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**.

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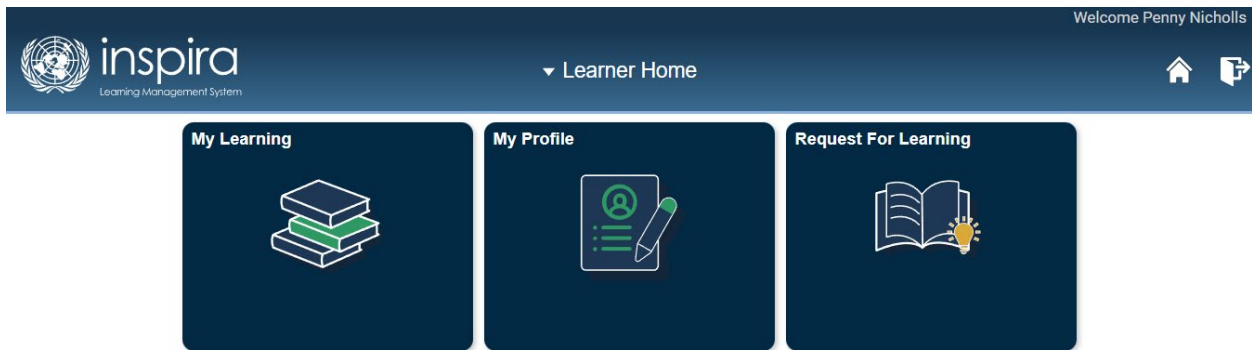
Click on the **Request for Learning** tile.
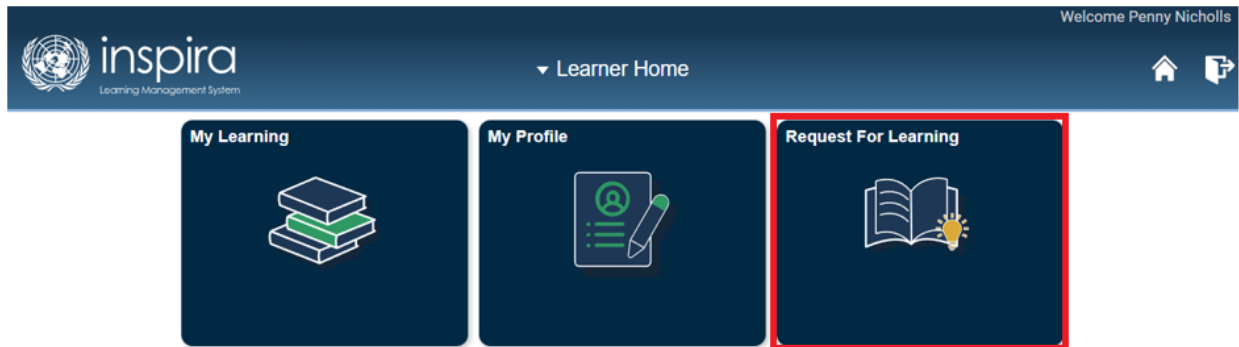
On the next page, select **Mandatory Courses** from the dropdown menu when asked to provide a Learning Type, then click on **Submit Request**.

3. **Submit your request.**

Fill required details (Mission/Department, Duty Station, Employee Type) and click on **Submit Request**. If you cannot find your information, please select "Others", as seen in the 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*.
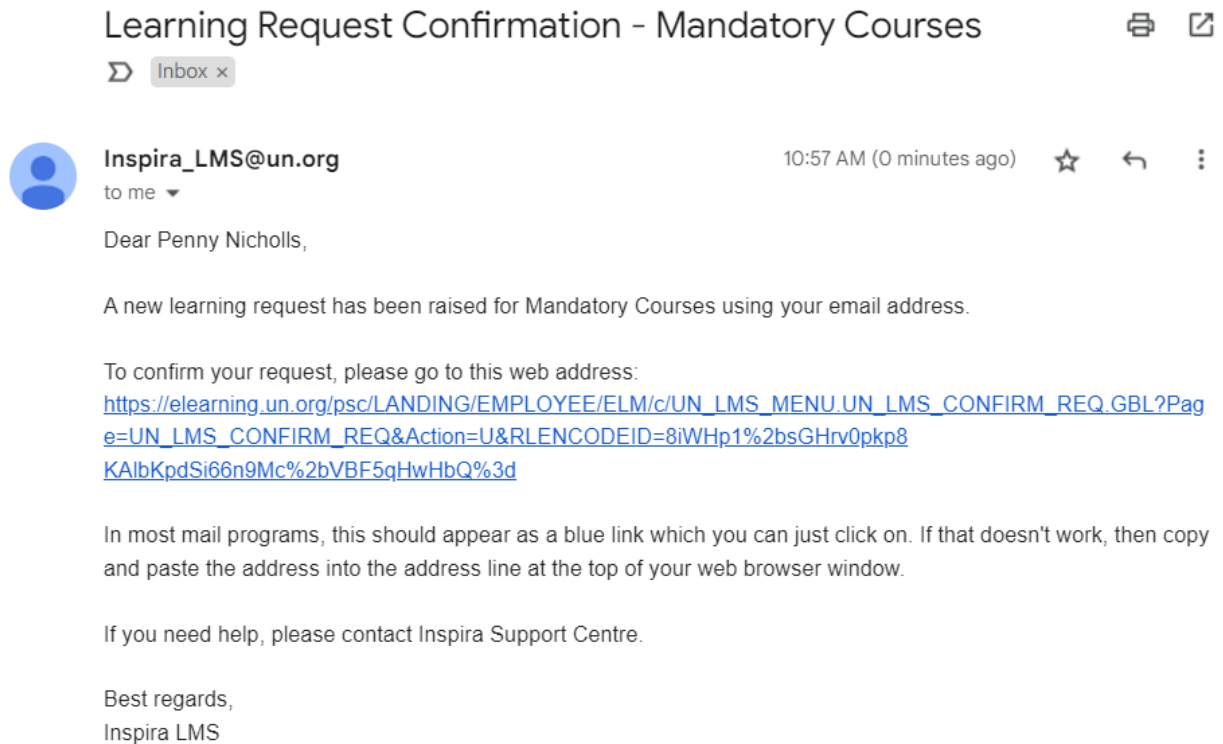
The web address within the message will direct you to a confirmation page back in Inspira. Click on the **Submit Confirmation** button to proceed.

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.
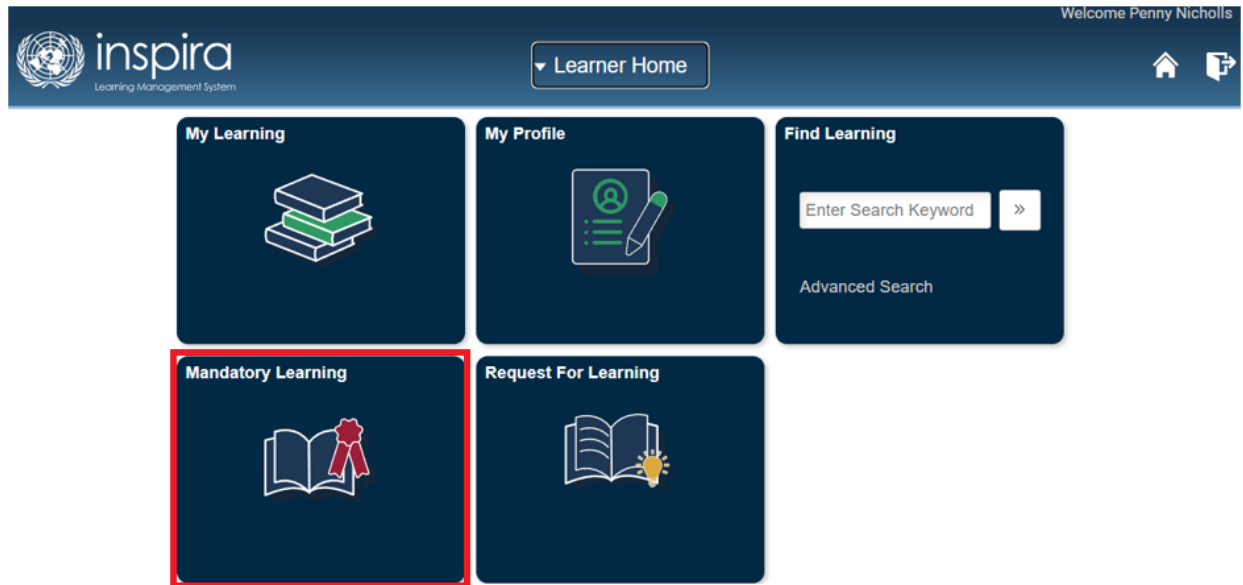
6. **Enroll to a course.**

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

   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 right, you will be see an "Enroll" button for any of the courses listed.

	1-4 of 4 ⌄	
Enroll	**Drop**	**Status**▲
Enroll	Drop	
Enroll	Drop	
Enroll	Drop	
Enroll	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		

Submit Enrollment   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 into by selecting the "Launch" button.

	Course Description▲	Activity Code▲	Launch	Drop	Status▲
1	I Know Gender (English)	LMS-2375-7	Launch	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.

1 **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.

Select "Launch" next to the module name.

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

1 **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:

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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: | -- |

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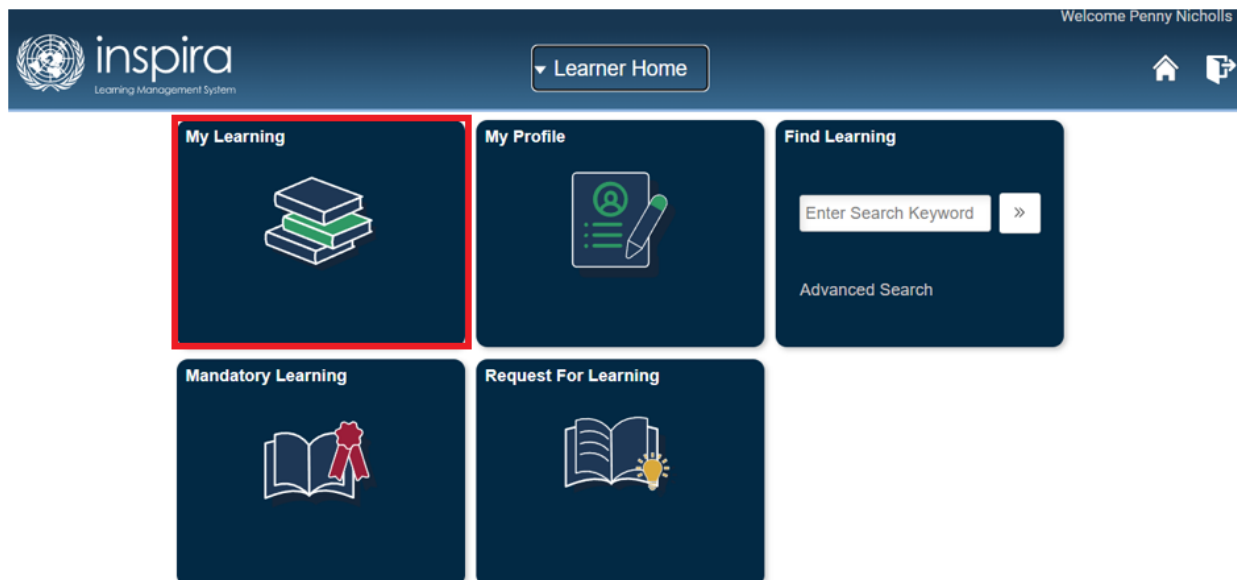
This will display the My Learning page, in which you can find all courses you have enrolled to, regardless of your current status.

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	⊙	★★★★★	

Select the course name or on the arrow button under "Launch" to launch the course and resume your learning.