

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>



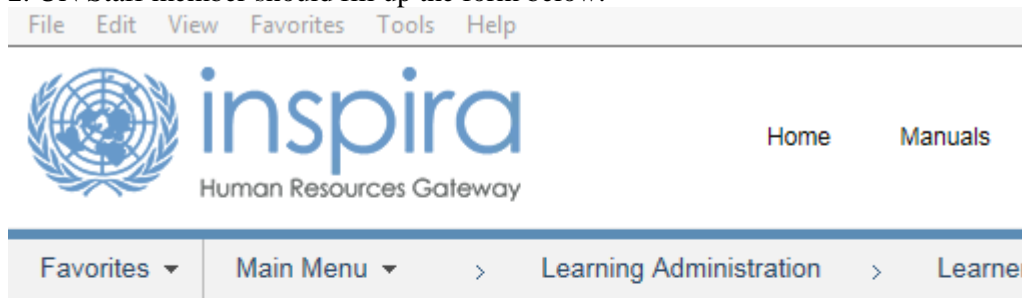
1. Click on Main Menu

2. Click on Learning Administration

3. Click on Learner Tasks

4. Click on Register External for SL

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



Register External for Supplementary Learning

Learner Name:

Supplementary Learning Type:

Supervisor / Section Chief:

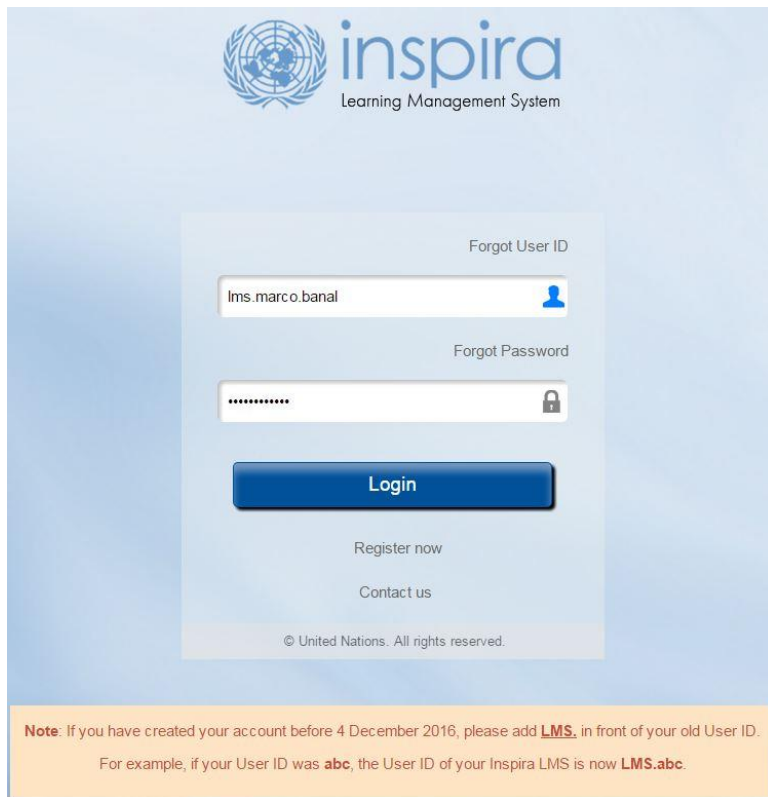
4. Click the Register button

1. Find the name of the requesting external user

2. Select the Supplementary Learning Type on the list

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

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

My Learning

Search Learning Catalog

Category:
Course Code:
Keywords:

My Learning Tools

[All My Learning](#) [Request for Learning](#)

Learning Calendar

October 2017 Previous | 1-4 of 4 | Next

Title	Start Date	End Date	Location
Microsoft Office Excel Level 1 [UN-LMS-1042-14]	16/05/2013	31/05/2025	New York
Test course for Ny Langauge [UN-LMS-1361-2]	02/05/2017	28/12/2017	Vienna
Test course for Ny Langauge [UN-LMS-1361-1]	02/05/2017	03/05/2018	New York
Security Training : New Joinee	17/07/2017	31/12/2017	Geneva

My Learning Activities Filter by Status: 1-2 of 2

Title	Type	Status	Date	Action	Pending Fee	Document
Enter training name???	DPKO-DFS External Trng w/ Cost	Planned	13/10/2017	Modify		
ITS Sample Course	Live Classroom Instruction	Completed	22/12/2016			Print

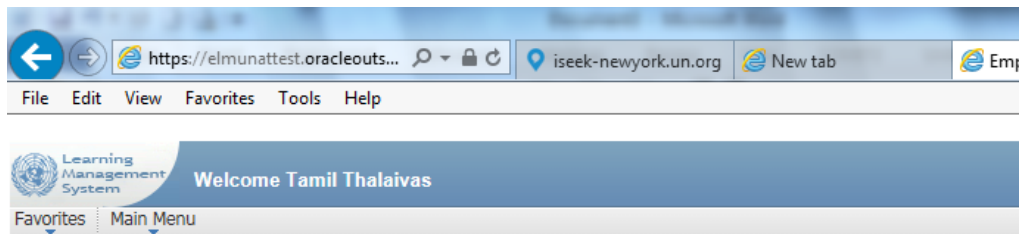
My Registrations

No registrations available to be shown.

1. Select from the list the activity that you want to modify

2. Click on the Modify button

5. 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 description**

*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:

*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