

How to Register on Inspira.un.org

1. Please open following link:

<https://inspira.un.org/>

2. If you are new user of INSPIRA, please create an account by clicking on “Create account here” (if you have previously created an account on INSPIRA, please jump to point #5):



inspira
Human Resources Gateway

Forgot User ID

User ID 

Forgot Password

Password 

Login

New user? **Create account here**

Contact us

English | Français

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3. Please complete details and click on “Register” button. (Note: All field with asterisk sign “*” are mandatory). After filling all the details, please carefully note “User ID” and your password. You will be logging into INSPIRA.UN.ORG through this user ID and password in the future.
(Note: This procedure is for external candidates. If you are already working in United Nations, you should have Inspira account registered against your index number)

Thank you for your interest in joining the United Nations. All applicants to our job openings must have an inspira account to apply. If you do not have an account, please fill out the information below to register.

If you are a United Nations staff member with a permanent, continuing, fixed-term or temporary appointment, you do not need to register. You will be able to login with your internal UN account. For further guidance, please refer to the Manual for the Applicant.

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External Applicant Registration

Enter Registration Information

Name and Date of Birth once entered cannot be changed.

*Given Name:

Middle Name:

*Family Name:

User ID:

*Password:

*Confirm Password:

*Primary Email:

Alternate Email:

*Date of Birth: 01/JAN/1985

Register

[Return to Previous Page](#)

* Required Information

For technical support, click on [Contact us](#)

- After clicking "Register" button, if all the information are correct, a pop-up window will appear confirming if verification code needs to be sent to given email address. Please click "send email" button. Please open your email, copy the verification code sent from Inspira and paste it in the next pop-up window:

Email Verification

A verification code has been set to your email address. Please provide the verification code to validate.

[Didn't receive Email?](#) [Re-send](#)

Verification Code:

5. When creation of account is confirmed, please go back to login page and login using User ID and password, as created in action above (point # 4).



inspira

Human Resources Gateway

⚠ Your User ID and/or Password are invalid.

Forgot User ID



Forgot Password



Login

[New user? Create account here](#)

[Contact us](#)

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How to create an Application

1. After logging in, please click on “My Applications” link and on the next page, click on “Create Draft Applications:

The screenshot shows the Inspira Human Resources Gateway interface. At the top, there's a navigation bar with links: Home, Manuals, Contact Us, and Sign out. Below this is a secondary bar with Favorites and Main Menu. The main content area features five icons: My Profile, My Applications (highlighted with a red box), My Roster Memberships, Job Search, and My Favorite Jobs. Below the icons, there's a breadcrumb trail: My Profile | **My Applications** | My Roster Memberships | My Notifications (with a red circle containing the number 9) | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts | My Upcoming Test Schedules. The 'My Applications' section shows a dropdown for 'Display applications from:' set to 'Within Last Week' and a 'Refresh' button. A 'Create Draft Application' button is highlighted with a red box. Below this, there are sections for 'My Applications' (stating 'You have not submitted any applications.') and 'My Attachments' (stating 'You have not added any attachments.'). At the bottom, there's an 'Add Another Attachment' button and another breadcrumb trail identical to the one above.

2. Fill up all the details in “Draft Application” one by one by using “Next” button to move to next field after completing one:

The screenshot shows the 'Draft Application' process in the Inspira Human Resources Gateway. At the top, there's a navigation bar with links: Home, Manuals, Contact Us, and Sign out. Below this is a secondary bar with Favorites, Main Menu, and a breadcrumb trail: > Careers. The main content area features a progress bar with six steps: Welcome (highlighted with a red box), Let's start, Screening and fitness questions, Education, Work Experience, and Languages. Below the progress bar, there's a 'Welcome - Step 1 of 9' section. It states 'You are applying for You have not selected a job'. Below this, there's a text box with the message 'Thank you for your interest in this job opening.' and a question 'Before we begin with this application, please let us know how did you first come to know about the job opening you are applying for?' followed by a dropdown menu. At the bottom right, there's a 'Next' button highlighted with a red box. The breadcrumb trail at the bottom is: Exit | < Previous | Next >.

3. By clicking small arrow head (as in below picture), next fields will appear. Upon completing the second last field i.e. “Cover Letter”, please save the application.

Screening and fitness questions - Step 3 of 9

You are applying for Engineer

Screening and fitness questions - Step 3 of 9

Note: This is one-time creation of the application and you can use it to apply for any future jobs in United Nations.

4. Your draft application will be saved under “My Application” link. In order to print, please go to “My Applications” and click on printer icon to print the application (PHP). You can also save this application as PDF in your local drive and use electronic copy for applying online.

inspira Human Resources Gateway

Home Manuals Contact Us Sign out

Favorites Main Menu

My Profile **My Applications** My Roster Memberships My Notifications 9 Job Search My Favorite Jobs My Saved Searches & Job Alerts My Upcoming Test Schedules

My Applications

Display applications from: Within Last Month Refresh Create Draft Application

Application	Level	Job ID	Status	Creation Date	Application Date	Date Withdrawn	View/Print PHP*
Engineer	P3	106446	Draft	08/11/2018 12:07AM			

*This link requires the following option to be enabled in your browser: In Internet Explorer, go to 'Tools' > 'Internet Options'. In the 'Security' tab, click on 'Custom Level'. Select <Enable> for the option 'Downloads' > 'Automatic prompting for file downloads'.