

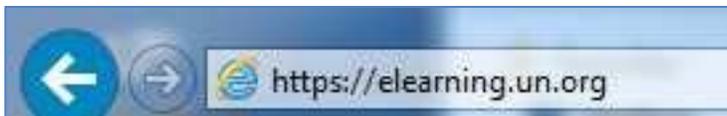
HOW TO CREATE AN INSPIRA LMS ACCOUNT FOR EXTERNAL APPLICANTS

(For Non-UN Secretariat Staff Members only)

This is a guide on how to create an account in Inspira. This guide is for external applicants who are not UN Secretariat staff members and who [do not already have an Inspira LMS account](#).

All non-UN Secretariat staff, including VBO staff and recognized dependents, Permanent missions staff, UN Volunteers, Associate experts, Consultants, Individual contractors, and interns and must register as **external applicants** in Inspira LMS for the purpose of registering for the UN Language Training Programme.

1. Go to elearning.un.org



2. And click [Register Now](#)

A screenshot of the Inspira Learning Management System login page. The page features the UN logo and the text "inspira Learning Management System". There are two input fields: "User ID" with a "Forgot User ID" link and a person icon, and "Password" with a "Forgot Password" link and a lock icon. Below these fields is a blue "Login" button. A red rectangular box highlights the "Register now" link, which is positioned below the "Login" button. Below the "Register now" link is a "Contact us" link. At the bottom of the page, there is a note: "Note: If you have created your account before 4 December 2010, 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".

3. Fill in all the required fields:

Enter a User ID that is unique but easy to remember

Passwords must be 6 to 32 alphanumeric characters in length

Given name is your first name

Primary email address is where your messages will be sent

Use the calendar to select your birth date

External Applicant Registration

Enter Registration Information

*User ID:

*Password:

*Confirm Password:

Name and Date of Birth once entered cannot be changed.

*Given Name:

Middle Name:

*Family Name:

Other Name:

*Primary Email:

Alternate Email:

*Date of Birth:  DD/MM/YYYY

[Return to Previous Page](#)

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

Review your entries, and then click on the **Register** button
You now have successfully registered in inspira
Click on the **Return to Sign in Page** button

Registration Successful

You have been successfully registered as a user 'lms.oah.outsiders'.

Note down the User ID and Password you entered. This information will also be mailed to you shortly.

If you have any questions regarding your registration, please contact inspira Support Centre.

After registering successfully, you must now log in to Inspira to request for learning. Please follow the instructions on "How to Register for Learning".

HOW TO REGISTER FOR UN LANGUAGES COURSES INSPIRA AS AN EXTERNAL APPLICANT

IMPORTANT NOTES:

- **If you are a non-UN Secretariat staff member, but you are a staff member of the UN Common System, you must register using your existing EXTERNAL Inspira account. If you need to create an Inspira account, please refer to the separate instruction on “How to Create an Inspira Account for External Applicants”.**
- If you are a UN Secretariat staff member, you must register through your **internal** Inspira account
- External learners are advised to use the following browsers: Mozilla Firefox and Google Chrome are the web browsers that are recommended for this purpose.

Go to elearning.un.org and log into the Inspira Learning Management System (LMS)

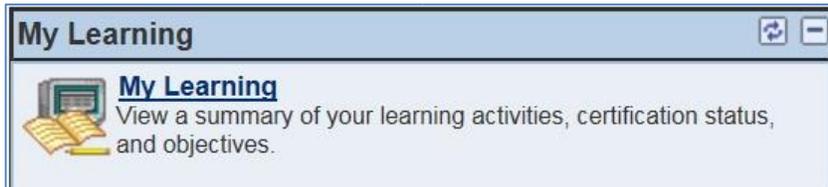
- If you created your account in Inspira LMS before 4 December 2016, please add "LMS" in front of your old USER ID while logging into elearning.un.org. If your User ID in Inspira LMS was "abc', enter "LMS.abc" into the user ID section along with the password you have been using for the Inspira LMS and click on "Login".
- After clicking on "Login", if you receive an email notification, click on "Forgot Password" and follow the instructions on the screen to reset your password. The reset email will be sent to the email address you used at the time of your registration in Inspira LMS.
- If you are not sure whether you have used the Inspira LMS in the past, click on Forgot User ID and follow the instructions on the screen. If you cannot locate yourself, go back to the Login page and click on "Register" to register and start using the Inspira LMS.

For registration procedures, please continue to the next page.

Log on to **elearning.un.org**



Click on **My Learning**



IMPORTANT: You must submit a request for registration first. This first procedure does not register you for a course, but send a request to the system to give you access to the courses.

inspira
Learning Management System

My Learning

You can view five of your most current activities. You can search for learning using a keyword search or browse catalog by selecting the corresponding link. Submit a learning request by selecting the Request for Learning link.

My Learning Tools
[All My Learning](#) **Request for Learning**
[Pending Fee](#)

Search Learning Catalog
Select Search Category: All
Search the Catalog:
 [Browse Catalog](#)

| Title | Type | Status | Date | Pending Fee |
|---|----------------------------|---------|------------|-------------|
| Performance Management for Managers and Supervisors | Live Classroom Instruction | Dropped | 03/11/2016 | |
| Performance Management for Managers and Supervisors | Live Classroom Instruction | Dropped | 03/11/2016 | |
| Engagement of consultants and individual contractors in Inspira | Live Classroom Instruction | Dropped | 01/11/2016 | |

1. If you already had an account, your activity status from inspira.un.org has been migrated to elearning.un.org and you should be able to see them in **“My Learning Activities”** table

2. Click on **“Request for Learning”**

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: 

 [Return to previous page](#)

3. Click on the search icon in the Learning Type field.

3. Click on **the magnifying glass symbol** to see the Learning Type categories available.

Look Up

Look Up Learning Type

Search by: Learning Type begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

- [Learning Type](#)
- [LPE](#)
- [Vienna Language programme](#)**
- [Umoja Courses](#)
- [NY Language programme](#)
- [Mandatory Courses](#)

4. You will notice that a screen will pop-up. Click on **Vienna Language Programme**.

5. Fill the request form and press **submit request**.

Raise Request

*Learning Type:

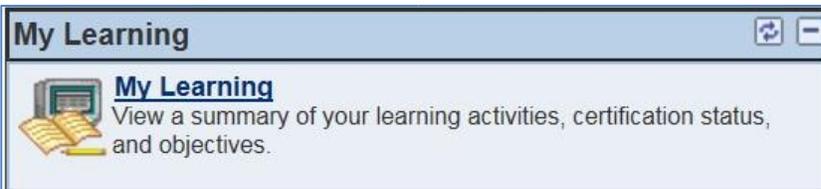
*UN Entity:

*Email Address:

Index Number:

[Return to previous page](#)

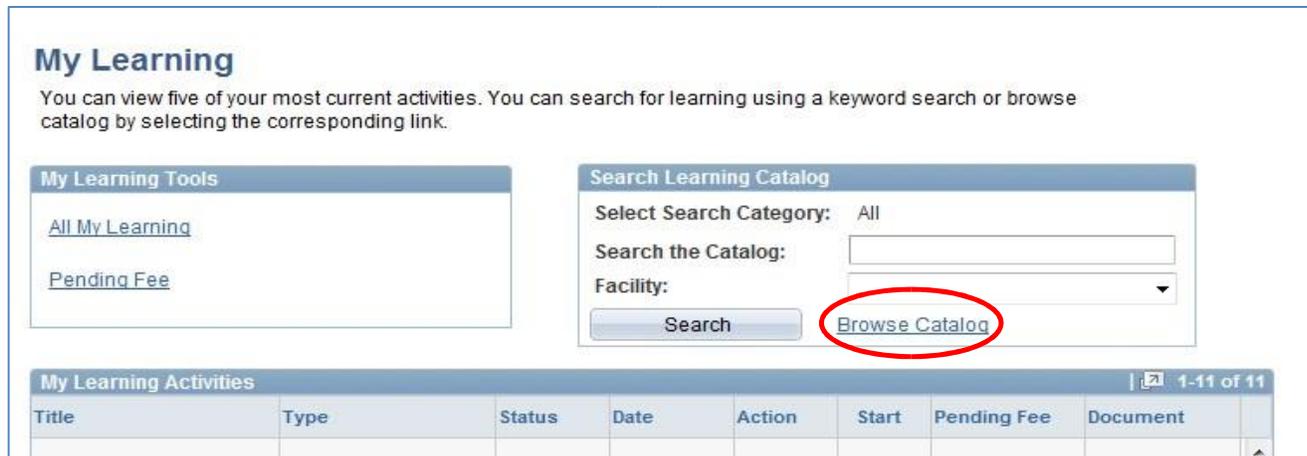
Go back to: **My Learning**



My Learning

View a summary of your learning activities, certification status, and objectives.

Under **Search Learning Catalog**, click **Browse Catalog**



My Learning

You can view five of your most current activities. You can search for learning using a keyword search or browse catalog by selecting the corresponding link.

My Learning Tools

- [All My Learning](#)
- [Pending Fee](#)

Search Learning Catalog

Select Search Category: All

Search the Catalog:

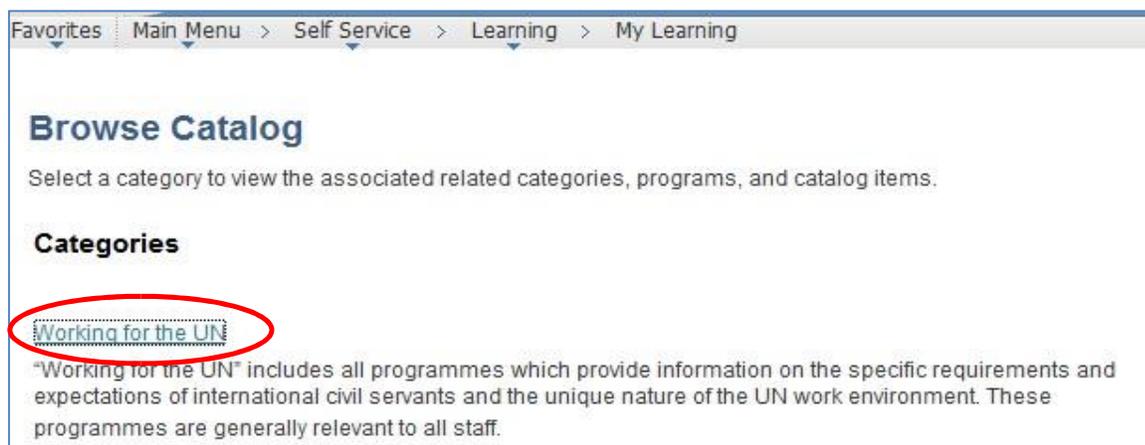
Facility:

[Browse Catalog](#)

My Learning Activities | 1-11 of 11

| Title | Type | Status | Date | Action | Start | Pending Fee | Document |
|-------|------|--------|------|--------|-------|-------------|----------|
| | | | | | | | |

Click **Working for the UN**



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

Browse Catalog

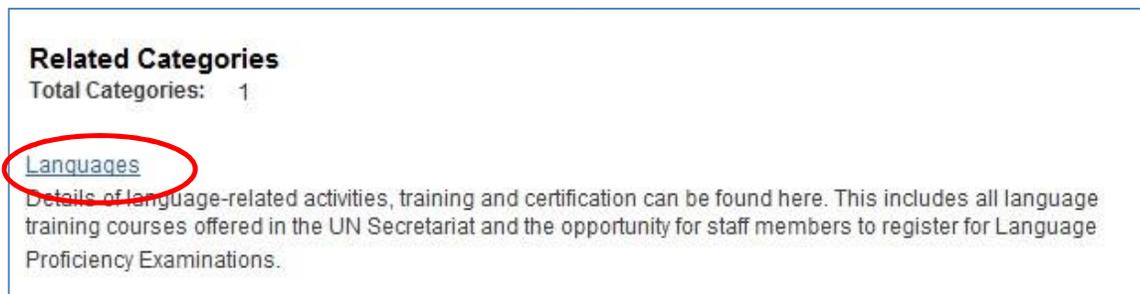
Select a category to view the associated related categories, programs, and catalog items.

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.

Click on **Languages**



Related Categories

Total Categories: 1

- [Languages](#)

Details of language-related activities, training and certification can be found here. This includes all language training courses offered in the UN Secretariat and the opportunity for staff members to register for Language Proficiency Examinations.

after click on **Language and Communications Programme**

[Language and Communications Programme](#)

Language courses in Arabic, Chinese, English, French, Russian and Spanish are organized to promote linguistic balance and multilingualism within the Secretariat and to improve the language capabilities of its staff as mandated by several GA resolutions.

Select the corresponding language for which you wish to register.

Total Categories: 7

[Arabic](#)

The Arabic Language Programme at the United Nations is offered to promote linguistic balance within the Secretariat by improving the Arabic language skills of UN staff and accredited diplomats of the permanent missions to the United Nations.

[Chinese](#)

The Chinese Language Programme at the United Nations is offered to promote linguistic balance within the Secretariat by improving the Chinese language skills of UN staff and accredited diplomats of the permanent missions to the United Nations.

[English](#)

The English Language Programme at the United Nations is offered to promote linguistic balance within the Secretariat by improving the English language skills of UN staff and accredited diplomats of the permanent missions to the United Nations.

[French](#)

The French Language Programme at the United Nations is offered to promote linguistic balance within the Secretariat by improving the French language skills of UN staff and accredited diplomats of the permanent missions to the United Nations.

[German](#)

The German Language Programme at the United Nations is offered to promote linguistic balance within the Secretariat by improving the German language skills of UN staff and accredited diplomats of the permanent missions to the United Nations.

[Russian](#)

The Russian Language Programme at the United Nations is offered to promote linguistic balance within the Secretariat by improving the Russian language skills of UN staff and accredited diplomats of the permanent missions to the United Nations.

Select relevant category as required to register for: a placement test or level course.

Related Categories

Total Categories: 3

[English - Placement Test](#)

The purpose is to assess students' current language abilities in order to match them to the course most suitable for their current level. For new students who know some of the language and for continuing students who have taken two or more terms off.

[English - Level courses](#)

Level courses range from level 1 (beginner) to level 8 or 9 (advanced). For non-native speakers only. The main objective is to learn the fundamentals of the language.

[English - Specialized Courses](#)

Special courses focus on a particular language skill, task or topic. Such courses may meet for only one or two hours per week and may last for fewer than 12 weeks.

[English - Level 6 in Vienna \(LMS-3224\)](#)

[Select](#)

The UNOV/UNODC Language Training Programme offers regular courses in six official languages of the UN, as well as in German.

| Activity Options for English - Level 6 in Vienna | | | | | |
|--|-----------------|----------------------------|------------|------------------------------|------------------------|
| Activity Code | Location | Type | Start Date | | |
| LMS-3224-1 | Austria, Vienna | Live Classroom Instruction | 24/09/2018 | View Details | Enroll |

Carefully read the information/instructions and provide any documents required of you. Documents must be uploaded as "Add Attachments".

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!

English - Level 6 in Vienna



Please see the appointment expiration date appearing below and check to see if it matches the expiration date of your UN pass:

- If the two dates do not match, please attach a scanned copy of your UN pass.
- If your UN pass expires **before** the end of the language term for which you want to register, please attach **ADDITIONALLY** a letter from your Executive Office or supervisor (with name, title, signature and date) indicating that your current appointment will be extended at least until the end, e.g. 5 Dec 2017 of the language term for which you want to register.

Once your registration is "under review", your eligibility will be checked. You may be asked to provide more details, including proof of payment for past penalty fees (No-show or Incomplete Attendance) and tuition for cash-paying students.

See all details (including penalty fee information) by clicking on the link to the Information Circular at the bottom of the page.

If you have questions or concerns regarding your registration, please use the comment box below. Individual emails about eligibility and registration processes will not be answered outside the Inspira system.

| | | | |
|------------------------------|---|----------------------------------|----------------------------------|
| Activity Name: | English - Level 6 in Vienna | Location: | Vienna, Austria, Vienna, Austria |
| Activity Code: | LMS-3224-1 | Course Start Date: | 24/09/2018 |
| Type: | Live Classroom Instruction | Course End Date: | 25/01/2019 |
| Course Language: | English | First session start time: | 11:30 AM |
| Course Category: | Regular | First session end time: | 12:50 PM |
| Last Enrollment Date: | 14/09/2018 | Appointment Expiry: | |
| Last Drop Date: | 14/09/2018 | Appointment Type: | |
| Drop charge: | | | |
| Enrollment Status: | Pending Submission | | |

To upload required supporting documents pertaining to your application, click Add Attachment.

Select from the drop-down menu, the **Document Type** to be attached.

Then type a brief **Description** of the attachment.

Click **Browse** -> select the file -> click **Upload** -> **Save**.

Repeat the steps until you have uploaded all the required files.

Please note that you may **only upload an image file** types and the maximum file size is 1Megabyte. If you have various documents of the same type, you may combine them into one document.

| My attachments | | | | | |
|----------------|---------------|-----------|----------|------|--------|
| Description | Document Type | File Name | Uploaded | View | Delete |
| | | | | View | Delete |

[Add Attachment](#) **Click here**

Please note below the type of files, Inspira will accept for upload.

Message [X]

This file cannot be added.

Only files with the following extensions can be added.
PDF,BMP,DIB,JPG,JPEG,JPE,JFIF,GIF,TIF,TIFF,PNG

OK

9. You may use the comment box to include other information relevant to your application.
Review your application for completeness and accuracy.
Click on the **certification check box**.
Click **Save** if you have not completed your application and would like to submitted later.
Otherwise, click **Submit Enrollment**. Check for error messages and verify that you have successfully submitted your application.

Comments

By checking this box I certified that:

- I understand that submission of my registration does not guarantee my enrolment in the LPE; failure to attach required documents, meet eligibility criteria or to provide additional information when requested, will result in my registration being delayed or rejected.
- I have read and understood the eligibility documents as posted on the LPE website, under item no. 2, determining eligibility:
<https://hr.un.org/page/language-proficiency-examination-lpe>
- I confirm that statements made by me are true, complete and correct to the best of my knowledge and belief;
- I understand that any misrepresentation or material omission made on this form or other documents requested by the Organization may result in the rejection of my registration;
- I confirm the email address in my inspira profile is current;
- I understand that I will receive an email confirming receipt of my application.

Save

Submit Enrollment

Note that once you submit your application, you cannot make any changes or attach additional files.

You will receive an automated email notification from Inspira confirming receipt of your application. Please make sure you receive this notification, and save it, as this is your only proof of you registration.

If you encountered technical problems during the registration process, click on “**Contact Us**” in **Inspira**, and submit a request for assistance. You will receive an email from the Inspira Support Team. Save your case number for your future reference.