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**".

4. Click on "**Enroll**"

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

6. You may need to attach a copy of your UN pass and perhaps other documents as shown here.
   Click on "**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**".
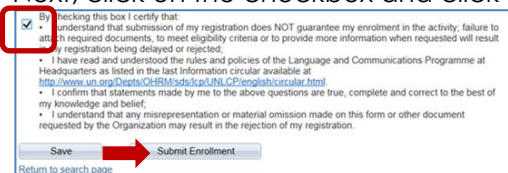
   Find the document on your computer, then click on open - or double-click on the document to choose it. The document name will appear in the search bar. Click on "**Upload**". It may take a few minutes to upload. Please be patient.

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**".

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