



UMOJA: TAKING AN E-LEARNING COURSE

Please note that in order to launch an UMOJA eLearning course you **MUST** already be registered for the course by the course administrator.

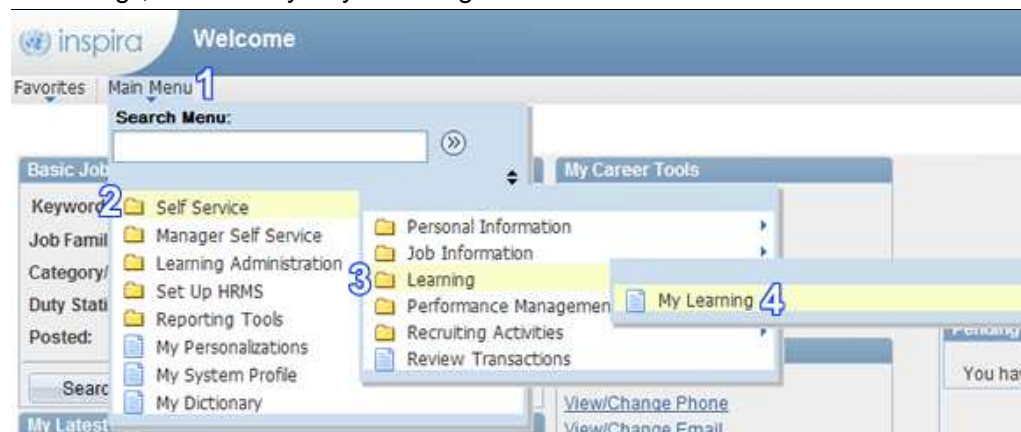
Please note that the actual content that you see may change according to your own unique learning profile.

1. Log-in to inspira.un.org (<http://inspira.un.org>) using your **INDEX NUMBER** as a User ID.

Note: It is **IMPORTANT** to use your **INDEX NUMBER** when trying to login to the system. If you have never logged into Inspira, please follow the instructions on chapter 1.2.1 of the Inspira Instructional Manual at: <https://careers.un.org/lbw/attachments/InstructionalManualfortheApplicant.pdf> (<https://careers.un.org/lbw/attachments/InstructionalManualfortheApplicant.pdf>).

The image shows the login page for the Inspira Human Resources Gateway. At the top left is the United Nations logo. To its right is the word "inspira" in a large, blue, lowercase font, with "Human Resources Gateway" written in a smaller font below it. In the center of the page is a light blue rounded rectangle containing the login fields. The "User ID:" label is followed by a text input field with a blue number "1" to its left. Below it, the "Password:" label is followed by another text input field with a blue number "2" to its left. At the bottom right of this rectangle is a blue "Login" button.

2. From the top menu bar select the option "Main Menu", followed by "Self Service", followed by "Learning", followed by "My Learning".



3. Under the "My Learning Activities" pane locate the name of the course that you would like to take and click on the "Start" button that corresponds to that course.


My Learning Activities					
Title	Type	Status	Date	Action	Start
Umoja Simulation Test	Self Paced Virtual Learning	Enrolled	24/05/2013	<input type="button" value="Drop"/>	<input type="button" value="Start"/>

4. Confirm that you have entered the course that you wish to take.

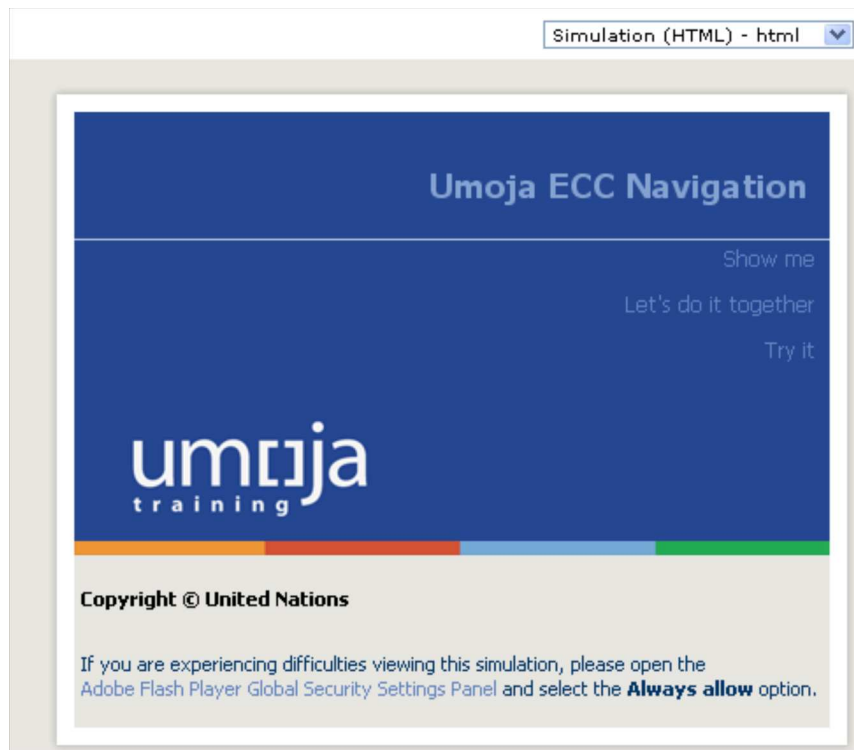
Activity Name:	Umoja Simulation Test	Type:	Self Paced Virtual Learning
Activity Code:	UN-LMS-1237-3	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	3672
Start Date:	01/05/2013	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--

Progress: [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

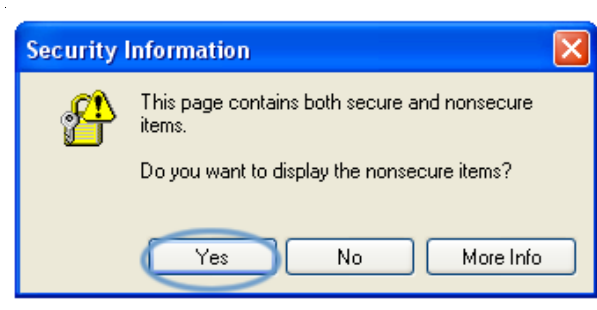
5. Click on the "Start" link that corresponds to the first part of the training in this example "Umoja Simulation". Please note that the course will open in a new window. Pop-up blockers will likely interfere with the course. Internet browser applications such as Google Toolbar generally includes pop-up blocking functionality. Please disable or uninstall pop-up blockers if you have any difficulty loading the course.

Activity Progress Summary	
Progress:	Enrolled Comments: 
Passing Status:	Pending Completion
1	Umoja Simulation <input type="button" value="Start"/> Required Web-based Progress: Not Attempted
2	Umoja Simulation Assessment <input type="button" value="Start"/> Required Assessment Progress: Not Attempted
3	Umoja Survey <input type="button" value="Start"/> Required Survey Progress: Not Attempted
<input type="button" value="Drop"/>	
Return to Previous Page	


6. Click on the lesson in the course that you wish to launch. Please note that the lesson will open in a new window. Pop-up blockers will likely interfere with the course. Internet browser applications such as Google Toolbar generally includes pop-up blocking functionality. Please disable or uninstall pop-up blockers if you have any difficulty loading the course.



7. You may be asked whether you would like to display nonsecure items while the course is loading. Please click the "Yes" button to allow nonsecure items to display.



8. Once you finished viewing the course close the content window and go back to the Inspira course page. Then click on the respective "Start" link to begin the assessment portion of the course.

Activity Progress Summary		
Progress:	In-Progress	Comments: 
Passing Status:	Pending Completion	
1	Umoja Simulation Required Web-based Progress: Completed	Re-Start
2	Umoja Simulation Assessment Required Assessment Progress: Not Attempted	Start
3	Umoja Survey Required Survey Progress: Not Attempted	Start
<input type="button" value="Drop"/>		

9. Go through the assessment and answer all 10 questions. **Remember you must correctly answer 90% of the questions to pass the assessment.**

Umoja Overview Course Assessment

With the implementation of Umoja Foundation, which of the following areas will experience changes?

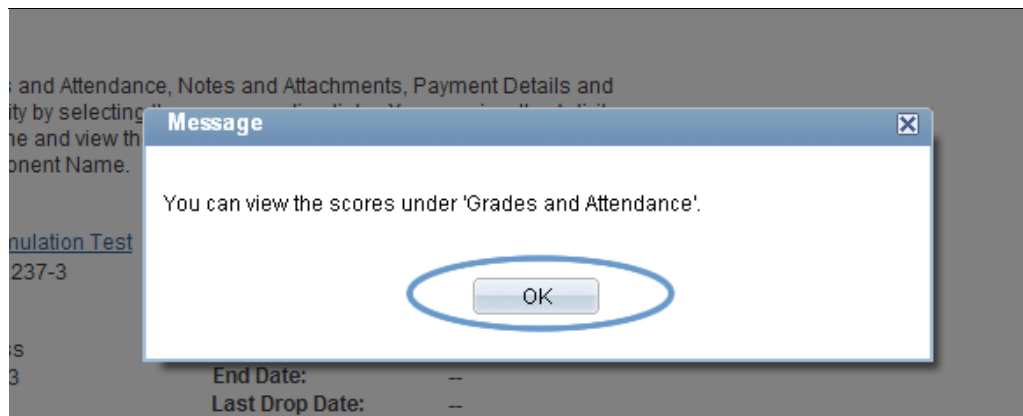
Available Responses	
<input type="radio"/>	a. Finance and Budget
<input type="radio"/>	b. Central Support Services
<input type="radio"/>	c. Human Resources
<input type="radio"/>	d. A and B
<input type="radio"/>	e. All of the Above

10. Once you have completed all the assessment questions click on the "Submit" button.

Umoja ECC is comprised of:

Available Responses	
<input type="radio"/>	a. Blocks
<input type="radio"/>	b. Modules
<input type="radio"/>	c. Buildings
<input type="radio"/>	d. People

11. You will see a message appear confirming the submission of your assessment. Please click the "OK" button to proceed.



12. To see the results of your assessment click on the "Grades and Attendance" link.

Progress [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

Activity Progress Summary

Progress: In-Progress Comments:

Passing Status: Pending Completion

1	Umoja Simulation Required Web-based Progress: Completed	Re-Start
2	Umoja Simulation Assessment Required Assessment Progress: Not Completed	Re-Start

13. If you see that that you have not passed the assessment you must retake it. You can follow the instruction that follow to go back and restart the assessment. Otherwise, proceed to step 16.

Progress [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)

Activity Syllabus -- Grades and Attendance

Syllabus Component	Progress	Passing Status
Umoja Simulation	Completed	Not Required
Umoja Simulation Assessment	Not Completed	Did Not Pass
Umoja Survey	Not Attempted	Not Required


14. To retake the assessment click on the Progress link.

Progress [Schedule](#) [Grades and Attendance](#) [Notes and Attachments](#) [Payment Details](#) [Approvals](#)


Activity Syllabus -- Grades and Attendance

Syllabus Component	Progress	Passing Status
Umoja Simulation	Completed	Not Required
Umoja Simulation Assessment	Not Completed	Did Not Pass
Umoja Survey	Not Attempted	Not Required

15. Then click on the "Re-Start" link that corresponds to the assessment portion of the course.


Activity Progress Summary		
Progress:	In-Progress	Comments: 
Passing Status:	Pending Completion	
<hr/>		
1	Umoja Simulation Required Web-based Progress: Completed	Re-Start
2	Umoja Simulation Assessment Required Assessment Progress: Not Completed	Re-Start
3	Umoja Survey Required Survey Progress: Not Attempted	Start

16. Once you confirm that you have achieved a "Pass" on the assessment portion of the course click on the "Progress" link to continue.

Activity Name:	Umoja Simulation Test	Type:	Self Paced Virtual Learning
Activity Code:	UN-LMS-1237-3	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	In-Progress	Confirmation Number:	3672
Start Date:	01/05/2013	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	--
Progress Schedule Grades and Attendance Notes and Attachments Payment Details Approvals			
Activity Syllabus -- Grades and Attendance			
Syllabus Component	Progress	Passing Status	
Umoja Simulation	Completed	Not Required	
Umoja Simulation Assessment	Completed	Pass	
Umoja Survey	Not Attempted	Not Required	
Objectives Met			
There are no Objectives associated with this activity.			

17. The next step is for you to complete the course Survey. Click on the "Start" link that corresponds to the survey portion of the course.

Activity Progress Summary

Progress: In-Progress **Comments:** 

Passing Status: Pending Completion

1 [Umoja Simulation](#) [Re-Start](#)
Required Web-based
Progress: Completed

2 [Umoja Simulation Assessment](#)
Required Assessment
Progress: Completed

3 [Umoja Survey](#) [Start](#)
Required Survey
Progress: Not Attempted

[Drop](#)

[Return to Previous Page](#)

18. Go through completing all survey questions.

The instructor was knowledgeable about the subject.


Available Responses	
<input type="radio"/>	Strongly disagree
<input type="radio"/>	Disagree
<input type="radio"/>	Not sure
<input type="radio"/>	Agree
<input type="radio"/>	Strongly agree

19. Once you have completed the survey click on the "Submit" button.

[Submit](#) [Cancel](#)

20. Click on the "Return to Previous Page" link to return to the "My Learning" page.

Activity Progress Summary

Progress: Completed **Comments:** 

Passing Status: Pass

- [Umoja Simulation](#) [Re-Start](#)
Required Web-based
Progress: Completed
- [Umoja Simulation Assessment](#)
Required Assessment
Progress: Completed
- [Umoja Survey](#)
Required Survey
Progress: Completed

[Return to Previous Page](#)

21. For instructions on how to print out your certificate please click here (http://www.un.org/staffdevelopment/viewPage.asp?selMenu=umoja_print_certificate.asp) .