

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

I. 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 is the United Nations logo and the text "inspira Learning Management System". Below this are two input fields: "User ID" and "Password". Above the "User ID" field is a link "Forgot User ID" with a user icon. Above the "Password" field is a link "Forgot Password" with a lock icon. Below the input fields is a blue "Login" button. Underneath the "Login" button are two links: "Register now" (highlighted in yellow) and "Contact us".



Enter Registration Information

*First Name:	Penny
*Last Name:	Nicholls
User ID:	lms.penny.nicholls
*Password:	
*Confirm Password:	
*Email Address:	@gmail.com
*Date of Birth:	1930/05/14 14/MAY/1930

Register

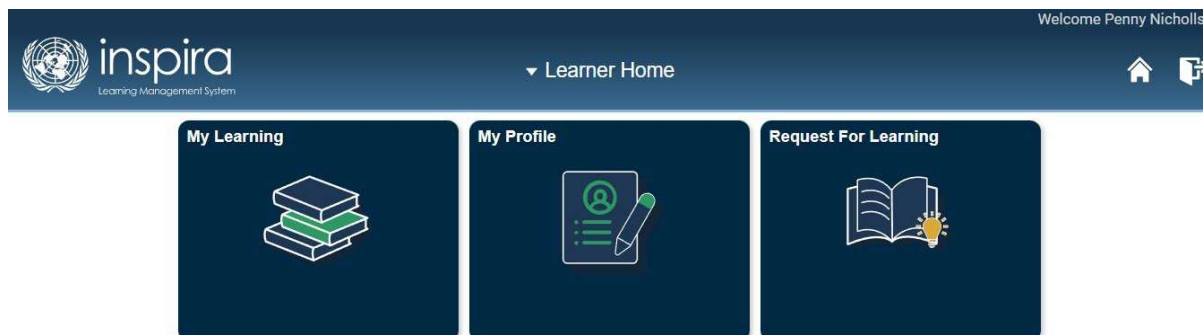
[Return to previous page](#)

* Required Information

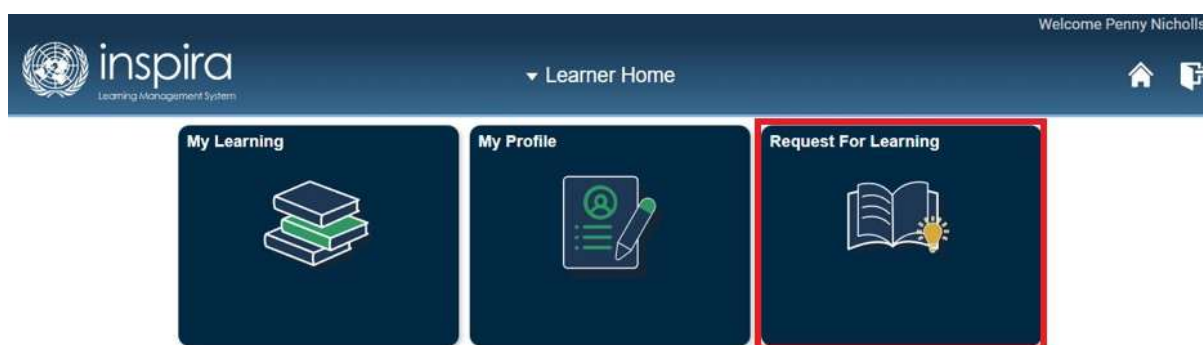
Your login username will display as lms.firstname.lastname, as shown in the example. Once registered, you will be prompted to return to the Sign-In page and log in using your newly created username and password.

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**
- 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
*Employee Type:	Others
Comments:	

Submit Request



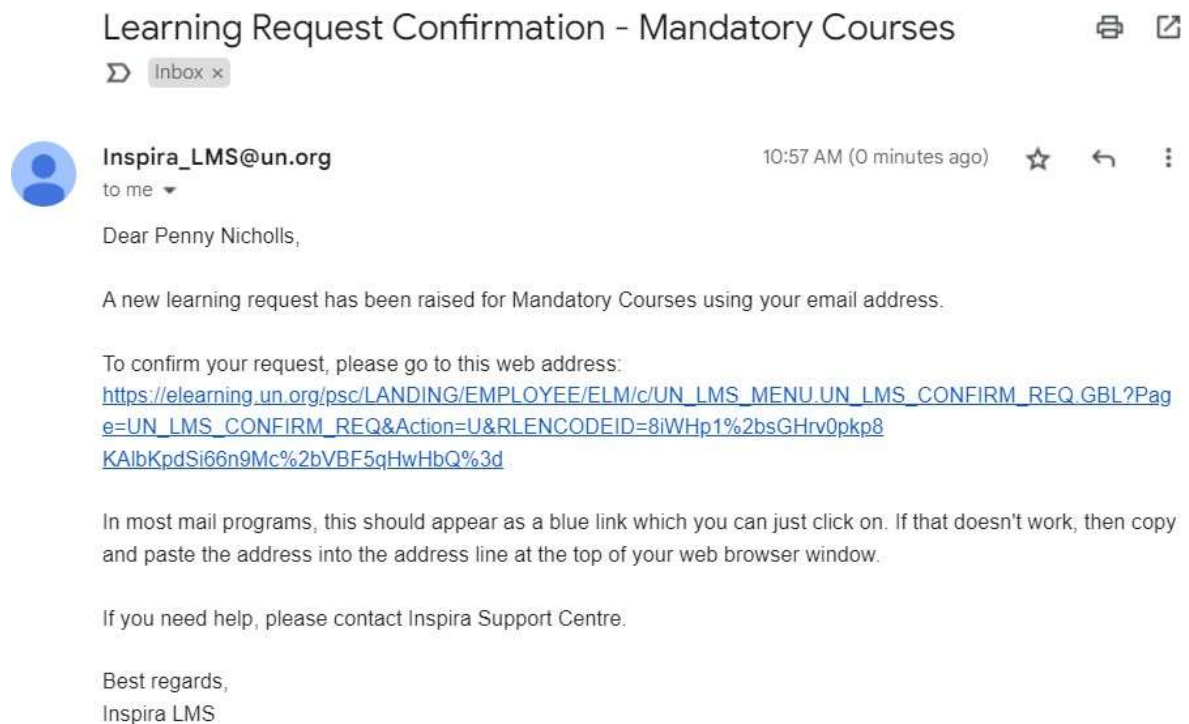
Click OK to confirm your email address and proceed with the submission.

██████████@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

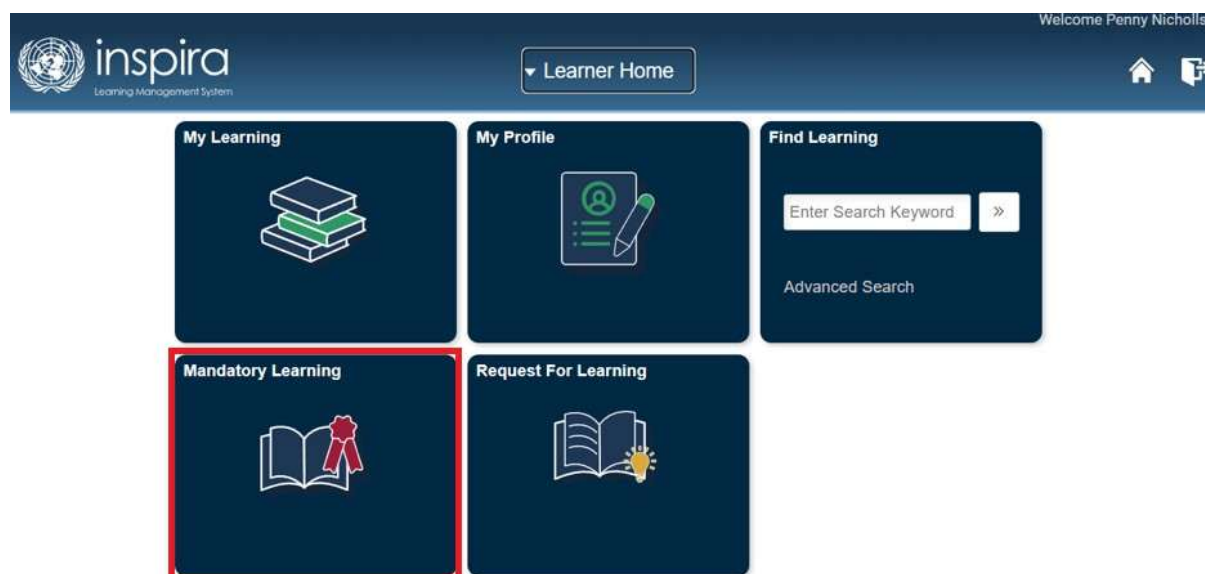


Confirm Learning Request

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:

Mandatory Learning Programmes

The United Nations Secretariat has several learning programmes that are mandatory for all staff to ensure familiarity with key regulations. You 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 that are mandatory for certain functions, or certain groups of staffs. You are responsible for checking the requirements and ensuring you are up to date with the requirements.

Please note that only the status of the courses taken through Inspira are shown here. You are only required to complete one of the mandatory learning 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 right, you will be see an “Enroll” button for any of the courses listed.

Enroll	Drop	Status▲
Enroll	Drop	
Enroll	Drop	
Enroll	Drop	
Enroll	Drop	

Course Details

	Enroll	Activity Code	Course Description↑	Drop	Type↓
1	Enroll	LMS-7256-1	Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0] (English)	Drop	Self-Paced Learning Activities
2	Enroll	LMS-7169-1	Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0] (Arabic)	Drop	Virtual Classroom Instruction
3	Enroll	LMS-7178-1	Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0] (Chinese)	Drop	Self-Paced Learning Activities
4	Enroll	LMS-7257-1	Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0] (French)	Drop	Self-Paced Learning Activities
5	Enroll	LMS-7189-1	Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0] (Russian)	Drop	Self-Paced Learning Activities

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

Enroll In Class

Review Information

Test Jaggaer has already completed this activity.

Class Code LMS-7256-1
 Type Self-Paced Learning Activities
 Price Per Seat --
 Start Date 16/11/2022
 Last Enrollment Date --
 Available Seats --
 Language English

Class Name Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0] (English)
 Contact learning@un.org
 Drop Charge --
 End Date --
 Last Drop Date --
 Available Waitlist 0
 Duration 1 Hrs

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.

	Enroll	Activity Code	Course Description ↑	Drop	Type ↓	Status ↓
1	Launch	LMS-7255-1	Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0] (English)	Drop	Self-Paced Learning Activities	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:

Class Progress

Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0] (English)

Test Jaggaer, Department - External Learners
★★★★★ (1966) [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-7256-1	Class Name	Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0] (English)
Type	Self-Paced Learning Activities	Contact	learning@un.org
Price Per Seat	--	Drop Charge	--
Enrollment Status	Enrolled	Confirmation Number	4055164
Start Date	16/11/2022	End Date	--
Last Enrollment Date	--	Last Drop Date	--
		Duration	1 Hrs

[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 in order.

- [Prevention of Sexual Exploitation and Abuse by UN Personnel](#)
Required Web-based
Progress Not Attempted [Launch](#)
- [Feedback Survey](#)
Optional Survey
Progress Not Attempted [Launch](#)

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 in order.

- [Prevention of Sexual Exploitation and Abuse by UN Personnel](#)
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

Component Name:	Prevention of Sexual Exploitation and Abuse by UN Personnel	Type:	Web-based
Class:	Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0] (English)	Duration:	--

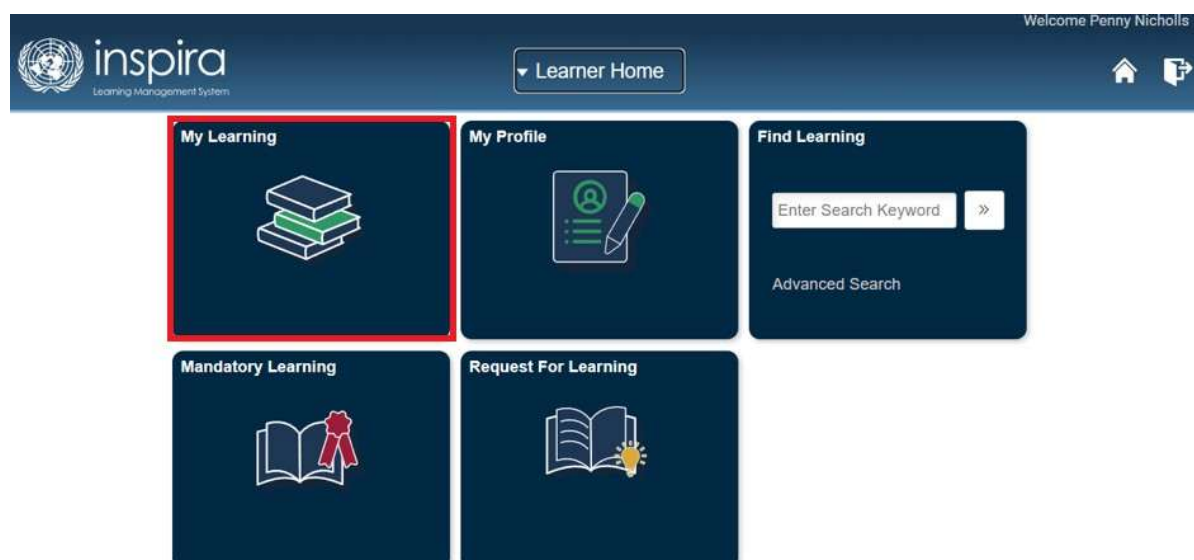
Table Of Contents			
Title	Status	Score	
Prevention of Sexual Exploitation and Abuse for all UN personnel	Not Attempted		Launch

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

My Learning									
1-1 of 1									
Title	Type	Screening Centre	Status	Date	Launch	Action	My Ratings	Document	View Enrollment Form
Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0] (English)	Self-Paced Learning Activities		In-Progress	23/03/2026			★★★★★		

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