

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 <u>http://elearning.un.org</u>.

 Register on Inspira (<u>http://elearning.un.org</u>) by clicking "Register now" and follow the registration steps.



 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.



🕘 inspirc	1	Learning Request
Learning Request To submit a Learning Re complete press the Subr Request Details	t quest, select a Learning Type and fill in the required information's, if any. When nit Request button.	
*Learning Type:	~	
Submit Request	Language Proficiency Examination	
	Mandatory Courses	
	NY Language programme	
	Santiago Language Programme	
	Umoja Courses	

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

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quest Details		
Learning Type:	Mandatory Courses	~
Email Address:	nileshsahebrao.sarode@un.org	
Index Number:		
Post Title:		
Mission/Department:		~
Duty Station:	٩	2
Employee Type:		~
Comments:		

Click OK to confirm your email address and proceed with the submission.		
@gmail.com (0,0)		
OK 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.	inspira
To confirm your request, please go to this web address: https://elearning.un.org/psc/LANDING/EMPLOYEE/ELM/c/UN_LMS_M ENUUN_LMS_CONFIRM_REQ.GBL?Pag e=UN_LMS_CONFIRM_REQ&Action=U& RE_ENCODFID=8N/Ho1%2/bsGHc00kn8	Confirm Learning Request To process your request, kindly confirm by pressing the Submit Confirmation button.
KAIbFt%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	Submit Confirmation
address line at the top of your web browser window.	Confirm Learning Request
If you need help, please contact Inspira Support Centre.	You have successfully confirmed the Learning Request. You can find the course(s) on https://elearning.un.org under 'Find Learning' Tile.
Best regards, Inspira LMS	

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.

