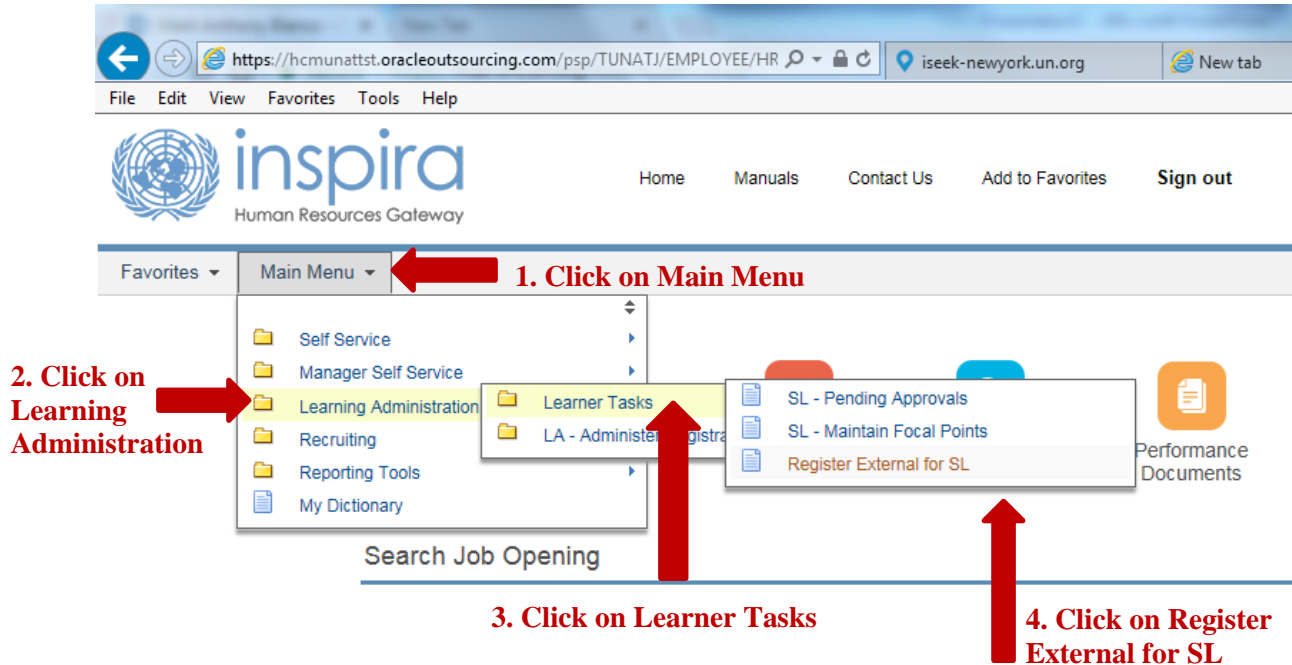


1. Ask a UN staff member to initiate the request using his or her INSPIRA Account. Staff member should log on to the system using the link; <https://inspira.un.org>



**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:

**1. Find the name of the requesting external user**

**2. Select the DPKO-DFS NCOT Form on the list**

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

**4. 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

**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 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:

\*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**

[My Training](#)

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