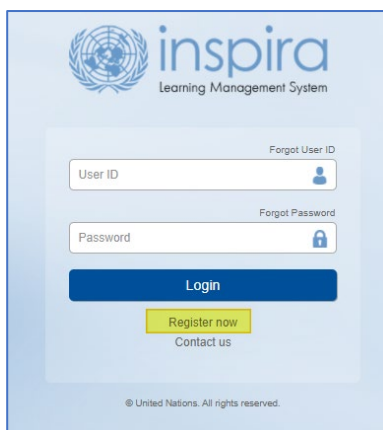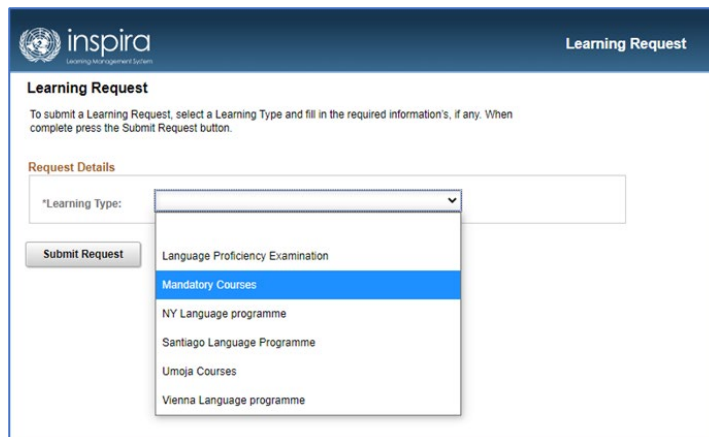## ACCESSING AND ENROLLING TO MANDATORY LEARNING FOR EXTERNAL USERS

As of January 1, 2021, mandatory learning is available for external users without Inspira staff accounts at **http://elearning.un.org**.
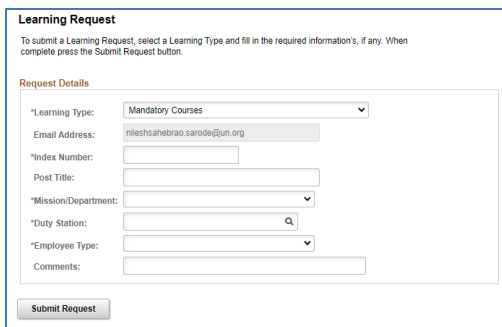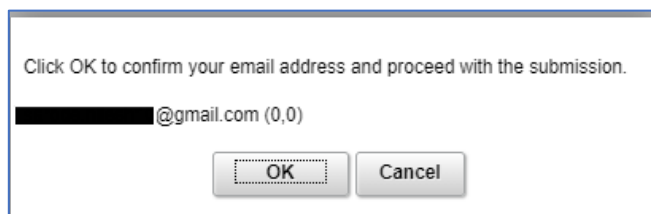
1. Register on Inspira (**http://elearning.un.org)** by clicking "**Register now**" and follow the registration steps.

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.

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

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.

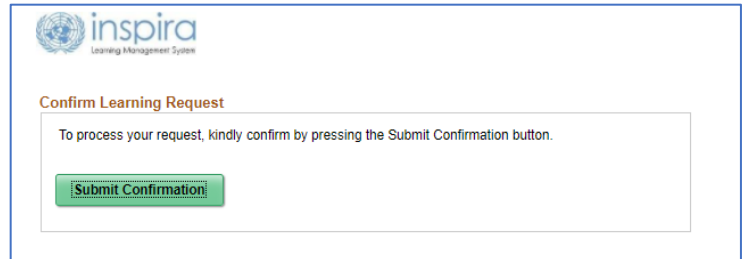A new learning request has been raised for Mandatory Courses using your email address.

To confirm your request, please go to this web address:
https://elearning.un.org/psc/LANDING/EMPLOYEE/ELM/c/UN_LMS_M ENU.UN_LMS_CONFIRM_REQ.GBL?Pag e=UN_LMS_CONFIRM_REQ&Action=U& RLENCODEID=8iWHp1%2bsGHrv0pkp8 KAlbFt%2bE5FOoyZM25Udr3rsCRE%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

To process your request, kindly confirm by pressing the Submit Confirmation button.

Submit Confirmation

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.

Mandatory Learning