

Creating an External User Account



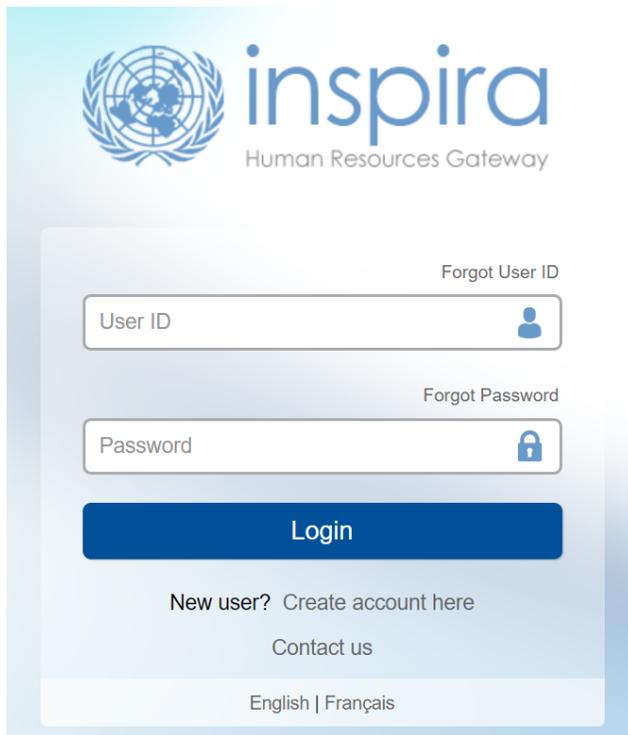
inspira
Human Resources Gateway

How to Create an External User Account

Step 1:

Open the **Inspira login** page using below link :

<https://inspira.un.org/psp/PUNA1J/?cmd=login&languageCd=ENG>



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Forgot User ID

User ID

Forgot Password

Password

Login

New user? Create account here

Contact us

English | Français

Step 2:

Click on “**Create account here**” and the below page will appear. Enter all the details as below and register your account.

For Example:

First Name: John

Last Name: Smith

User ID: john.smith

Password: Qwertyuiop@123

Primary Email ID : John.smith@un.org

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:

03/MAR/1990

[Register](#)

[Return to Previous Page](#)

Step 3:

Click on Register button

A pop up message appears:

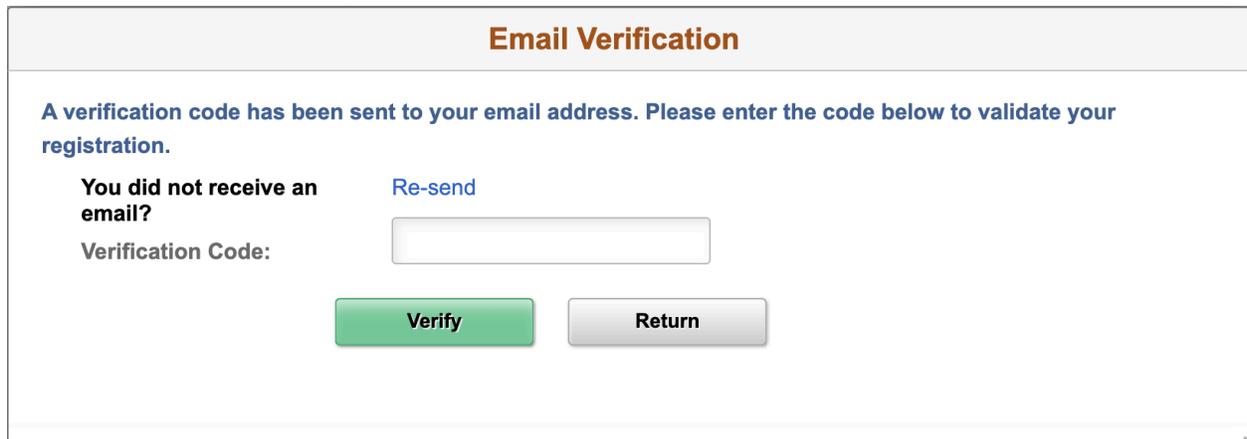


The screenshot shows a pop-up window titled "Email Verification". The text inside reads: "A message will be sent to your email : john.smith@un.org with a verification code. Enter the code when requested. The verification code is valid for 24 hours." Below the text are two buttons: a green "Send email" button and a grey "Return" button.

Step 4:

Click on Send Email

Another pop-up message appears



The screenshot shows a pop-up window titled "Email Verification". The text inside reads: "A verification code has been sent to your email address. Please enter the code below to validate your registration." Below this text, there is a link that says "You did not receive an email? Re-send" and a text input field labeled "Verification Code:". At the bottom of the pop-up are two buttons: a green "Verify" button and a grey "Return" button.

Step 5:

Check your email

Dear User,

A request has been made to create an external account in inspira with your email. Please verify your email address by entering below verification code on the inspira email verification screen.

Your Verification Code : **541890**

Regards
Inspira team

Step 6:

Enter the verification code received by email into the Verification code entry box

Email Verification

A verification code has been sent to your email address. Please enter the code below to validate your registration.

You did not receive an email? [Re-send](#)

Verification Code:

Click on Verify

Your account will be created.

Registration Successful

You have been successfully registered as a user 'john.smith'.

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.

Check your email for the confirmation email

Dear Sir/Madam Smith,

Thank you for registering at the United Nations Careers portal.

Your User ID is 'john.smith'. In the event that you lose your password, please use the "Forgot your password?" feature on the login page, which will send the required information to the e-mail address you indicated when registering.

This registration allows you to create your profile containing important contact and personal information. After logging in you will be able to start preparing your application with or without applying for a job immediately. Data previously entered in your user profile and application will be stored for use with further applications or when you return to the system. It may be reviewed and updated, as necessary. When applying for job openings, you may be required to provide additional information concerning your qualifications and experience as they relate to the particular job opening.

To view employment opportunities in the United Nations Secretariat, please regularly visit our website <http://careers.un.org>. You may also sign up for the Job Alert feature which automatically notifies you when specific employment opportunities become available. In order to register please log in, choose Careers and then click on Job Search. Enter the search criteria, click [Save Search], name your search and check the box [x] "Use as Job Alert". Finally, enter an e-mail address in the "Send Job Alert Notification To" field and click [Save Search].

Further information, including the Instructional Manual for the Applicant, is available in the Application Process section of the United Nations Careers Portal, <http://careers.un.org>, or by clicking the "Manuals" link at the top right corner of your homepage when you are logged in.

Applicants are advised to create only one (1) account. Applications submitted for the same job from multiple accounts will not be considered.

Please do not respond to this system-generated e-mail. You can reach us through the "Contact us" feature on the top right corner of the website.

Yours sincerely,

Office of Human Resources Management
United Nations Secretariat