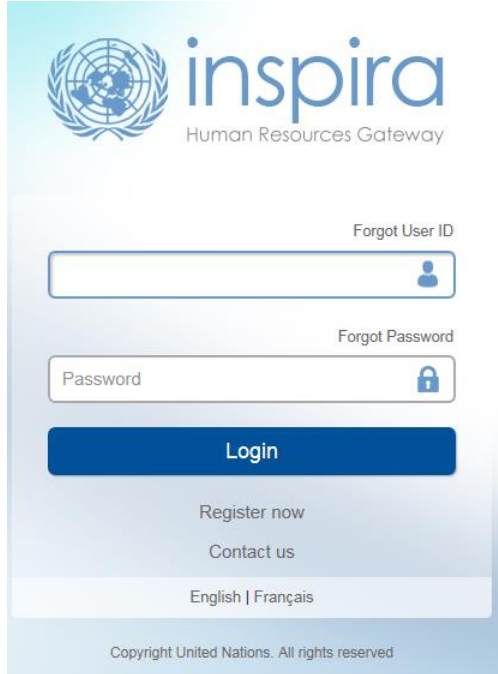


## Quick guide for using Mass Enrollment for TCCs and PCCs in the LMS

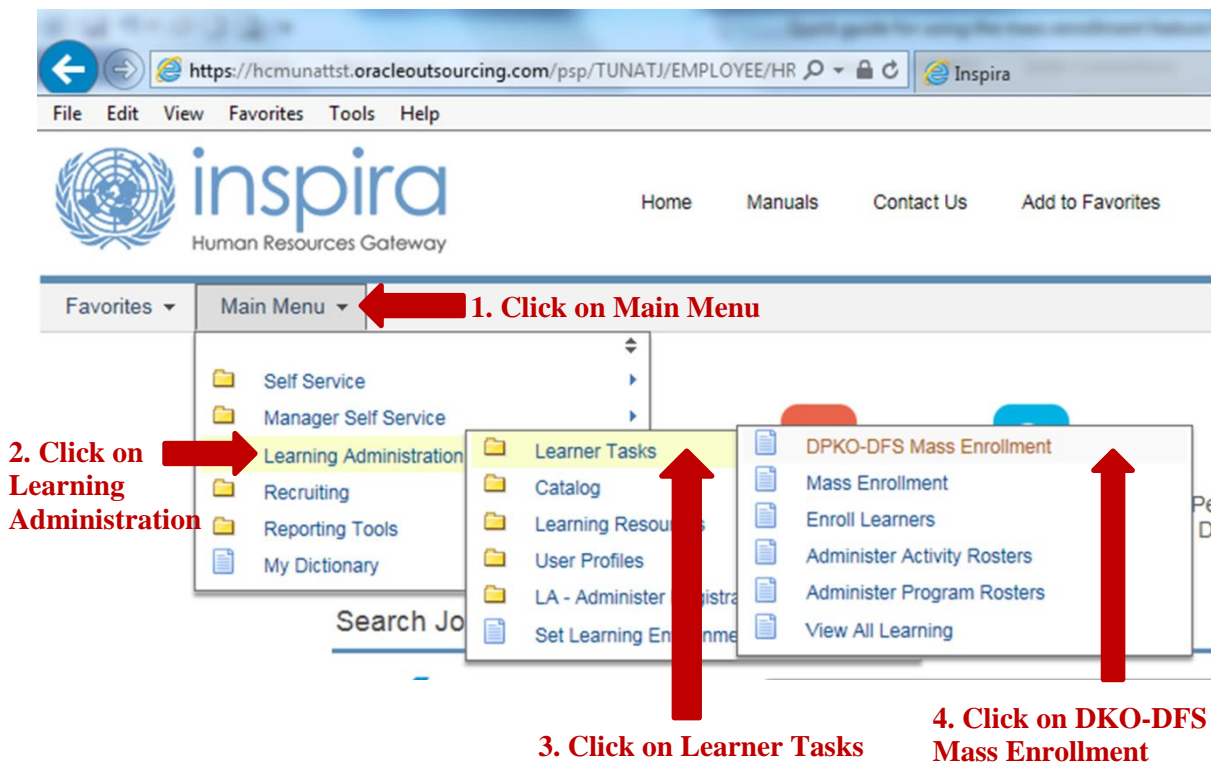


1. INSPIRA Admin should log on to the system using the link: <https://inspira.un.org>



**Note: Make sure that you have already cloned an activity prior to the uploading of the participants list in the LMS**

2. Accessing the DPKO-DFS Mass Enrollment feature



**Note: DPKO-DFS Mass Enrollment is for TCCs and PCCs while Mass Enrollment is for UN staff members**

### 3. Uploading the participants list

#### Mass Registration for DFS/DPKO

Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value | **Add a New Value** ← **5. Click on the Add a New Value tab**

Maximum number of rows to return (up to 300):

Run Control ID:  ▾

Activity Code:  ▾  🔍

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Find an Existing Value | [Add a New Value](#)

#### DPKO-DFS Mass Enrollment of Military and Police

Run Control ID: NEW

\*Activity Code:  🔍 ITS Sample Course ← **6. Select the Activity Code using the Look up icon**

Start Date:  End Date:

\*Mission/Department:  ▾ ← **7. Select your mission on the list**

\*Location:  🔍 ← **8. Select the location of the training**

\*File path:   ← **8. Click Browse to upload the participants list**

#### 4. Upload the participants list

DPKO-DFS Mass Enrollment of Military and Police Run Control ID: NEW

\*Activity Code: UN-LMS-1433-1 ITS Sample Course

Start Date: 11/07/2016 End Date: 22/12/2016

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

\*Location: El Fasher

\*File path: File Not Selected Browse

Load Learners

9. Browse the location of the excel file

File Attachment

C:\Users\mark.blanco\Desktop\Mark Blanco.csv Browse...

Upload Cancel

9. Click Upload

#### 5. When you have uploaded the excel file, but the list is not showing in the system, click the **Refresh** button until the list shows up.

File Edit View Favorites Tools Help

Welcome Learning Administration

inspira Human Resources Gateway

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Favorites Main Menu Learning Administration Learner Tasks DPKO-DFS Mass Enrollment of Military and Police

DPKO-DFS Mass Enrollment of Military and Police Run Control ID: 000004

Activity Code: UN-LMS-1433-1 ITS Sample Course

Start Date: 11/07/2016 End Date: 22/12/2016

Mission/Department: AU/UN Hybrid Operation in Darfur

Location: El Fasher

\*File path: Mark\_Blanco.csv Browse

Load Learners

Status: Success Refresh

Last run on: 16/10/2017 10:21:10AM

Please review the statistics below. or Contact Administrator for more details

Report	
	Count
Total Number of Learners in File:	5
Total Number of Learners processed:	4
Total Number of Learners Not Processed:	1

Detailed Report				
	First Name	Last Name	User id	Status
1	Anthony	Blanco	Ims.unamid.123456	Completed
2	Rea	Ballada	Ims.unamid.789654	Completed
3	Miguel	Banal	Ims.unamid.256478	Completed
4	Luis	Luna	Ims.unamid.456123	Completed
5	Gabrielle	Magalong	Ims.unamid.21325	Error - Enrollment Failed

**IMPORTANT:**

**Always remember to use the attached excel file when uploading the participants list and always save the excel file in a .csv format.**



DPKO-DFS\_Mass  
Enrollment Template.