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

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
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.

**Return to Sign in page**

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

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

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

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

5. Fill the request form and press **submit request**.
Go back to: **My Learning**

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

Click **Working for the UN**

**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**

**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.
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.

<table>
<thead>
<tr>
<th>Total Categories:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
</tr>
<tr>
<td>Chinese</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>French</td>
</tr>
<tr>
<td>German</td>
</tr>
<tr>
<td>Russian</td>
</tr>
</tbody>
</table>
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)**
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

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Location</th>
<th>Type</th>
<th>Start Date</th>
<th>View Details</th>
<th>Enroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMS-3224-1</td>
<td>Austria, Vienna</td>
<td>Live Classroom Instruction</td>
<td>24/09/2018</td>
<td>View Details</td>
<td></td>
</tr>
</tbody>
</table>

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!**
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 1 Megabyte. If you have various documents of the same type, you may combine them into one document.
Please note below the type of files, Inspira will accept for upload.

**Message**

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

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.
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 your 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.