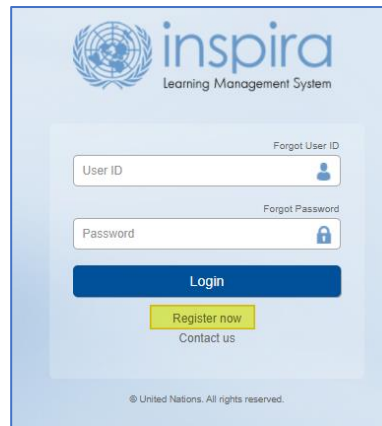


## ACCESSING AND ENROLLING TO MANDATORY LEARNING FOR EXTERNAL USERS

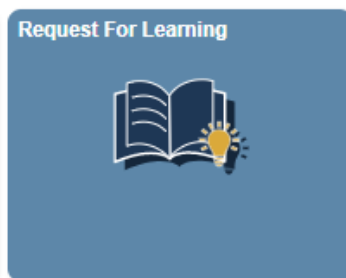
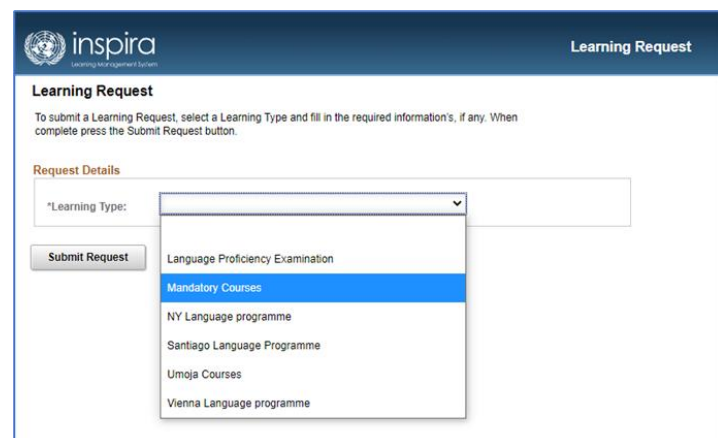
As of January 1, 2021, mandatory learning is available for external users without Inspira staff accounts at <http://elearning.un.org>.

1. Register on Inspira (<http://elearning.un.org>) by clicking “**Register now**” and follow the registration steps.



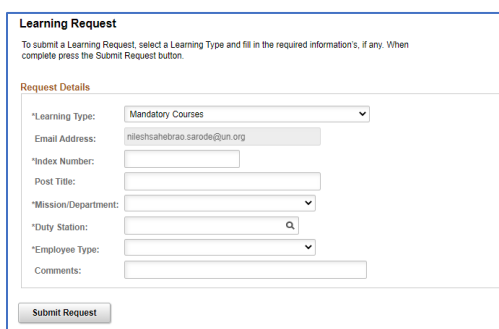
The image shows the Inspira Learning Management System login page. It features the Inspira logo at the top left. Below the logo, there are two input fields: 'User ID' and 'Password'. To the right of the 'User ID' field is a link for 'Forgot User ID', and to the right of the 'Password' field is a link for 'Forgot Password'. Below the input fields is a blue 'Login' button. Underneath the 'Login' button is a yellow 'Register now' button, and below that is a 'Contact us' link. At the bottom of the page, there is a copyright notice: '© United Nations. All rights reserved.'

2. Once you login to Inspira, you will be able to request access to Mandatory Learning Programmes. Select “**Request for Learning**” tile and, on the next page, select “**Mandatory courses**” from the dropdown menu.

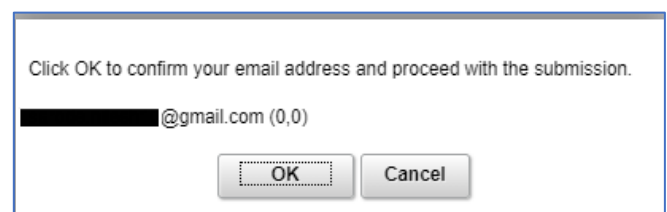



The image shows the 'Learning Request' page in the Inspira system. At the top, there is the Inspira logo and the text 'Learning Request'. Below this, there is a heading 'Learning Request' and a sub-heading 'Request Details'. The main content area contains a dropdown menu for '\*Learning Type:' with a 'Submit Request' button to its left. The dropdown menu is open, showing a list of options: 'Language Proficiency Examination', 'Mandatory Courses' (which is highlighted in blue), 'NY Language programme', 'Santiago Language Programme', 'Umoja Courses', and 'Vienna Language programme'. Below the dropdown menu, there is a 'Submit Request' button.

3. Fill required details and click “**Submit Request**”. On the next page, click “**OK**” button to confirm submission.



The image shows the 'Learning Request' form. It has a heading 'Learning Request' and a sub-heading 'Request Details'. The form contains several fields: '\*Learning Type:' (dropdown menu with 'Mandatory Courses' selected), 'Email Address:' (text field with 'nileshsahebrao.sarode@un.org'), '\*Index Number:' (text field), 'Post Title:' (text field), '\*Mission/Department:' (dropdown menu), '\*Duty Station:' (text field with a search icon), '\*Employee Type:' (dropdown menu), and 'Comments:' (text area). At the bottom of the form is a 'Submit Request' button.



The image shows a confirmation dialog box. It contains the text 'Click OK to confirm your email address and proceed with the submission.' Below this text is a redacted email address: '██████████@gmail.com (0,0)'. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

4. Check the inbox of the e-mail you used to register and request for learning. The link will direct you to a confirmation page back in Inspira where you click on the “**Submit Confirmation**” button.

A new learning request has been raised for Mandatory Courses using your email address.

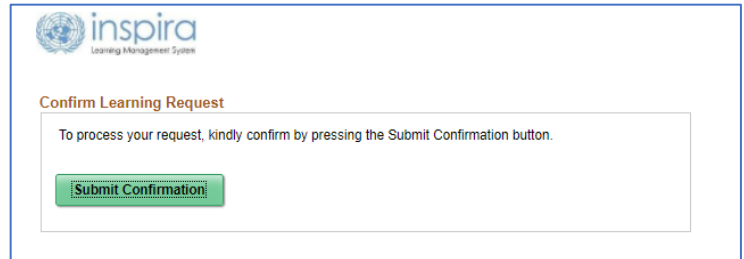
To confirm your request, please go to this web address:

[https://elearning.un.org/psc/LANDING/EMPLOYEE/ELM/c/UN\\_LMS\\_MENU.UN\\_LMS\\_CONFIRM\\_REQ.GBL?Page=UN\\_LMS\\_CONFIRM\\_REQ&Action=U&RENCODEID=8iWHp1%2bsGHrv0pkp8KA/bF%2bE5FOqyZM25Udr3rsCRE%3d](https://elearning.un.org/psc/LANDING/EMPLOYEE/ELM/c/UN_LMS_MENU.UN_LMS_CONFIRM_REQ.GBL?Page=UN_LMS_CONFIRM_REQ&Action=U&RENCODEID=8iWHp1%2bsGHrv0pkp8KA/bF%2bE5FOqyZM25Udr3rsCRE%3d)

In most mail 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,  
Inspira LMS



#### Confirm Learning Request

You have successfully confirmed the Learning Request.  
You can find the course(s) on <https://elearning.un.org> under 'Find Learning' Tile.

5. Back in Inspira, a new picture, “**Mandatory Learning**”, have become available. By clicking this tile, you can now access mandatory learning page, where you can enroll in individual courses.

