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

1. Create your own Inspira account.

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

	Learning Management System
	Forgot User ID
	User ID
	Eorgot Password
	Password
	Login
	Register now
	Contact us
	↓
Enter Registration Info	ormation
	-
*First Name:	Penny
*Last Name:	NICHONS
User ID:	Ims.penny.nicholls
^Password:	
*Confirm Password:	••••••
*Email Address:	@gmail.com
*Date of Birth:	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
Submit Request	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**. 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 Q	
*Employee Type:	Others	~
Comments:		

Submit Request

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

Learning Request Confirmation - Mandatory Courses a C Σ Inbox × Inspira_LMS@un.org 10:57 AM (0 minutes ago) : to me 👻 Dear Penny Nicholls, 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_MENU.UN_LMS_CONFIRM_REQ.GBL?Pag e=UN_LMS_CONFIRM_REQ&Action=U&RLENCODEID=8iWHp1%2bsGHrv0pkp8 KAlbKpdSi66n9Mc%2bVBF5qHwHbQ%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

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

Dira _{pement} System	✓ Learner Home		P
My Learning	My Profile	Find Learning Enter Search Keyword Advanced Search	
Mandatory Learning	Request For Learning		

6. Enroll to a course.

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

		Mandatory Learning Programmes	♠ ₽
			New Wi
ndato	ory Learning Progra	ammes	
United I find a list certain fi	Nations Secretariat has sev at of those programmes whi functions, or certain groups	veral learning programmes that are mandatory for all staff to ich are mandatory for all staff, regardless of their level, duty s of staffs. You are responsible for checking the requirements	ensure familiarity with key reg station or function, as well as t and ensuring you are up to da
se note gramme ee the c	e that only the status of th es listed below. complete list of Mandatory L	he courses taken through Inspira are shown here. You ar Learning Programmes, <u>Click Here</u>	re only required to complete
l Kno	w Gender: An Introductio	on to Gender Equality for UN staff course	
Course	e Details		
Course	e Details		
Course ₽ Q	Course Description≜		Activity Code≜
Course	Course Description▲		Activity Code▲ LMS-2375-7
Course Q 1	Course Description▲ I Know Gender (English) I Know Gender (French)		Activity Code▲ LMS-2375-7 LMS-2376-2
2 3	Course Description▲ I Know Gender (English) I Know Gender (French) I Know Gender (Spanish)		Activity Code▲ LMS-2375-7 LMS-2376-2 LMS-2377-2

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	

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

Enroll In Class Review Information			
Penny Nicholls, Department - Exte	rnal Learners		
Class Code	LMS-2375-7	Class Name	I Know Gender (English)
Туре	Self-Paced Learning Activities	Contact	t 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:

Progress						
I to Respect for sment and Othe	Managers: I r Prohibited	Preventin Conduct	g Sexual t (English)			
icholls, Department - I 🚖 (97) View Review	External Learners					
view the Schedule, G It Details and Approva onding links. You can v v the progress of a Le g Component Name.	rades and Attenda s associated with riew the Class De arning Componen	ance, Notes a the Class by tails by selec t by selecting	and Attachments, selecting the ting the Class Name the corresponding			
Class Code	LMS-6813-1		Class M	lame	United to Respe	ect for Managers: Preventing
Туре	Self-Paced Le	arning Activit	ies C	ontact	learning@un.o	rg
Price Per Sea			Drop Ch	arge		
Enrollment Status	Enrolled		Confirmation Nu	nber	2661979	
Start Date	2021/06/29		End	Date		
			Last Drop	Date		
Last Enrollment Date			Edot brop			
s Schedule Gra	des and Attendan	ce	Notes and Attachments	Paym	ent Details	Approvals
	Progress to Respect for sment and Othe icholls, Department - R (97) View Reviews view the Schedule, G t Details and Approval onding links. You can w v the progress of a Lea g Component Name. Class Code Type Price Per Seat Enrollment Status Start Date	Progress I to Respect for Managers: I sment and Other Prohibited icholls, Department - External Learners ☆ (97) View Reviews view the Schedule, Grades and Attendat t Details and Approvals associated with onding links. You can view the Class De v the progress of a Learning Component Class Code LMS-6813-1 Type Self-Paced Le Price Per Seat Enrollment Status Enrolled Start Date 2021/06/29 Last Enrollment Date	Progress I to Respect for Managers: Preventing sment and Other Prohibited Conduct icholls, Department - External Learners ☆ (97) View Reviews view the Schedule, Grades and Attendance, Notes a t Details and Approvals associated with the Class by onding links. You can view the Class Details by selec t the progress of a Learning Component by selecting to component Name. Class Code LMS-6813-1 Type Self-Paced Learning Activiti Price Per Seat Enrollment Status Enrolled Start Date 2021/06/29 Last Enrollment Date	Progress I to Respect for Managers: Preventing Sexual sment and Other Prohibited Conduct (English) sicholls, Department - External Learners ★ (97) View Reviews view the Schedule, Grades and Attendance, Notes and Attachments, t Details and Approvals associated with the Class by selecting the onding links. You can view the Class Details by selecting the Class Name v the progress of a Learning Component by selecting the corresponding of Component Name. Class Code LMS-6813-1 Class Name V class Name V class Name V class Code LMS-6813-1 Type Self-Paced Learning Activities C Price Per Seat Drop Ch Enrollment Status Enrolled Confirmation Num Start Date Class Enrollment Date Last Drop	Progress Ito Respect for Managers: Preventing Sexual sment and Other Prohibited Conduct (English) sicholls, Department - External Learners ★ (97) View Reviews view the Schedule, Grades and Attendance, Notes and Attachments, t Details and Approvals associated with the Class by selecting the onding links. You can view the Class Details by selecting the Class Name of the progress of a Learning Component by selecting the corresponding of component Name. Class Code LMS-6813-1 Class Name Type Self-Paced Learning Activities Contact Price Per Seat Drop Charge Enrollment Status Enrolled Confirmation Number Start Date 2021/06/29 End Date	Progress I to Respect for Managers: Preventing Sexual sment and Other Prohibited Conduct (English) sicholls, Department - External Learners ★ (97) View Reviews view the Schedule, Grades and Attendance, Notes and Attachments, t Details and Approvals associated with the Class by selecting the onding links. You can view the Class Details by selecting the Class Name v the progress of a Learning Component by selecting the corresponding of component Name. Class Code LMS-6813-1 Type Self-Paced Learning Activities Contact learning@un.o Price Per Seat Enrollment Status Enrolled Confirmation Number 2661979 Start Date 2021/06/29 End Date Last Drop Date

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Class Syllabus

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

1	United to F	United to Respect for Managers		
	Required	Web-based	Launch	
	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

Required Web-based Progress Not Attempted Launch

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



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					
町					I-1 of 1 ∨
Title	Туре	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.