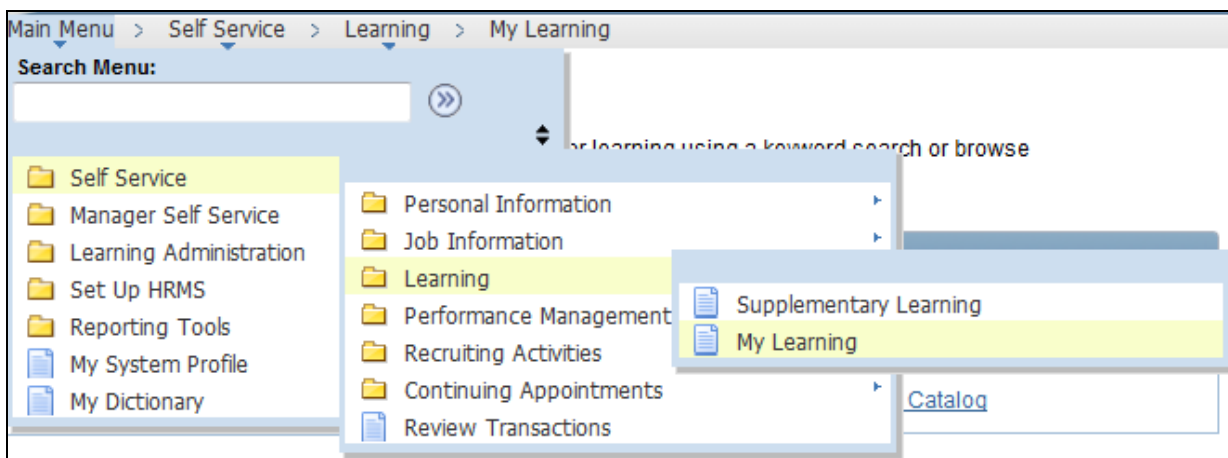


Manage your Learning on the Inspira Learning Management System

Quickguide for LMS Learners



- ▶ Go to www.inspira.org and login with your index number and user ID
- ▶ Go to Main Menu > Self Services > Learning > My Learning



This directs you to your personal learning page, with the following 4 key features:

1. **My Learning Tools:** overview of your learning history by date and completion status (under the `All My Learning` tab)
2. **Search the Catalog:** overview of the current available courses on inspira LMS
3. **My Learning Activities:** overview of your current learning activities
4. **Contact us:** support page for technical guidance

My Learning 4

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.

My Learning Tools

[All My Learning](#) 1

[Pending Fee](#)

Search Learning Catalog

Select Search Category: All

Search the Catalog: 2

[Browse Catalog](#)

My Learning Activities 1-88 of 88							
Title	Type	Status	Date	Action	Start	Pending Fee	Document
Competency-based Selection and Interviewing Skills for Panel Members	Live Classroom Instruction	Dropped	21/01/2015			3	
Language Proficiency Examination - ENGLISH	Exam	Enrolled	15/06/2015				Print

2. Search the Catalog

There are two ways of searching courses on the catalog

Search Learning Catalog

Select Search Category: All

Search the Catalog:

[Browse Catalog](#)

► Click the **Browse Catalog** tab to see an overview of the top 5 categories. From here on you can browse through the categories and find the course you want to enroll for.

TOP 5 CATEGORIES

- Working for the UN: UN specific training
- Competency Development: courses based on the UN competency framework
- Professional Expertise: course in line with the UN job networks and job families
- Mandatory Training
- Umoja Training

▶ Click on the [Search the catalog](#) tab to find courses by key words or LMS codes. When you type your word in the blank box and click on **Search** button, you will get an overview of available courses that match the search criteria.


▶ Click the **Enroll** button of the course you want to enroll for. This will give you an overview of scheduled activities for this course¹.

[Competency-based Selection and Interviewing Skills for Panel Members \(LMS-1056\)](#) **Enroll**

This course is for staff members who sit on interview panels. The workshop is designed from an interviewers perspective to instruct panel members to conduct a competency based interview (LMS-1056).

▶ Check the **Start Date** of the activities before you enroll. You can also click on the **View Details** tab for more information on the course venue.

▶ Click on the **Enroll** button for the activity you want to enroll for and follow the instructions that appear on your screen.

Activity Options for Competency-based Selection and Interviewing Skills for Panel Members					
Activity Code	Location	Type	Start Date		
LMS-1056-128	United States, New York	Live Classroom Instruction	09/09/2015	View Details	<input type="button" value="Enroll"/>
LMS-1056-129	United States, New York	Live Classroom Instruction	<u>14/09/2015</u>	View Details 	<div style="border: 2px solid orange; padding: 2px;"><input type="button" value="Enroll"/></div>

¹ if the course does not have scheduled activities, you can contact your learning focal point for information on the course schedule and delivery format.

3. My Learning Activities

Once you have submitted your enrollment, the activity will appear under **My learning Activities**.

My Learning Activities								1-88 of 88
Title	Type	Status	Date	Action	Start	Pending Fee	Document	
Information Security Awareness - Foundational (High Bandwidth)	Self-Paced Learning Activities	Completed	23/03/2015		Start		Print	
UN Mentor Training	Self-Paced Learning Activities	Enrolled	20/10/2014	Drop	Start			

- ▶ The **Status** of the course activity refers to your enrollment status. This can be waitlisted, enrolled, completed, not completed, dropped or in progress.
- ▶ Click on the **course title** to download training materials and to check the course venue
- ▶ Click on the **Start** button to start your self-paced e-learning activity
- ▶ Click on the **Print** button to print your certificate for a completed course
- ▶ Click on the **Drop** button to drop the course

4. Contact us

- ▶ Click here to contact the inspira support team for technical support on your account and catalog access.



You can also contact your learning focal point for general questions in regards to the catalog, course offerings and user guidelines.

For more information on the UN Learning Landscape visit our learning page at <https://hr.un.org>