INTRODUCTION

This quick guide provides step-by-step guidance for users who are not administered by the UN Secretariat but require access to Inspira Learning, and in particular to courses which are mandatory for all UN personnel.

Step 1 – Create an external user account in Inspira

- If you have already have an external user account, go directly to step 3
- Else go to https://elearning.un.org and click on “Register now” (Highlighted as #1)
STEP 2 – Fill in Information

- Fill in all required information (Highlighted as #2).
- Click on “Register” (Highlighted as #3)

Note: Uniformed personnel could use the UN generic email account assigned to their team. One UN email account could be used by several personnel at any given time to access and register for UN Mandatory Courses.
Step 3 – Log into Inspira


**Note:** If you have created your account before 4 December 2018, please add LMS in front of your old User ID. For example, if your User ID was abc, the User ID of your Inspira LMS is now LMS.abc.
Step 4 – Navigate to My Learning

- Click on My Learning

Step 5 – Register for Learning

- If you have already registered for learning, go directly to step 8.
- Click on “Request for Learning”

Step 6 – Learning Request

Click the search icon under the Raise Request menu
In the Look Up Learning Type window, click the Mandatory Courses in the list
Step 11 – Submit the request

- Fill in the required information
- Click on the “Submit Request”

Note: The considered courses are offered to UN employees only, so make sure you provide your UN email address, else your request for learning will be denied. If the email address shown on your screen is incorrect, log out of Inspira Learning, log into Inspira (https://inspira.un.org), click on “My Profile” and update your primary email address.

Step 12 – Email Confirmation

- Check the Inbox (and if needed the Junk folder) of the mailbox identified on the previous screen in order to find the confirmation email as shown below.
- Open the confirmation email and then click on the embedded link to confirm your learning request. If nothing happens when you click on the link, copy- and-paste the link into the address bar of your Internet browser.
Step 13 – Submit Confirmation

• After clicking on the link mentioned at the previous step, you should see the below page.
• Click on the “Submit Confirmation” button

Inspira Learning

To process your request, kindly confirm by pressing the Submit Confirmation button.

Submit Confirmation

• Upon successful submission, the following message will appear on your screen:

Inspira Learning

You have successfully confirmed the Learning Request.
You can find the course(s) on https://elearning.un.org under My Learning -> Search Learning Catalog -> Search.

Step 14 – Find Courses

• Click on Main Menu > Learning > My Learning
• Click on the “Search” button or on the “Browse Catalog” link (highlighted as #15) to list all the courses accessible from your Inspira Learning account:

• To enrol into a course, click on the relevant “Select” link and follow the instructions on your screen.
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