ACCESSING AND ENROLLING TO MANDATORY LEARNING FOR EXTERNAL USERS ON INSPIRA

1. First, register on [inspira](#). You can do so by clicking the “Register Now” button right below the “Login” button.

![Login page](image)

2. Afterwards, a new page “Enter Registration Information” will open where you will include your information, such as your first name, last name, password and a confirmation of password, your email address and date of birth.

![Registration form](image)

3. After including your information, click on the green “Register” button at the bottom of the page.
4. Now, a new window will open saying “You have been successfully registered as a user” and it will say what your new user ID is. Your user ID will look like this: “lms.firstname.lastname”. Now that you know what your user ID is, click on the “Return to Sign in page” button at the bottom of the page.

**Registration Successful**

*You have been successfully registered as a user*

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.

*Return to Sign in page*

5. By clicking on the “Return to Sign in page” you will be taken back to the Inspira login page where you first started. Type in your new User ID and password, and click on the “Login” button right below.
6. Now that you have logged into your new Inspira account, click on the “Request for Learning” tile, which is located at the bottom right of the screen.

7. By clicking on the “Request for Learning” tile, a new window will open saying “Learning Request” where you will be asked to select the “Learning Type” option from the dropdown menu. Select “Mandatory Courses” from the dropdown menu.
8. Once you select “Mandatory Courses” option, 7 new options will be listed right below. Start filling them out by first typing in the email address that you used to register for Inspira.

9. Once you write your email address, skip the following two boxes which ask for the “Index Number” and the “Post Title.”

10. Continue filling out the information on the same page by selecting “Other” for the following three boxes: “Mission/Department”, “Duty Station” and “Employee Type”.

Commented [MA1]: I suggest including a short reference to where this tile is located in the page (For example: “On the upper right side of the screen”)}
11. Once you are done filling out all the requested information on the “Learning Request” page, click on the “Submit Request” button at the very bottom.

**Learning Request**

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

**Request Details**

- Learning Type: Mandatory Courses
- Email Address: [Field]
- Index Number: [Field]
- Last Title: [Field]
- Mission/Department: Others
- Duty Station: OTHER
- Employee Type: Others
- Comments: [Field]

![Submit Request Button]

12. Once you submit the request, a new window will open asking you to confirm your email and proceed with the submission. Proceed by clicking the button “OK” at the bottom left.

![Confirm Email Pop-up]

13. You should get a confirmation email that includes a link. So check your email inbox (the one you used to register and request for learning). Then, click on the link, and it will direct you back to Inspira’s confirmation page.
A new learning request has been raised for Mandatory Courses using your email address.

To confirm your request, please go to this web address:
https://elearning.un.org/pcs/LANDING/EMPLOYEE/ELM/c/UN_LMS_MENU/UN_LMS_CONFIRM_REQ/GB?Page=UN_LMS_CONFIRM_REQ&Action=UNBLENCODED=┼W\\xe1%2bG\\nv0\pj8\xa6/\xe45W6GAZPFb\nga@jg12d

In most email programs, this should appear as a blue link which you can just click on. If that doesn’t work, then copy and paste the address into the address line at the top of your web browser window.

If you need help, please contact Inspira Support Centre.

Best regards,
Inspra LMS

14. Once you click on the link included in your email above, a new window will open with a message saying “Confirm Learning Request”. To process your request, press the “Submit Confirmation” button at the bottom of the page.

15. A new message will pop-up on the window, that indicates that you have successfully confirmed the learning request and that you can now find the courses on the https://elearning.un.org page. Now, go to the https://elearning.un.org page and log in again, using your User ID and password.
16. Now that you are on the homepage of your Inspira account, in the “Find Learning” tile on the far upper right side, type “LMS-7077” code (please make sure to include the quotation marks at the beginning and end).

17. Now that you have typed in the “LMS-7077” code, click on the button on the right with two arrows to proceed.
18. The results will list “Engaging Safely at the UN – a Training for Young People”. Click on the title of the training.

19. A new window will open titled “Enrollment Options”. At the bottom of the “Self-paced Offering” box, click on the “Enroll” button at the bottom right to enroll in the training.
20. Once you enroll, a new window will open up saying that you have successfully enrolled in the course. Click on the “Go to Course” button on the far right.

21. Afterwards, when the “Course Description” page opens, click on the course “Launch Button” located at the middle of the screen on the far right.
22. Once you launch the training, another page will open listing the “Table of Contents”. Click on the “Launch” button located at the far right of “Table of Contents” box.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Class: Engaging Safely at the UN - a Training for Young People</th>
<th>Type: Web-based</th>
<th>Duration: --</th>
</tr>
</thead>
</table>

23. Now, a new window will open with the actual training Engaging Safely at the UN - a Training for Young People. Follow the instructions in the module and enjoy!