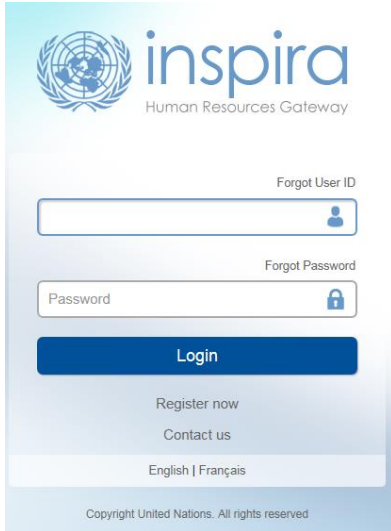
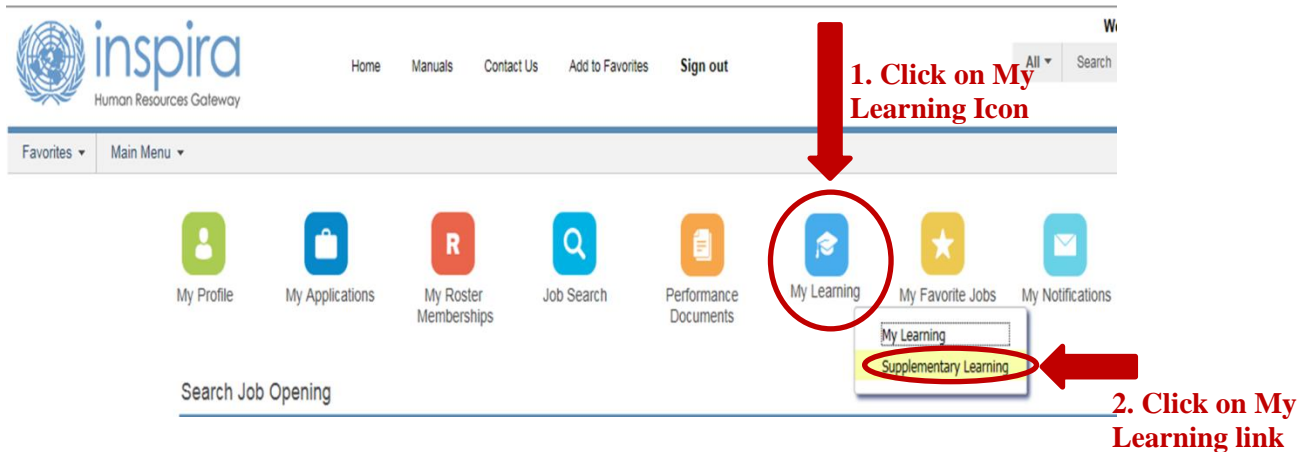


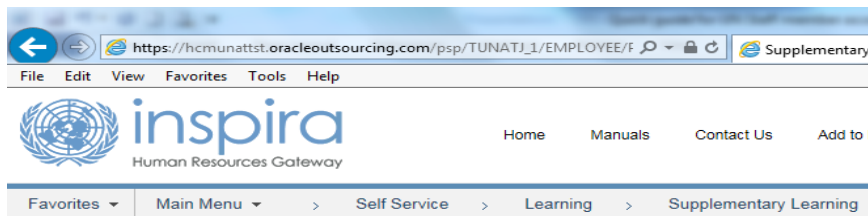
1. UN Staff member should log on to the system using the link: <https://inspira.un.org>



2. Accessing the DPKO-DFS External Training with Cost Form

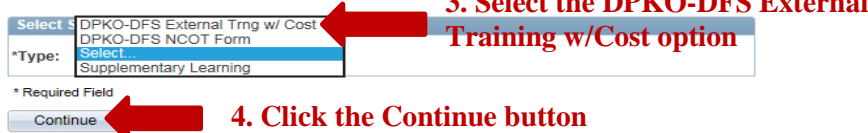


3. Selecting the DPKO-DFS External Training w/ Cost Form



**Supplementary Learning**

Supplementary Learning is learning that is not listed in the standard learning catalog. To add supplementary learning to your Planned Learning or Learning History, select the appropriate type of learning you want to add and click the Continue button.



#### 4. Fill up the Supplementary form

### Supplementary Learning

This training application form is intended exclusively for personnel of UN DPKO-DFS administered peacekeeping & political missions. This should only be used for DPKO-DFS External Training w/ Cost & requires submission of all supporting documentations

**Supplementary Learning Details**

\*Title:  **1. Enter the Title of the Course**

\*Description:  **2. Type the Course Description**

Status: Planned

Type: DPKO-DFS External Trng w/ Cost

\*Category:  **3. Select the course Category**

\*Start Date:  **4. Enter the Start Date and End Date of the course**

\*End Date:

\*Institution:  **5. Type the Institution**

\*Location:  **6. Type the Location of the Course**

\*Currency Code:  **7. Just leave it like this**

\*Price:

\*Supervisor/Section Chief:  **8. Select Supervisor**

\*Training Officer in a mission:  **8. Select the Training Officer of your Mission**

\*Final Approver:  **9. Select the Final Approver of your Mission**

**My Attachments** Customize | Find | First 1 of 1 Last

Description	Attachment Name	Delete
1	Attachment Name	

**10. Attach all the supporting documents**

**Comments History**

Comments	Provided By	Date/Time
1 View		

Comments

**11. Provide a justification for attending the activity.**

**12. Click the Submit for Approval button**

**11. Save the form before you click on the Submit for Approval button**