Quick guide for External users for accessing the External Training with Cost

1. Ask a UN staff member to initiate the request using his or her INSPIRA Account. Staff member should log on to the system using the link: [https://inspira.un.org](https://inspira.un.org)

2. UN Staff member should fill up the form below.

3. Click on Main Menu

4. Click on Learning Administration

5. Click on Learner Tasks

6. Click on Register External for SL

7. Find the name of the requesting external user

8. Select the Supplementary Learning Type on the list

9. Find the name of the Supervisor of the external user

10. Click the Register button
3. After the UN staff member initiates the process, the external user should log on to the Inspira LMS (https://elearning.un.org).

4. Select the Activity that was initiated by the UN staff member under My Learning Activities and click the Modify button.
5. Fill up the Supplementary form

1. Enter the Title of the Course

2. Type the Course Description

3. Select the course description

4. Enter the Start Date and End Date of the course

5. Type the Institution

6. Type the Location of the Course

7. Just leave it like this

8. Select the Training Officer of your Mission

9. Select the Final Approver of your Mission

10. Attach all the supporting documents

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