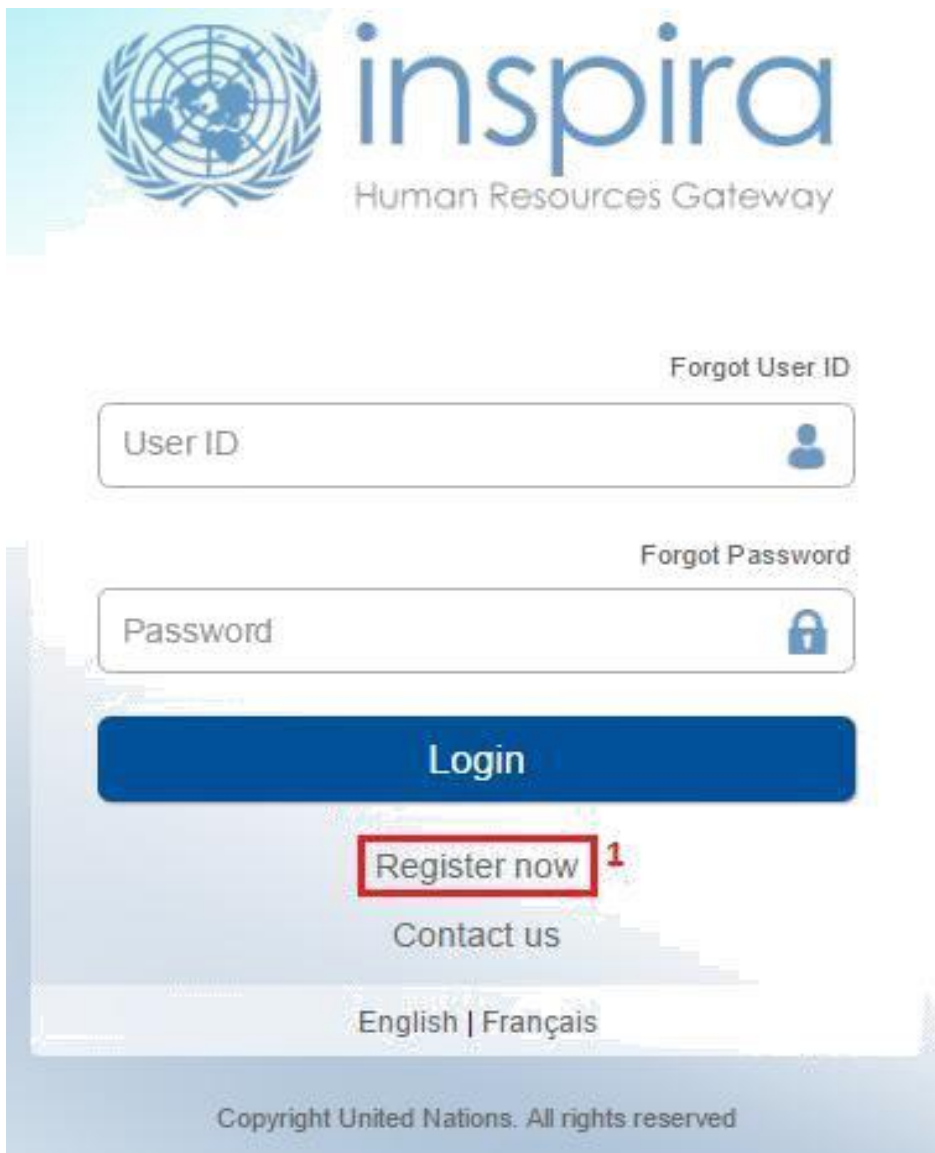


INTRODUCTION

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)




inspira
Human Resources Gateway

Forgot User ID

User ID 

Forgot Password

Password 

Login

Register now ¹

Contact us

English | Français

Copyright United Nations. All rights reserved

STEP 2 – Fill in Information

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



Notice to Onboard Personnel

United Nations Secretariat staff members with regular appointments, including field staff members, are **not required** to register. Please click on “Return to Previous Page” and log in with the User ID and password that we provided to you. If you need further information on staff members’ login please refer to chapter 1.2.1 of the Instructional Manual for the Applicant.

UN Volunteers, associate experts, consultants, individual contractors, military/police personnel and interns must register as external applicants using the form below. Please fill out all fields and observe that the User ID is generated automatically. Please note down the User ID for login to inspira.

[Return to Previous Page](#)

External Applicant Registration

Enter Registration Information 2

Name and Date of Birth once entered cannot be changed.

*Given Names:

*Family Name:

User ID:

*Password:

*Confirm Password:

*Primary Email:

Alternate Email:

*Date of Birth: DD/MM/YYYY

Register 3 [Return to Previous Page](#)

*Required Information

For technical support, click on [Contact us](#)

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

- Log into Inspira (<https://elearning.un.org>)

inspira
Learning Management System

Forgot User ID

lms.marco.banal

Forgot Password

.....

Login

Register now

Contact us

© United Nations. All rights reserved.

Note: If you have created your account before 4 December 2016, 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**.

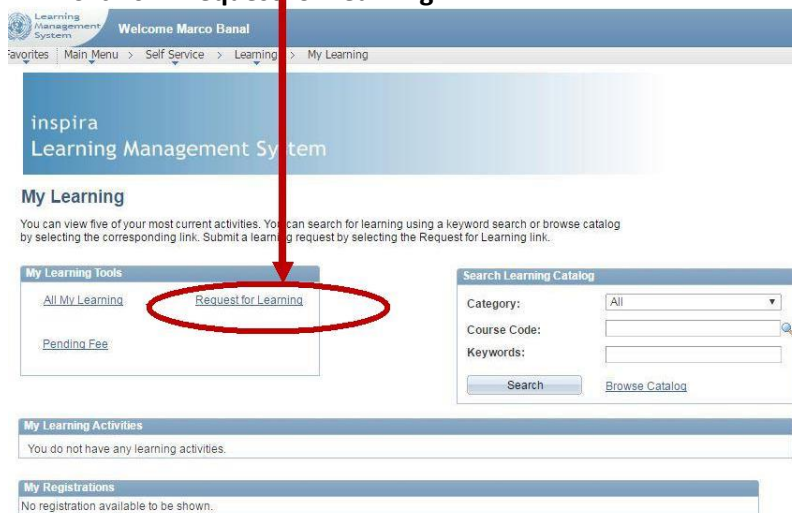
Step 4 – Navigate to My Learning

- Click on **My Learning**

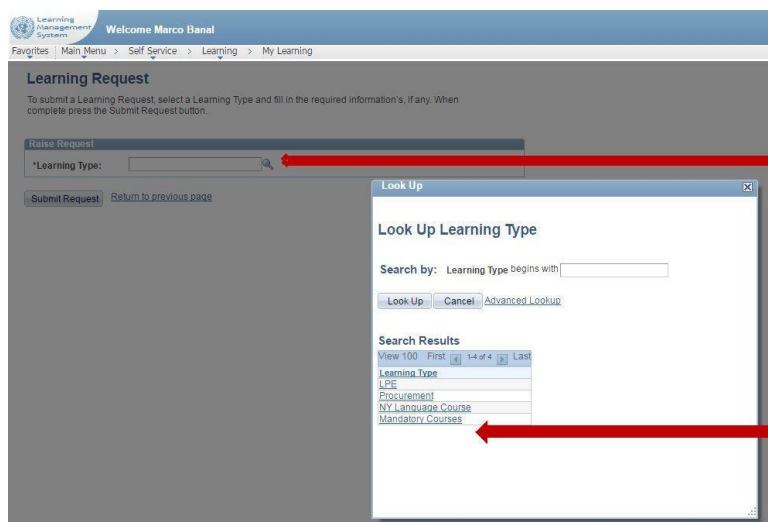


Step 5 – Register for Learning

- 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.

Learning Management System
Welcome Marco Banal

Favorites | Main Menu > Self Service > Learning > My Learning

Learning Request

To submit a Learning Request, select a Learning Type and fill in the required information's, if any. When complete press the Submit Request button.

Raise Request

*Learning Type: Mandatory Courses

Email Address: blanco3@un.org

*Index Number: 123456

Posting Title: IT Trainer

*Mission/Department: AU/UN Hybrid Operation in Darfur

*Duty Station: OTHER

*Employee Type: UNV (International)

Comments:

[Submit Request](#) [Return to previous page](#)

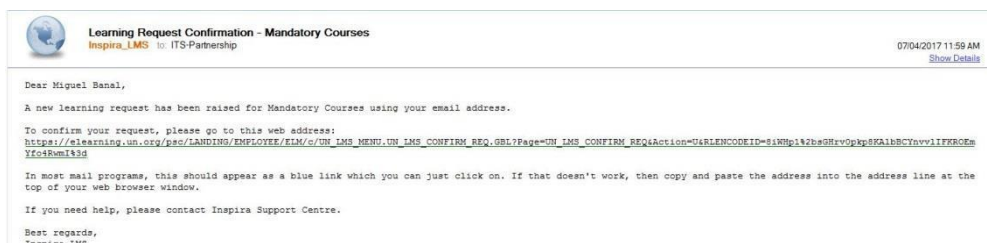
Fill the required information. Please note that a UN email account is required to access and register for course/s.

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.

Click the submit button

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:

The screenshot displays the Inspira Learning Management System interface. At the top, there is a navigation bar with the text "Welcome Marco Banal" and a breadcrumb trail: "favorites | Main Menu > Self Service > Learning > My Learning". Below this is a large blue header with the text "inspira Learning Management System". The main content area is titled "My Learning" and contains the following sections:

- My Learning Tools:** A box containing three links: "All My Learning", "Request for Learning", and "Pending Fee".
- Search Learning Catalog:** A search form with a "Category:" dropdown menu set to "All", a "Course Code:" input field with a magnifying glass icon, and a "Keywords:" input field. Below the input fields are two buttons: "Search" and "Browse Catalog".
- My Learning Activities:** A section with the message "You do not have any learning activities."
- My Registrations:** A section with the message "No registration available to be shown."

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

Browse Catalog

Select a category to view the associated related categories, programs, and catalog items.

Categories

Working for the UN

"Working for the UN" includes all programmes which provide information on the specific requirements and expectations of international civil servants and the unique nature of the UN work environment. These programmes are generally relevant to all staff.

Mandatory Training

In order to assure the organization-wide consistency of essential knowledge, and standards and the application of policy and procedure, these programmes are mandatory for either all staff or for certain, defined groups of staff within the UN Secretariat.

- To enrol into a course, click on the relevant "**Select**" link and follow the instructions on your screen.

Browse Catalog

Browse and view the learning under your selected category. Select the name of the Learning to view details. You can register for a Program by selecting the 'Register' hyperlink. You can view the activities for a Catalog Item and enroll by selecting the 'Select' hyperlink.

Learning Catalog>>Mandatory Training

In order to assure the organization-wide consistency of essential knowledge, and standards and the application of policy and procedure, these programmes are mandatory for either all staff or for certain, defined groups of staff within the UN Secretariat.

Catalog Items

Previous [Next](#)

HIV/AIDS in the Workplace Orientation Programme (LMS-1402)

[Select](#)

The programme provides staff with basic knowledge of HIV and AIDS, and essential information regarding transmission, prevention, care and treatment. Additionally, it promotes a culture of understanding of people affected by HIV (LMS-1402).

Information Security Awareness - Foundational (High Bandwidth) (LMS-1834)

[Select](#)

This course provides Information Security Awareness Training covering seven (7) 'Foundational' subjects. The course is mandatory for all UN ICT users and an assessment must be taken following completion of the course (LMS-1834).

Ethics and Integrity at the United Nations (French) (LMS-2164)

[Select](#)

Déontologie et intégrité aux Nations Unies

United Nations Human Rights Responsibilities for staff in DEVNET, INFONET, LEGALNET and POLNET (LMS-2299)

[Select](#)

This course aims to increase the capacity of staff to uphold their human rights responsibilities in their daily work and to take appropriate action for human rights protection within their functions (LMS-2299)

Information Security Awareness (French) - Foundational (High Bandwidth) (LMS-2300)

[Select](#)

This course provides Information Security Awareness Training covering seven (7) 'Foundational' subjects. The course is mandatory for all UN ICT users and an assessment must be taken following completion of the course (LMS-2300).

Information Security Awareness (French) - Foundational (Low Bandwidth) (LMS-2301)

[Select](#)