HOW TO REGISTER FOR A LANGUAGE COURSE ON INSPIRA

NON-STAFF MEMBERS

In this article, you will learn how to 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

![Login page](image)

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.

![Main Menu](image)

**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.

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

STEP EIGHT: 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.
**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 Form]

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

![Submit Request]

**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 Form with Instructions]
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.

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**.

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

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!