

USER GUIDE FOR LMS EXTERNAL LEARNERS

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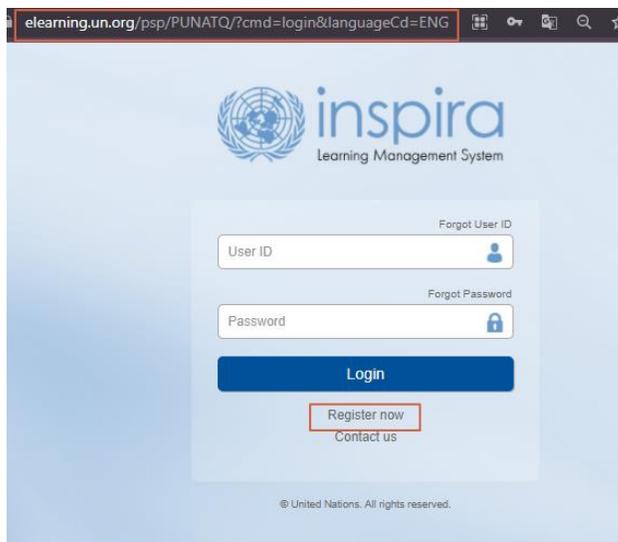
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INTRODUCTION

This quick guide provides step-by-step guidance for external user’s registration.

Step 1: Login to elearning.un.org

1. Login to **elearning.un.org**
2. Click ‘Register now’



3. Enter your **First Name**.
4. Enter your **Last Name**.
Your **User ID** will be automatically generated once you enter both your First Name and Last Name.
5. Enter your **Password**.
6. Confirm your **Password**.
7. Enter your **Email Address**.
8. Specify your **Date of Birth**.
9. Click on **“Register”**.

Notice to United Nations Secretariat staff members

United Nations Secretariat staff members with regular appointments, including field staff members, are not required to register. Please click on <https://inspira.un.org> and log in with the User ID and password that are provided to you.

UN Volunteers, associate experts, consultants, individual contractors, military/police personnel and interns must register as a learner using the form below. Please fill out all fields and observe that the User ID is generated automatically. Please note down the User ID for login to inspira LMS.

External Learner Registration

Enter Registration Information

*First Name:	<input type="text" value="abc"/>
*Last Name:	<input type="text" value="abc"/>
User ID:	lms.abc.abc
*Password:	<input type="password" value="••••••"/>
*Confirm Password:	<input type="password" value="••••••"/>
*Email Address:	<input type="text" value="abc@un.org"/>
*Date of Birth:	<input type="text" value="05/12/1985"/> <input type="text" value="05/DEC/1985"/>

[Return to previous page](#)

* Required Information

10. A confirmation page will appear showing that you have successfully registered, and notification will be sent to you registered email, Click on **Return to the sign in page and sign in again**.

Registration Successful

You have been successfully registered as a user 'lms.abc.abc'.

Note down the User ID and Password you entered. This information will also be mailed to you shortly.

If you have any questions regarding your registration, please contact inspira Support Centre.

Step 2: Submit a request for Learning

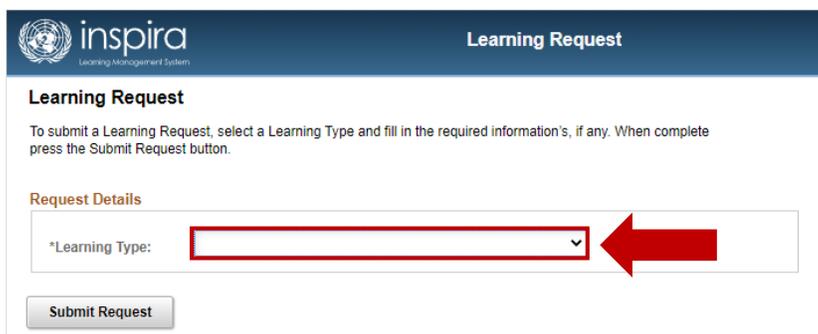
Please, remember that your User ID starts with LMS.xxx.

1. Go to **elearning.un.org** and log in with your account created in step1.

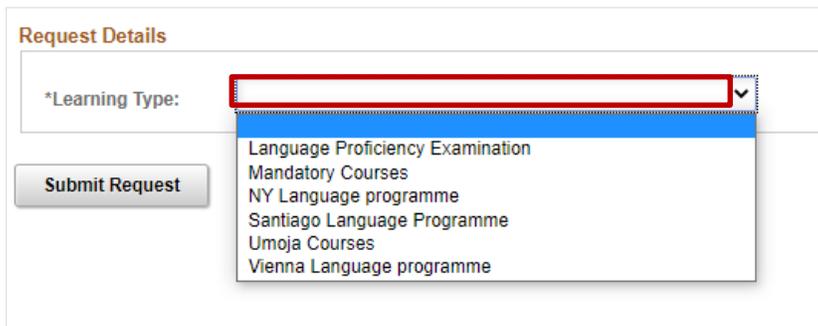
IMPORTANT: You must submit a Request for Learning first in order to get access to the learning catalogue.



2. Click on **“Request for Learning”**.



3. Click on **dropdown list box** to see the Learning Type categories available.

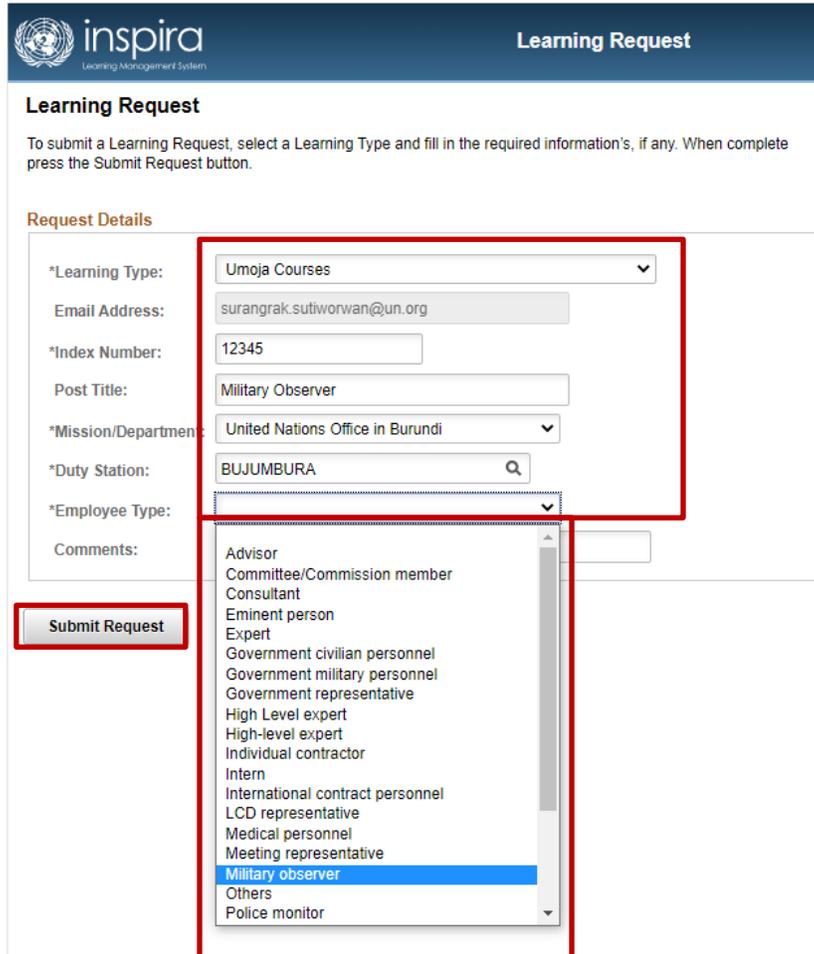


4. After selecting Learning Type, you will be prompted to fill up an additional form. Forms are different, as eligibility to different Learning Types are different.

For example, for **UMOJA** and **Mandatory Courses** are restricted to those with official UN email address. This includes official UN domain @un.org, as well as domains of many other UN entities and domains of consulting companies working with UN.

Note: If your email domain name is not on the list of approved domain names, please contact your learning administrator or learning focal point for assistance with registration. This is also applicable to all UN uniformed personnel who do not have UN email address.

5. Enter your **Index Number, Position Title, Mission/Department** and **Duty Station**.
6. Select your **Employee Type** from the drop-down menu



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: Umoha Courses

Email Address: surangrak.sutiworwan@un.org

*Index Number: 12345

Post Title: Military Observer

*Mission/Department: United Nations Office in Burundi

*Duty Station: BUJUMBURA

*Employee Type:
Advisor
Committee/Commission member
Consultant
Eminent person
Expert
Government civilian personnel
Government military personnel
Government representative
High Level expert
High-level expert
Individual contractor
Intern
International contract personnel
LCD representative
Medical personnel
Meeting representative
Military observer
Others
Police monitor

Submit Request

Please, note that for language related requests use of official UN email address is not required

We strongly advise you to double-check your information before submitting your request. After checking all items, click on **Submit Request**.

Step 3: Email Confirmation

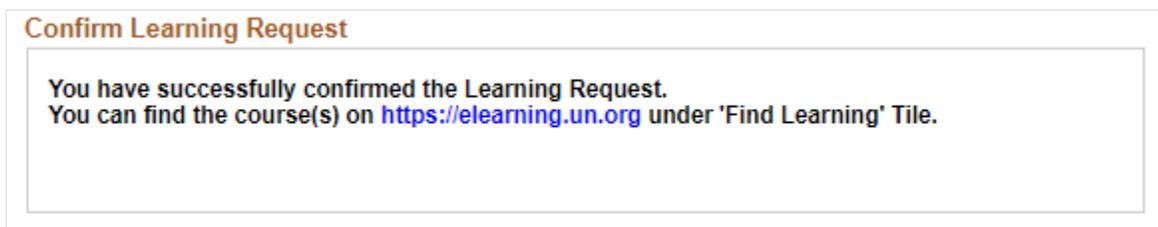
Automatic email will be sent to the e-mail address you have provided with further instructions on how to complete your registration.

- Check the Inbox (and if needed the Junk folder) of the mailbox identified on the previous screen in order to find the confirmation email.
- Open the confirmation email and then click on the link provided in our email to confirm your request for learning. If nothing happens when you click on the link, copy and paste the link into the address bar of your Internet browser.

You will see the following message on your screen.



Click on **Submit Confirmation**.



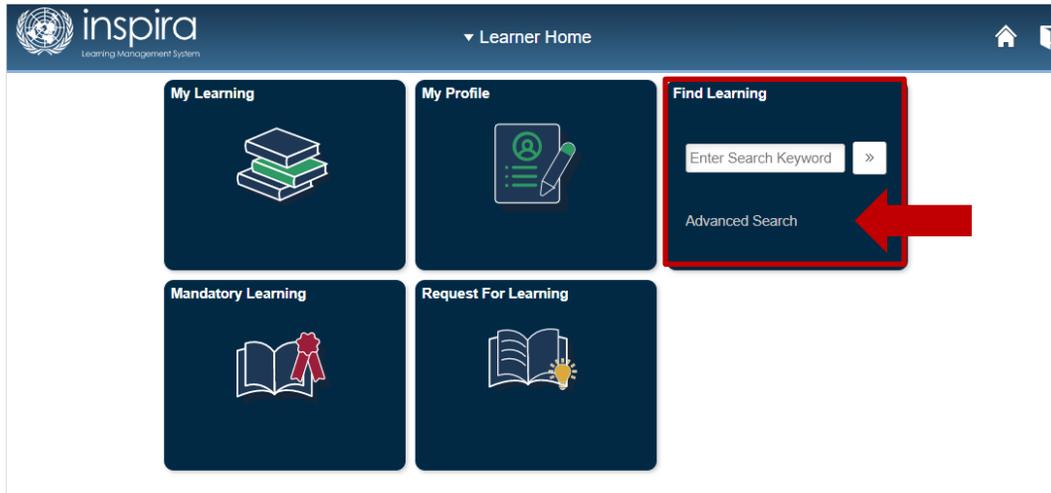
In a few moments, the page will confirm your learning request with the above message.

That's it! Now you can search for courses in our catalogue. Next, you will learn how to search and register for courses.

Step 4: Enroll into courses/classes

Go to elearning.un.org

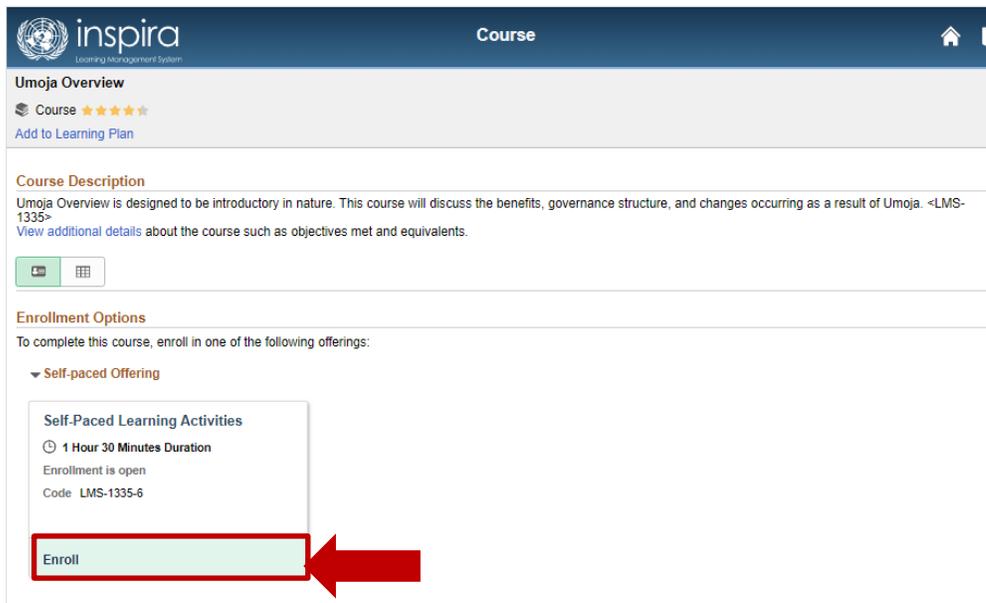
1. Enter search criteria and hit Enter.



2. If you are searching for a specific course or class, please enclose course code or class code with double quotes, for example "LMS-1234" for a course or "LMS-1234-1" for a class. You can also further refine your search criteria by using **Advance Search** link
3. Click the course name to view offerings.

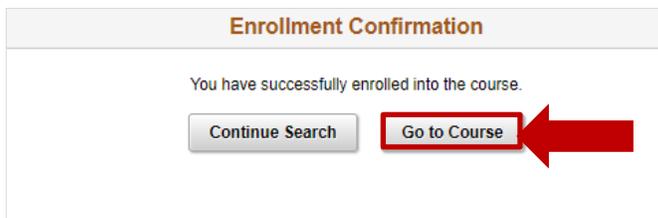


4. Click the desired offering and click on **Enroll**.

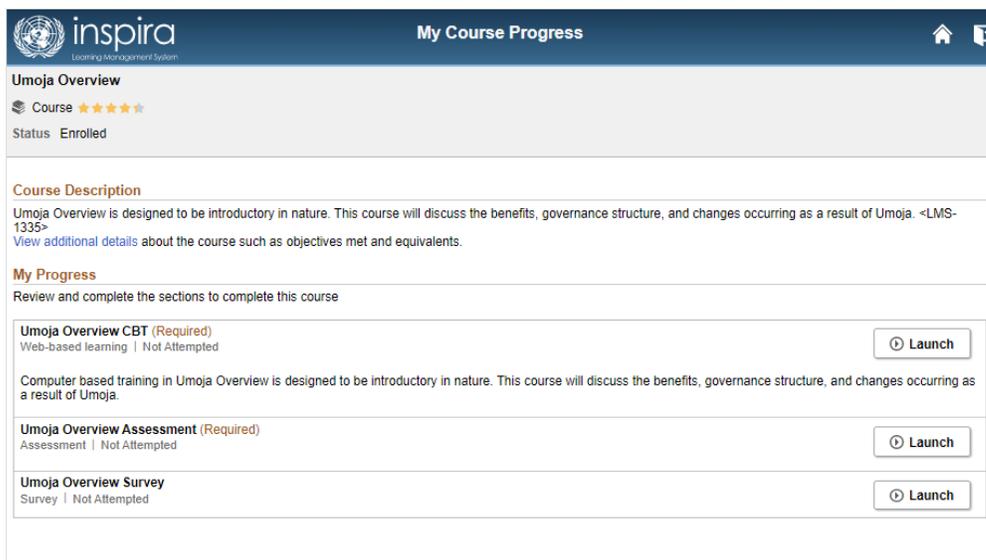


The screenshot shows the 'Umoja Overview' course page. Under the 'Enrollment Options' section, there is a 'Self-paced Offering' box. Inside this box, the 'Enroll' button is highlighted with a red rectangle, and a red arrow points to it from the right.

5. After enrolment and can Click 'Go to course' for more details.



The screenshot shows an 'Enrollment Confirmation' message. The text reads: 'You have successfully enrolled into the course.' Below the text are two buttons: 'Continue Search' and 'Go to Course'. The 'Go to Course' button is highlighted with a red box, and a red arrow points to it from the right.



The screenshot shows the 'My Course Progress' page for 'Umoja Overview'. The status is 'Enrolled'. Under the 'My Progress' section, there are three items to be completed, each with a 'Launch' button:

- Umoja Overview CBT (Required)**: Web-based learning | Not Attempted
- Umoja Overview Assessment (Required)**: Assessment | Not Attempted
- Umoja Overview Survey**: Survey | Not Attempted