

Chapter 2. Opening an Account

27. Applicants must have an account in Inspira, the United Nations' talent management platform, to apply for job openings. Creating an account in Inspira is easy. Employees may also transfer previously acquired roster memberships to employee accounts in Inspira.

Who needs to create an Inspira account?

Applicants other than United Nations Secretariat staff members

28. Applicants need to create an account, unless they are staff members of the United Nations Secretariat or other United Nations and related organizations adopting Inspira as their talent management platform.

Employee accounts for the United Nations staff members

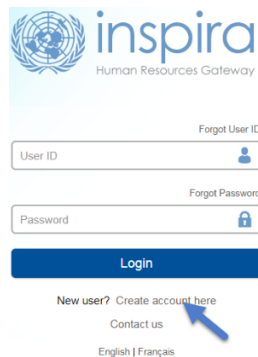
29. Staff members are issued employee accounts when they join the United Nations Secretariat. The same applies to staff members of other United Nations and related organizations adopting Inspira as their talent management platform.

30. The employee account information is sent to staff members via an automatic e-mail notification. Staff members are required to use this account to apply for job openings. Former staff members may continue to use these accounts following separation.

Creating an Inspira account

31. Go to <https://Inspira.un.org> and click *Create account here*.

32. Enter the given and family name, password, primary e-mail and date of birth. Once the account is created, the date of birth cannot be changed.

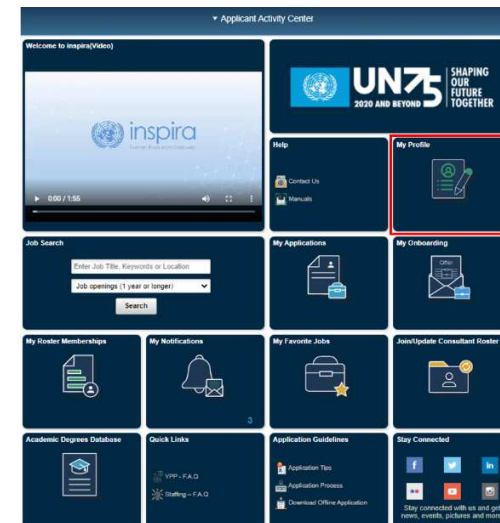


33. Click *Register*. The system will automatically create a User ID. It will be e-mailed to the applicant, but it is advisable to write it down for ease of reference.

Log in to Inspira and update profile information

34. Once an account has been created or issued, enter the *User ID* and *Password* and click *Login*.

35. For the first login, applicants should update their profile by clicking *My Profile* at the top of the Inspira home page. The mandatory fields of *My Profile* must be completed before submitting any application.



36. In *Personal Details* of the *My Profile* page, applicants must ensure that their contact information including telephone number, e-mail address, and physical addresses are current. Hiring managers may try to reach them via phone and e-mail.



The profile pages contain your contact details including name, address, phone number and other relevant information. Changes made to your contact details on these pages will be updated on all of the jobs you have applied to.

37. In *Nationality & Residence*, a copy of the personal details page of the applicant's passport containing the photo and biographical data should be uploaded, unless the applicant is a current employee. If a passport is not readily available, the applicant may provide another travel document or photo ID.

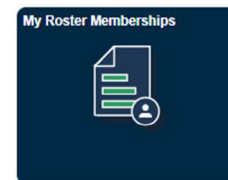
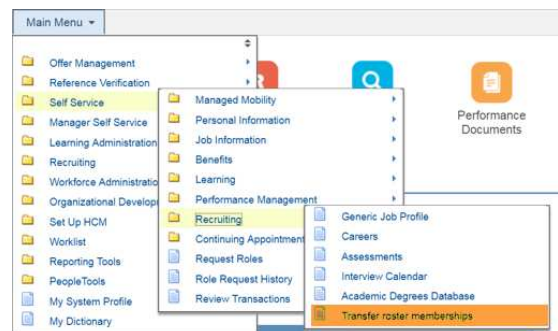
Transferring roster membership from external account to employee account

38. To transfer roster memberships acquired on an external account to an employee account, in the employee account either 1) go to *Main Menu > Self Service > Recruiting > Transfer roster memberships*; or 2) click the *My Roster Memberships* tile in the Staff Member Activity Center and then click *Transfer Roster Memberships*. Applicants should complete their employee account profiles prior to initiating the transfer and follow the instructions to verify that they are the owner of both accounts.

39. After transferring the roster memberships from an external account, applicants will not be able to submit new applications using the external account. This will not affect applications which have already been submitted from the external account prior to the transfer. Applicants will continue to receive status updates of the submitted applications in the external account. Any roster memberships subsequently obtained after the transfer in the external account will be automatically transferred to the employee account.

40. For external accounts with roster memberships, changes to the first name and given name are not possible. External account holders with roster memberships who wish to change their names in Inspira should raise

a support ticket and provide documentation to evidence the name changes.



My Profile | My Applications | **My Roster Memberships** | My Notifications 17 | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts | My Upcoming Test Schedules

My Roster Memberships

[Transfer Roster Memberships](#)

Application	Level	Status	Membership start Date	Membership Expiration Date	Date Withdrawn	Associated Titles	View/Print PHP*	Withdraw	Put on Hold
CHIEF OF UNIT, INFORMATION MANAGEMENT	P3	Transferred Roster	10/09/2018						
CHIEF OF SECTION, INFORMATION MANAGEMENT	P5	Transferred Roster	15/02/2018						
Assistant Corrections Officer	P1	Rostered	25/10/2017						
ASSOCIATE POLITICAL AFFAIRS OFFICER	P2	Rostered	23/10/2017						
ASSOCIATE POLITICAL AFFAIRS OFFICER	P2	Rostered	19/10/2017						
CONTINGENT OWNED EQUIPMENT ASSISTANT	FS4	Rostered	19/10/2017						
ADMINISTRATIVE OFFICER	P3	Rostered	17/10/2017						