

Register for a placement test or course (Staff members)

Step 1: Get Ready

1. Choose up to 2 courses (or up to 3 if two or more are short-term courses). You may study two languages, but only one "Level course" per term.
2. Make a PDF or JPG copy of:
 - Your UN ground pass.
 - (Only if your pass expires before the end of the course) a signed letter from your supervisor or EO confirming your contract extension.
 - (If you owe a fee) your receipt from the cashiers office, S-20th floor.Any questions? Contact learning@un.org

Step 2: Search and Register for Courses

1. Visit inspira.un.org and enter your User ID and Password to login.
2. Click on "My Learning".
3. In the "Keywords" field, you can:
 - Enter the first four digits of the course number without "lms", or
 - The course name or "placement" (for a placement test).

Click on "Search".



My Learning Tools

All My Learning Request for Learning

Pending Fee

Search Learning Catalog

Category: All

Course Code:

Keywords: 1234

Search Browse Catalog

4. Click on "Enroll".
5. Select the session you prefer, and click on "Enroll" again.

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 Details	Enroll

6. You may need to attach a copy of your UN pass and perhaps other documents as shown here. Click on "Add Attachment".



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

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

My attachments	
Description	Document Type

Add Attachment

Attach	
All	Copy of UN pass
Paying students	Copy of receipt for cost of course(s).
Owe a fee?	Receipt for \$125, or a letter from supervisor requesting fee to be waived; or a medical note.
To show contract extension?	Copy of e-mail or letter from supervisor or EO indicating that it is expected that your contract will be extended till a date after the end of the course. Choose "Justification of..."

Select the document type from the drop-down menu. Add a description to your document (e.g. pass or letter) and click on "Browse".



Select Attachment

*Document Type: Scan copy of UN Ground Pass

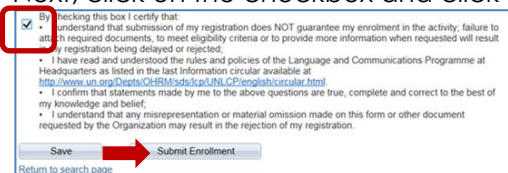
*Description: Ground Pass

*Select File: Browse

Save Cancel

Find the document on your computer, then click on open - or double-click on the document to choose it. The document name will appear in the search bar. Click on "Upload". It may take a few minutes to upload. Please be patient.

7. Click on "Save". Repeat the process above if you have other documents to be uploaded.
8. Next, click on the checkbox and click on "Submit Enrolment".



☒ 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 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/CsPR/Msds/sgp/UN/CP/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](#)

9. **Done!** You will receive a confirmation e-mail within a few days. Repeat for each course you want to take.

Didn't get a confirmation e-mail or have other questions? Contact us at learning@un.org