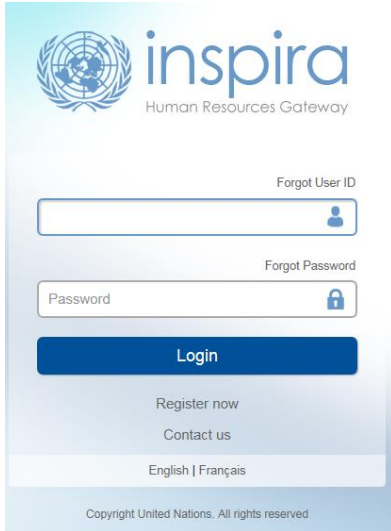
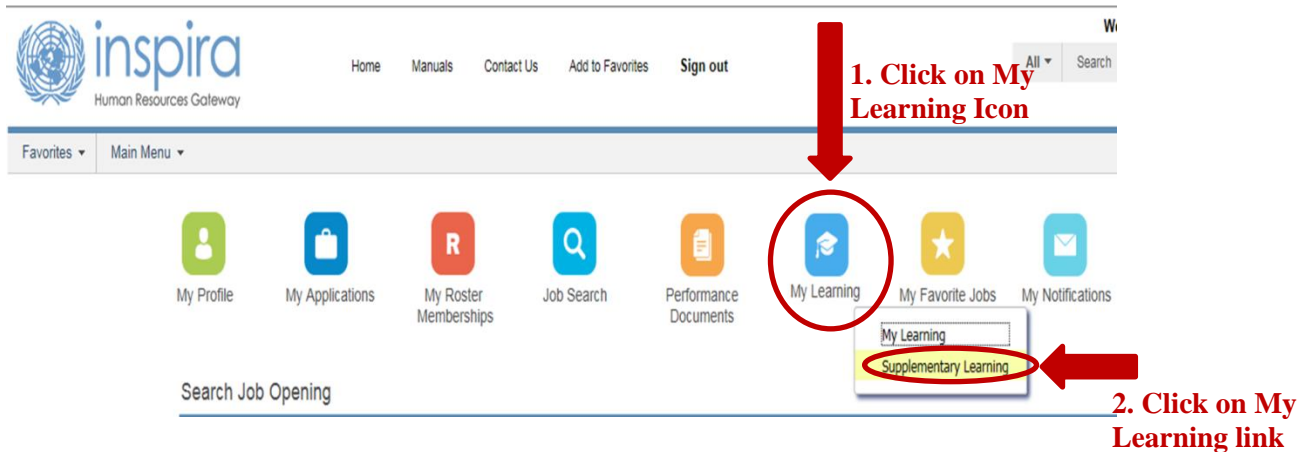


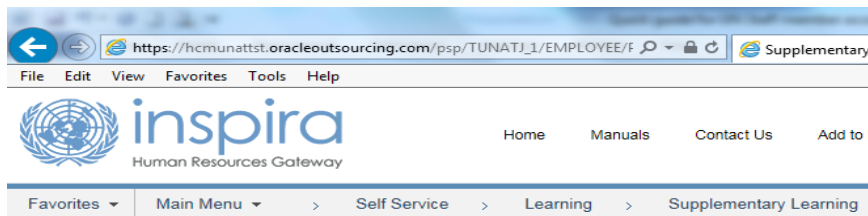
1. UN Staff member should log on to the system using the link: <https://inspira.un.org>



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.

Select **3. Select the DPKO-DFS NCOT Form**

*Type:

* Required Field **4. Click the Continue button**

4. Fill up the Supplementary (NCOT) 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 No Cost Official Travel & 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 NCOT Form

*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