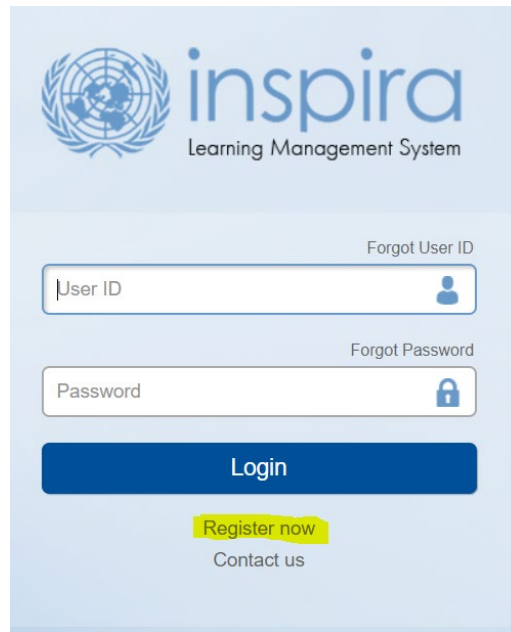


How to access and enroll to mandatory learning as an external user

1. Create your own Inspira account.


Go to <http://elearning.un.org> and click on “Register now”, then fill in the information and click on **Register**.



The image shows the Inspira Learning Management System login page. At the top left is the United Nations logo, followed by the text "inspira Learning Management System". Below this are two input fields: "User ID" with a "Forgot User ID" link and a user icon, and "Password" with a "Forgot Password" link and a lock icon. A blue "Login" button is centered below the fields. Below the button is a yellow "Register now" button, and further down is a "Contact us" link.



Enter Registration Information

*First Name:	<input type="text" value="Penny"/>
*Last Name:	<input type="text" value="Nicholls"/>
User ID:	<input type="text" value="lms.penny.nicholls"/>
*Password:	<input type="password" value="....."/>
*Confirm Password:	<input type="password" value="....."/>
*Email Address:	<input type="text" value=".....@gmail.com"/>
*Date of Birth:	<input type="text" value="1930/05/14"/>  14/MAY/1930

Register

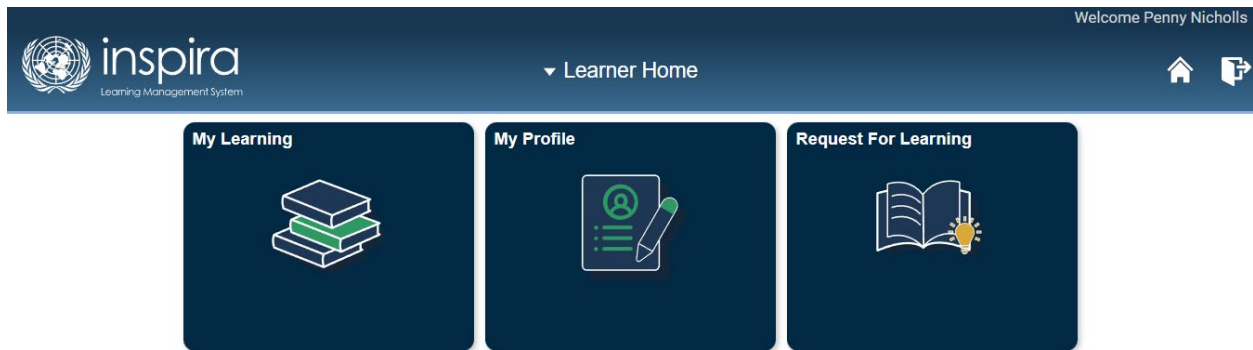
[Return to previous page](#)

* Required Information

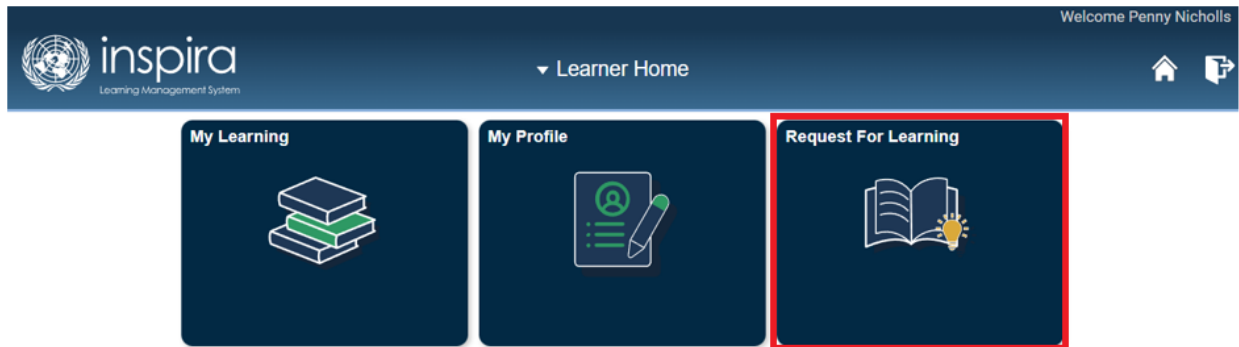
Your login username will display as `lms.firstname.lastname`, as shown in the example. Once registered, you will be prompted to return to the Sign-In page and log in using your newly created username and password.

2. Request access to Mandatory Learning programmes.

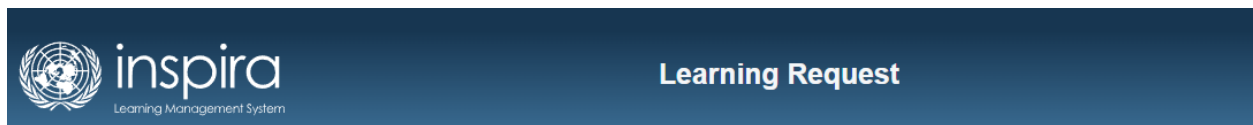
Once you have logged in, you will be presented with the below screen:



Click on the **Request for Learning** tile.



On the next page, select **Mandatory Courses** from the dropdown menu when asked to provide a Learning Type, then click on **Submit Request**.



Learning Request

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

Request Details

*Learning Type:

- Language Proficiency Examination
- Mandatory Courses**
- NY Language programme
- Santiago Language Programme
- Umoja Courses
- Vienna Language programme

3. Submit your request.

Fill required details (Mission/Department, Duty Station, Employee Type) and click on **Submit Request**. For Mission/Department and Employee Type, select “Others”, as displayed in the below example.

A pop-up will appear to confirm your submission. Click the **OK button** to proceed.

Learning Request

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

Request Details

*Learning Type:	Mandatory Courses
Email Address:	██████████@gmail.com
Index Number:	
Post Title:	
*Mission/Department:	Others
*Duty Station:	NEW YORK
*Employee Type:	Others
Comments:	

Submit Request



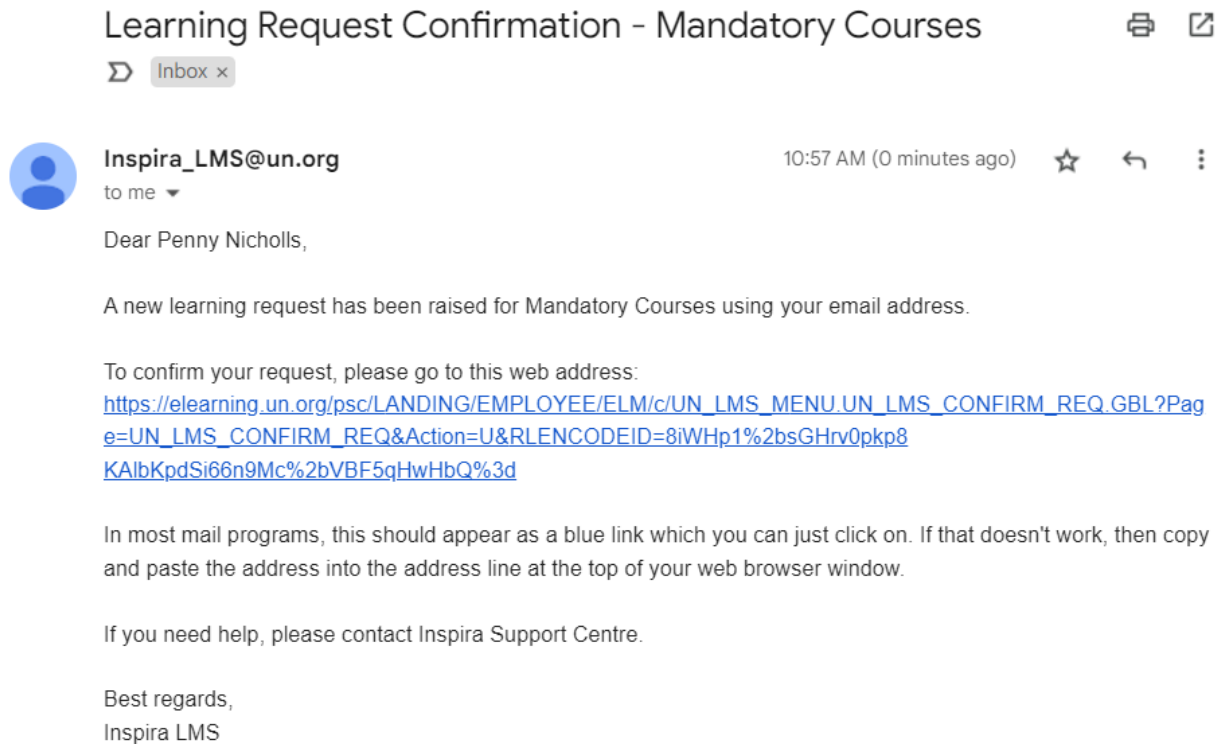
Click OK to confirm your email address and proceed with the submission.

██████████@gmail.com (0,0)

OK Cancel

4. Log into your e-mail to confirm your request.

Check the inbox of the e-mail you used to register to Inspira. You will find a new e-mail from Inspira_LMS with the subject line *Learning Request Confirmation - Mandatory Courses*.



The web address within the message will direct you to a confirmation page back in Inspira. Click on the **Submit Confirmation** button to proceed.

Confirm Learning Request

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

Submit Confirmation

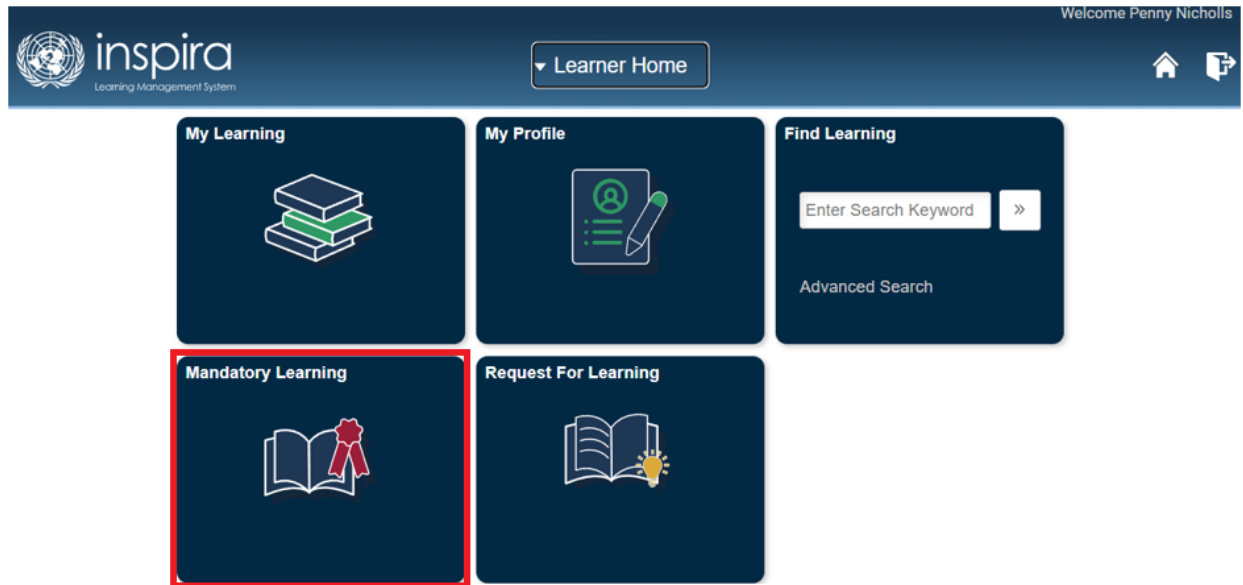


Confirm Learning Request

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

5. Access mandatory learning.

Return to <http://elearning.un.org>, and sign in again if needed. Once logged in, a new tile will appear called **Mandatory Learning**. Click on it to proceed.



6. Enroll to a course.

From the Mandatory Learning page, you will see the following:

The screenshot shows the 'Mandatory Learning Programmes' page. The header includes the Inspira logo, 'Welcome Penny Nicholls', and a 'New Window' button. The main content area has the following text:

Mandatory Learning Programmes

The United Nations Secretariat has several learning programmes that are mandatory for all staff to ensure familiarity with key regulatic will find a list of those programmes which are mandatory for all staff, regardless of their level, duty station or function, as well as those out certain functions, or certain groups of staffs. You are responsible for checking the requirements and ensuring you are up to date wi

Please note that only the status of the courses taken through Inspira are shown here. You are only required to complete one Programmes listed below.

To see the complete list of Mandatory Learning Programmes, [Click Here](#)

I Know Gender: An Introduction to Gender Equality for UN staff course

Course Details

	Course Description [▲]	Activity Code [▲]
1	I Know Gender (English)	LMS-2375-7
2	I Know Gender (French)	LMS-2376-2
3	I Know Gender (Spanish)	LMS-2377-2
4	I Know Gender (Spanish)	LMS-2377-4

BSAFE

You can scroll down to display all mandatory learning courses. Each course is offered in multiple languages, and some courses have different versions that are dependent on your role or position within the Organization.

Depending on your screen resolution, you may see this page slightly differently. Note the scrolling bar on the bottom of the screenshot. If moved to the left, you will be see an “Enroll” button for any of the courses listed.

Enroll	Drop	Status▲
<input type="button" value="Enroll"/>	<input type="button" value="Drop"/>	
<input type="button" value="Enroll"/>	<input type="button" value="Drop"/>	
<input type="button" value="Enroll"/>	<input type="button" value="Drop"/>	
<input type="button" value="Enroll"/>	<input type="button" value="Drop"/>	

When clicked, a pop-up window will appear to confirm your registration:

Enroll In Class

Review Information

Penny Nicholls, Department - External Learners

Class Code	LMS-2375-7	Class Name	I Know Gender (English)
Type	Self-Paced Learning Activities	Contact	learning@un.org
Price Per Seat	--	Drop Charge	--
Start Date	2021/02/25	End Date	--
Last Enrollment Date	--	Last Drop Date	--
Available Seats	--	Available Waitlist	0
Language	English		

[Find Learning](#)

Click on **Submit Enrollment**. You will be returned to the Mandatory Learning page, and you will now be able to launch the course you enrolled to by clicking on the “Launch” button.

Course Description ▲	Activity Code ▲	Launch	Drop	Status ▲
1 I Know Gender (English)	LMS-2375-7	<input type="button" value="Launch"/>	<input type="button" value="Drop"/>	Enrolled

You can also see that your status for this course has now changed to “Enrolled”.

When launching a course, you will first see a pop-up with the course information:

Self-Service Class Progress

Class Progress

United to Respect for Managers: Preventing Sexual Harassment and Other Prohibited Conduct (English)

Penny Nicholls, Department - External Learners
★★★★★ (97) [View Reviews](#)

You can view the Schedule, Grades and Attendance, Notes and Attachments, Payment Details and Approvals associated with the Class by selecting the corresponding links. You can view the Class Details by selecting the Class Name and view the progress of a Learning Component by selecting the corresponding Learning Component Name.

Class Code	LMS-6813-1	Class Name	United to Respect for Managers: Preventing Se
Type	Self-Paced Learning Activities	Contact	learning@un.org
Price Per Seat	--	Drop Charge	--
Enrollment Status	Enrolled	Confirmation Number	2661979
Start Date	2021/06/29	End Date	--
Last Enrollment Date	--	Last Drop Date	--

[Progress](#) [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

Class Progress

Progress	Enrolled	Grade	Not Graded
Passing Status	Pending	Comments	

Class Syllabus

To receive credit for this class you must complete all required tasks.

- [United to Respect for Managers](#) Launch
Required Web-based
Progress Not Attempted

Under Class Syllabus, you will see all modules for the course. In the above example, this course only has one module. However, some courses may have multiple modules under Class Syllabus.

Click on "Launch" next to the module name.

Class Syllabus

To receive credit for this class you must complete all required tasks.

- [United to Respect for Managers](#) Launch
Required Web-based
Progress Not Attempted

Finally, on the next page, you will be able to launch the module you selected by clicking on "Launch" again, as indicated below:

Table Of Contents

Penny Nicholls,

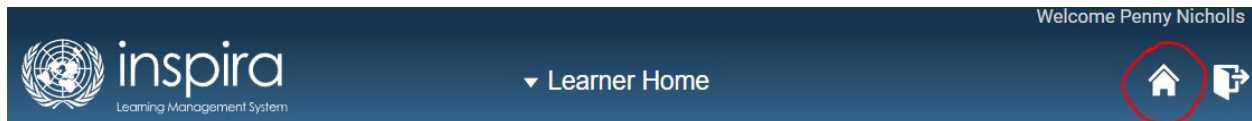
Component Name:	United to Respect for Managers	Type:	Web-based
Class:	United to Respect for Managers: Preventing Sexual Harassment and Other Prohibited Conduct (English)	Duration:	--

Table Of Contents			
Title	Status	Score	
United to Respect: Preventing sexual harassment and other prohibited conduct for managers	Not Attempted		Launch

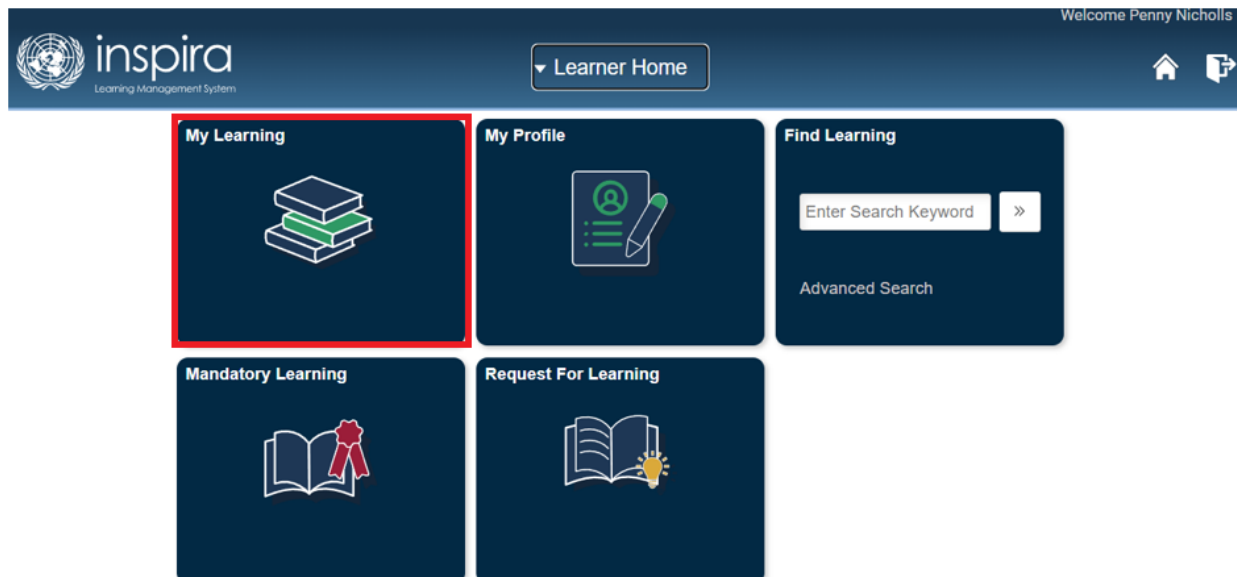
[Return To Class Progress](#)

7. Resuming a course.

You can exit a course at any point and resume your learning later. Either click on the Home button on the top right corner or return to <http://elearning.un.org>:



From here, you can click on the **My Learning** tile:



This will display the My Learning page, in which you can find all courses you have enrolled to, regardless of your current status.

My Learning

Penny Nicholls

Filter by Status

My Learning

Title	Type	Status	Date	Launch	My Ratings	View Enrollment Form
I Know Gender (English)	Self-Paced Learning Activities	In-Progress	2022/11/10		★★★★★	

Click on the course name or on the arrow button under “Launch” to launch the course and resume your learning.

8. Available course list.

There are eight courses that can be found under Mandatory Learning. However, two are of special interest to you.

a. United to Respect: Preventing Sexual Harassment and Other Prohibited Conduct

United to Respect: Preventing Sexual Harassment and Other Prohibited Conduct

▼ **Course Details**

	Course Description ▲	Activity Code ▲
1	United to Respect for Managers: Preventing Sexual Harassment and Other Prohibited Conduct (Arabic)	LMS-6819-1
2	United to Respect for Managers: Preventing Sexual Harassment and Other Prohibited Conduct (Chinese)	LMS-6821-1
3	United to Respect for Managers: Preventing Sexual Harassment and Other Prohibited Conduct (English)	LMS-6813-1
4	United to Respect for Managers: Preventing Sexual Harassment and Other Prohibited Conduct (French)	LMS-6815-1
5	United to Respect for Managers: Preventing Sexual Harassment and Other Prohibited Conduct (Russian)	LMS-6817-1
6	United to Respect for Managers: Preventing Sexual Harassment and Other Prohibited Conduct (Spanish)	LMS-6823-1
7	United to Respect: Preventing Sexual Harassment and Other Prohibited Conduct (Arabic)	LMS-6818-1
8	United to Respect: Preventing Sexual Harassment and Other Prohibited Conduct (Chinese)	LMS-6820-1
9	United to Respect: Preventing Sexual Harassment and Other Prohibited Conduct (English)	LMS-6638-1
10	United to Respect: Preventing Sexual Harassment and Other Prohibited Conduct (French)	LMS-6814-1
11	United to Respect: Preventing Sexual Harassment and Other Prohibited Conduct (Russian)	LMS-6816-1
12	United to Respect: Preventing Sexual Harassment and Other Prohibited Conduct (Spanish)	LMS-6822-1

This course is offered in two versions. If you hold any type of supervisory or managerial position,

please **only** take the version for Managers in your preferred language.

b. *I Know Gender: An Introduction to Gender Equality for UN staff course*



I Know Gender: An Introduction to Gender Equality for UN staff course

▼ **Course Details**

	Course Description ▲	Activity Code ▲
1	I Know Gender (English)	LMS-2375-7
2	I Know Gender (French)	LMS-2376-2
3	I Know Gender (Spanish)	LMS-2377-2

This course is only available in a version for all staff. Please take it in your preferred language.