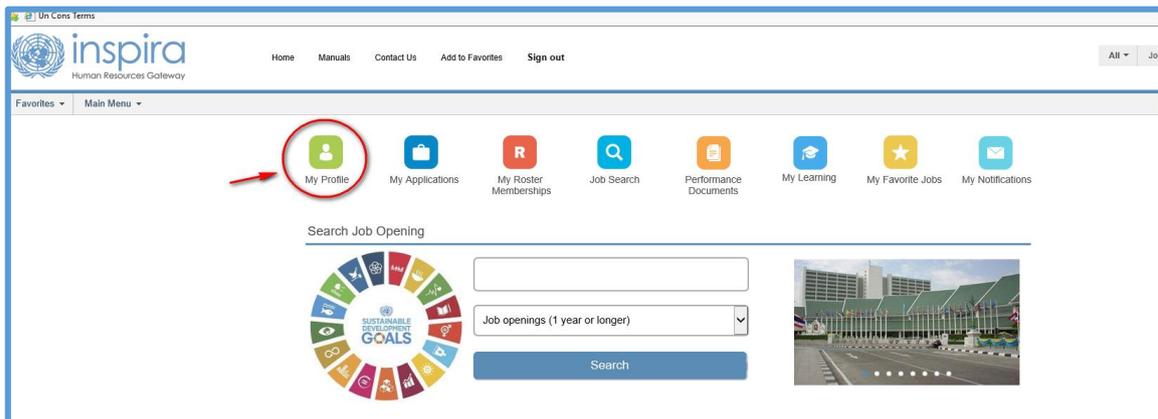


How to check and update your email address in Inspira for UN Secretariat Staff members.

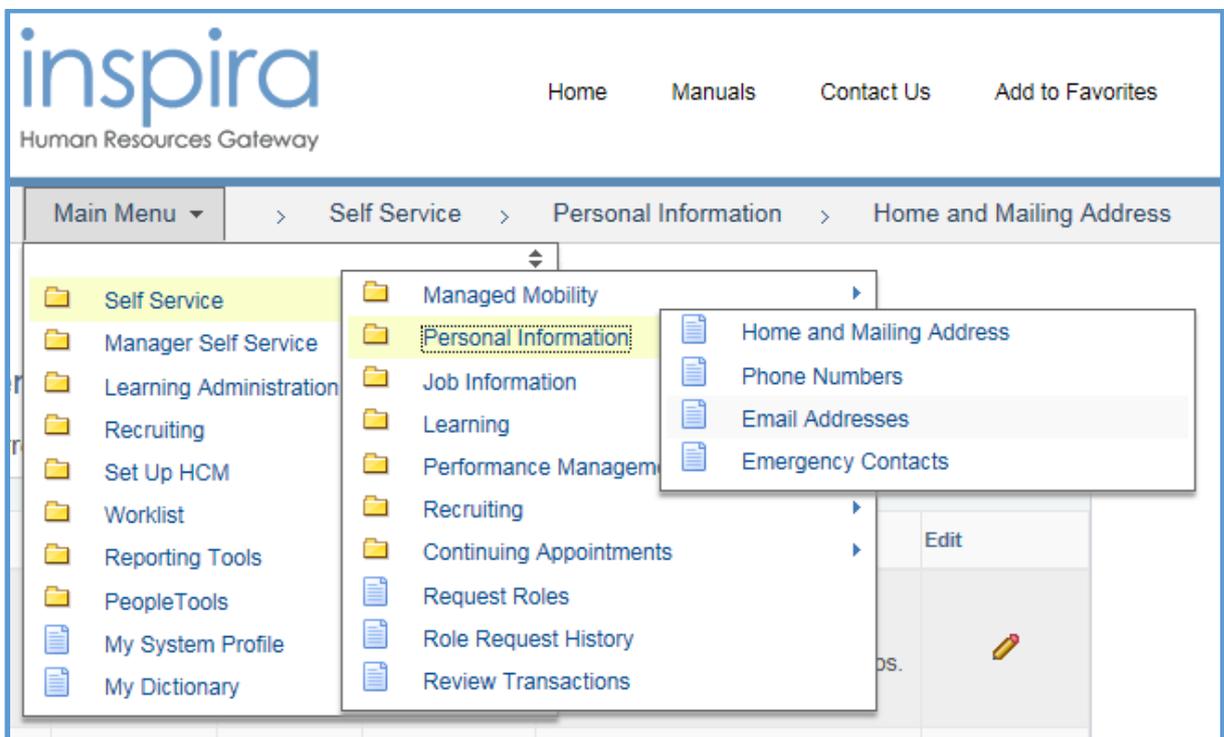
1. Verify your address:

Go to Inspira: click on “My profile” and make sure that your **Primary email address** is your current **work email address**.



2. In case you need to update your email address:

Click on “Main Menu > Self Service > Personal Information > Email Addresses” and update your **Mailing address** (which should be your current **work email address**).



Email Addresses

Email Addresses			
*Email Type	*Email Address	Preferred	Delete
Home	<input type="text"/>	<input type="checkbox"/>	
Mailing	<input type="text"/>	<input checked="" type="checkbox"/>	

[Add Email Address](#)

[Save](#)

* Required Field

3. Contact Inspira team make this change visible:

Once your primary address is listed as your work email address, you will need to **contact Inspira team** and request that **this change is made visible for the whole platform**. Otherwise, even though your address is correct, you will only receive learning emails to the account which was first registered to Inspira.

To contact Inspira team, please click on “**Contact Us**” link and follow the procedure.

The navigation bar features the Inspira logo (United Nations emblem) and the text "inspira Human Resources Gateway". Navigation links include "Home", "Manuals", "Contact Us" (highlighted with a red box), "Add to Favorites", and "Sign out". Below the navigation bar is a "Main Menu" section with icons for "My Profile", "My Applications", "My Roster Memberships", "Job Search", "Performance Documents", and "My Learning".

Once at the contact us page, select “**Login or Registration Inquiry**” from the category dropdown menu.

The "Contact us" page displays the heading "Contact us" and the instruction "Select the category/subcategory you need help with so we can better serve you:". Below this is a link: "If you are seeking help with regard to a United Nations examination or test, please [click here](#)".

There are two dropdown menus: "* Category:" and "* Subcategory:". The dropdown menu for "* Category:" is open, showing a list of enquiry categories. The option "Login or registration enquiry" is highlighted with a red box.

- Select enquiry category
- Application process enquiry
- Consultant engagement and performance management
- Continuing Appointments enquiry
- Dependency Allowance (eP84) enquiry
- E-Learning enquiry
- E-Performance enquiry
- HR Administration
- Login or registration enquiry**
- Managed Mobility
- Recruitment Administration (authorized personnel only)
- Role request (authorized personnel only)
- UN Careers website enquiry
- Accessibility

Select **“How to update my profile”** from the subcategory dropdown menu.

Contact us

Select the category/subcategory you need help with so we can better serve you:

If you are seeking help with regard to a United Nations examination or test, please [click here](#)

* Category:

* Subcategory:

- Select enquiry subcategory
- Forgotten password or user ID
- How to register in Inspira
- How to update my profile in Inspira**

Then click on **“Email Us”**

Contact us

Select the category/subcategory you need help with so we can better serve you:

If you are seeking help with regard to a United Nations examination or test, please [click here](#)

* Category:

* Subcategory:

Login or registration enquiry

How to update my profile in Inspira

Sorry, we did not find any FAQ for the above selection.

Please try again with a different selection or click on “Email us” to get in touch with us.

Email us

Fill in the form.

Contact us

* Your Location:

* Title:

* First name:

* Last name:

* Email:

* Index Number:

* Department:

* Are you contacting us on Behalf of another staff Member? **If yes, please select**

Briefly describe the action that is required by the Inspira team. Feel free to use any variation of the phrase: "I have updated my email address and would like this change to be visible through the entire platform. Thank you." in the comment box.

* Category:

* Subcategory:

* Comment / Question:

You have 887 characters left.

Verify the code shown and click "Send".

* Word verification:



[Refresh](#)

Enter the code shown above in the box below



[Home](#) | [Privacy notice](#) | [Site map](#) | [Fraud alert](#) | [Contact us](#)
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Your profile will now be updated.

Thank you.