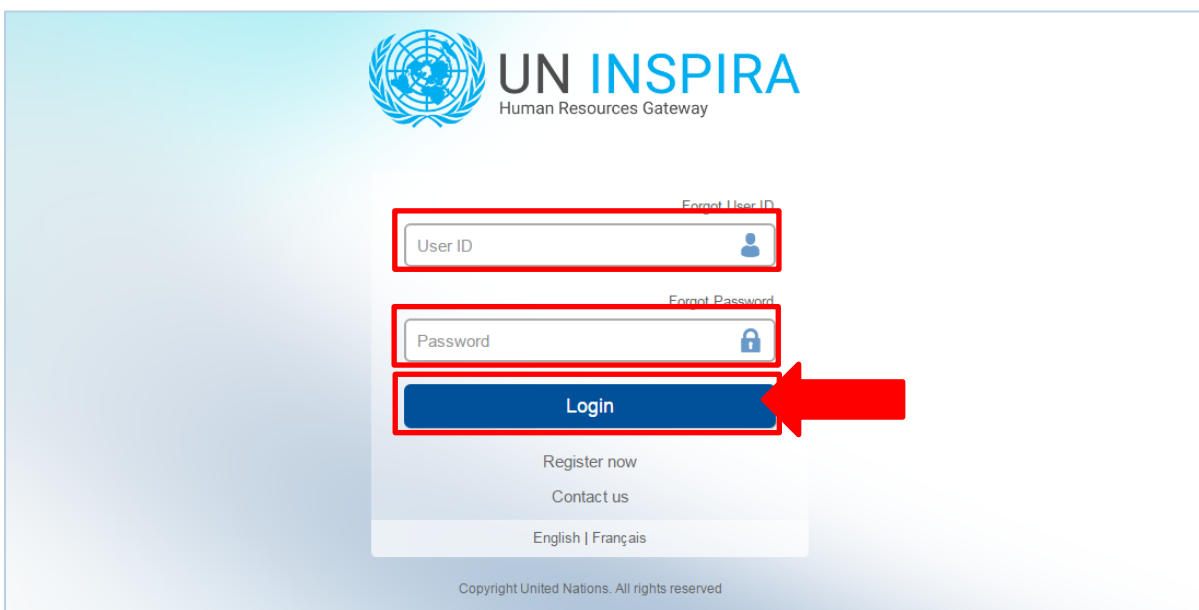
In a few moments, the page will confirm your learning request:



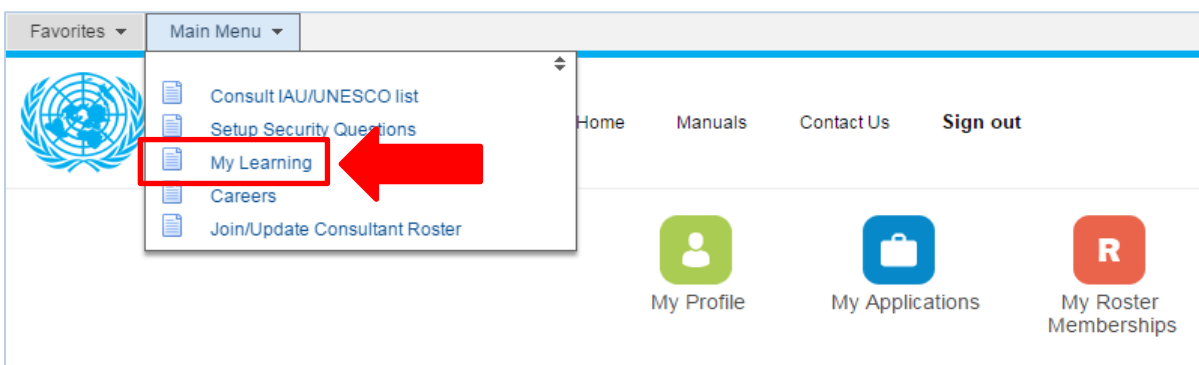
**That's it!** Now you can search for courses in our catalogue. Next, you will learn how to search and register for courses.

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**STEP ONE:** Log into INSPIRA with your User ID and Password. Next, click on **Login**.



**STEP TWO:** At the top of the page on the left corner, click on **Main Menu** Next, click on **My Learning**



**STEP THREE:** 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. Next, click on **Search**.

**My Learning**

You can view five of your most current activities. You can search for learning using a keyword search or browse catalog by selecting the corresponding link. Submit a learning request by selecting the Request for Learning link.

My Learning Tools		Search Learning Catalog	
<a href="#">All My Learning</a>	<a href="#">Request for Learning</a>	Select Search Category: All	
<a href="#">Pending Fee</a>		Search the Catalog: <input type="text" value="1132"/>	<a href="#">Browse Catalog</a>
		<input type="button" value="Search"/>	

**My Learning Activities**

You do not have any learning activities.

**My Registrations**

No registration available to be shown.

**STEP FOUR:** 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**.

**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-1132-18	United States, New York	Live Classroom Instruction	18/04/2016	<a href="#">View Details</a>	
LMS-1132-19	United States, New York	Live Classroom Instruction	18/04/2016	<a href="#">View Details</a>	
LMS-1132-20	United States, New York	Live Classroom Instruction	03/10/2016	<a href="#">View Details</a>	<input type="button" value="Enroll"/>


**STEP FIVE:** Select from the drop-down menu what your relationship with the UN is. Next, enter your UN ID expiration date.

Favorites ▾ Main Menu ▾ > My Learning

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### Russian - Level 1

 Please provide the following information to process your registration:

- Enter manually the expiration date appearing on your UN pass (use format DD/MM/YYYY)
- **AND** attach a scanned copy of your UN pass
- If your UN pass expires before the end of the language term for which you want to register, please attach **ADDITIONALLY** 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 at least until the end of the language term for which you want to register.

Once your registration is "under review", your eligibility will be checked.  
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:	<a href="#">Russian - Level 1</a>	Type:	Live Classroom Instruction
Activity Code:	LMS-1132-20	Location:	United Nations Learning Centre, New York, United States
Course Language:	Russian	Course Category:	Regular
First session start time:	12:00 PM	Last Enrollment Date:	23/09/2016
First session end time:	1:30 PM	Course Start Date:	03/10/2016
Drop charge:		Course End Date:	07/12/2016
		Last Drop Date:	10/10/2016
Price per seat:			
Enrollment Status:	Pending Submission		

\*Please clarify your relationship with the UN:  ▾

\*Please enter your UN ID Expiration Date:

My attachments					
Description	Document Type	File Name	Uploaded	View	Delete
				View	Delete

▶ Comments History

Comments

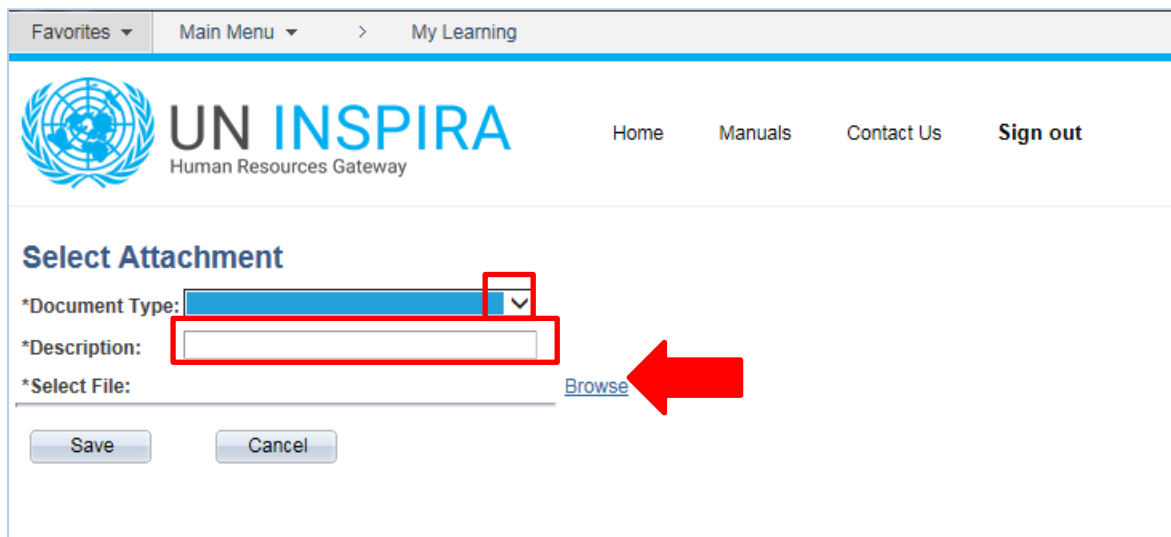
By checking this box I certify that:

- I understand that submission of my registration does NOT guarantee my enrolment in the activity; failure to attach required documents, to meet eligibility criteria or to provide more information when requested will result in my registration being delayed or rejected;
- I have read and understood the rules and policies of the Language and Communications Programme at Headquarters as listed in the last Information circular available at <http://www.un.org/Depts/OHRM/sds/lcp/UNLCP/english/circular.html>.
- I confirm that statements made by me to the above questions are true, complete and correct to the best of my knowledge and belief;
- I understand that any misrepresentation or material omission made on this form or other document requested by the Organization may result in the rejection of my registration.

[Return to search page](#)

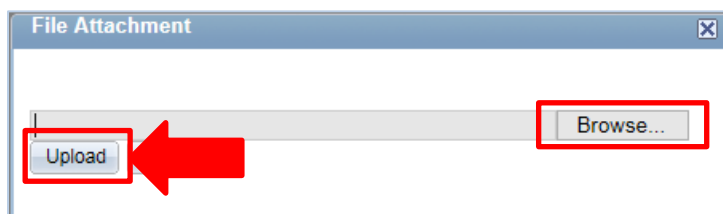


**STEP SIX:** You will need to attach a copy of your UN pass\*. If you are a fee-paying student, you will also need to attach the payment receipt made to the UN Cashier's office. Select the document type from the drop-down menu, add a description to your document and click on **Browse**.

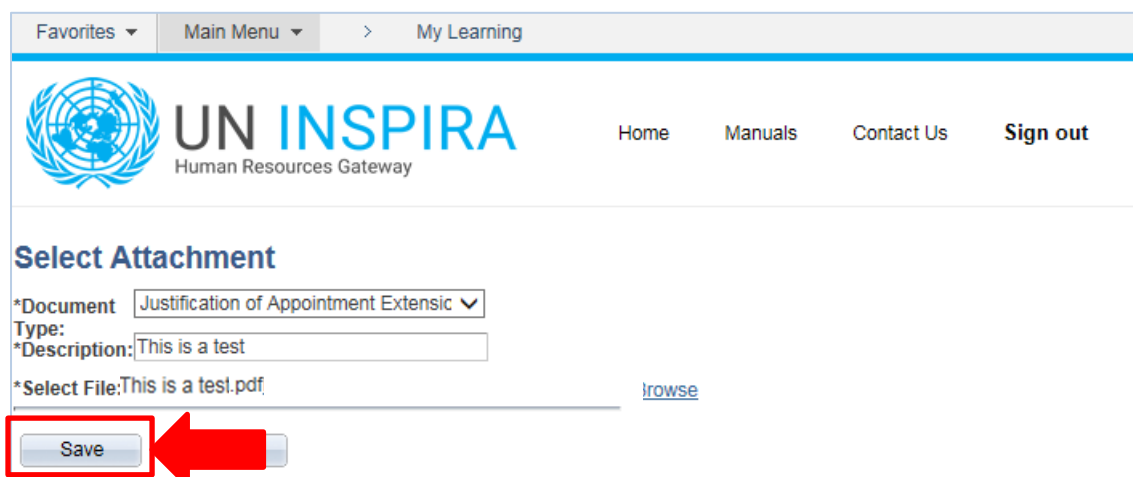


\*In case your pass expires before the course ends, be sure to also submit a letter from your Executive Office or from the Head of your administration (with name, title, signature and date) indicating that your current appointment will be extended until the end of the language term for which you want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

**STEP SEVEN:** 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. Next, click on **Upload**.



**STEP EIGHT:** You will see the name of the file you selected. Click on **Save**.





**STEP NINE:** 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**.

Last Drop Date: 10/10/2016

Price per seat:  
Enrollment Status: Pending Submission

\*Please clarify your relationship with the UN: Delegate of a Permanent Mission to the UN

\*Please enter your UN ID Expiration Date: 01/08/2016

My attachments					
Description	Document Type	File Name	Uploaded	View	Delete
This is a test	Justification of Appointment Extension	This is a text.pdf	14/06/26 2:28:42pm	save	delete

Add Attachment

Comments History

Comments

By checking this box I certify that:  
I understand that submission of my registration does NOT guarantee my enrolment in the activity; failure to attach required documents, to meet eligibility criteria or to provide more information when requested will result in my registration being delayed or rejected;

- I have read and understood the rules and policies of the Language and Communications Programme at Headquarters as listed in the last Information circular available at <http://www.un.org/Depts/OHRM/sds/lc/p/UNLCP/english/circular.html>.
- I confirm that statements made by me to the above questions are true, complete and correct to the best of my knowledge and belief;
- I understand that any misrepresentation or material omission made on this form or other document requested by the Organization may result in the rejection of my registration.

Save Submit Enrolment

[Return to search page](#)

**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!