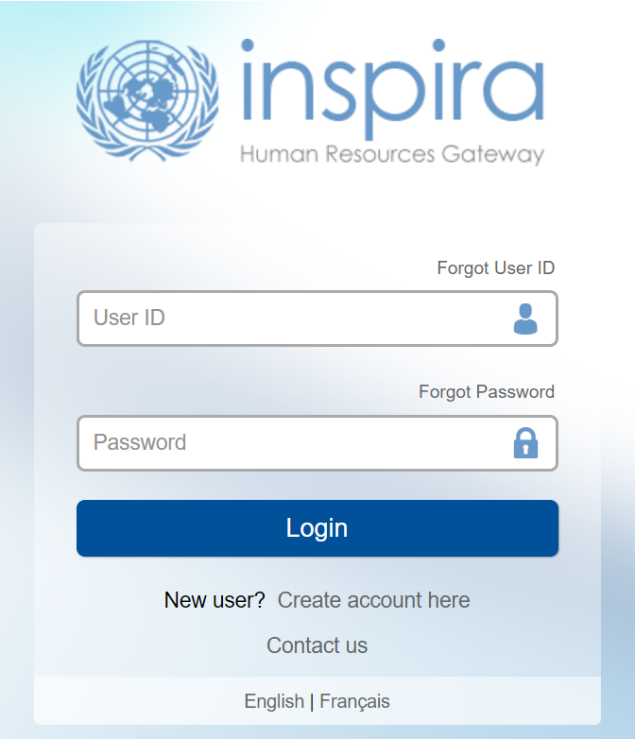
Creating an External User Account

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



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:	John
Middle Name:	
*Family Name:	Smith
User ID:	john.smith
*Password:	••••••••••••••••••••••••••••••
*Confirm Password:	••••••••••••••••••••••••••••••
*Primary Email:	John.smith@un.org
Alternate Email:	John.smith@un.org
*Date of Birth:	03/03/1990 03/MAR/1990

Register

Return to Previous Page

Step 3:

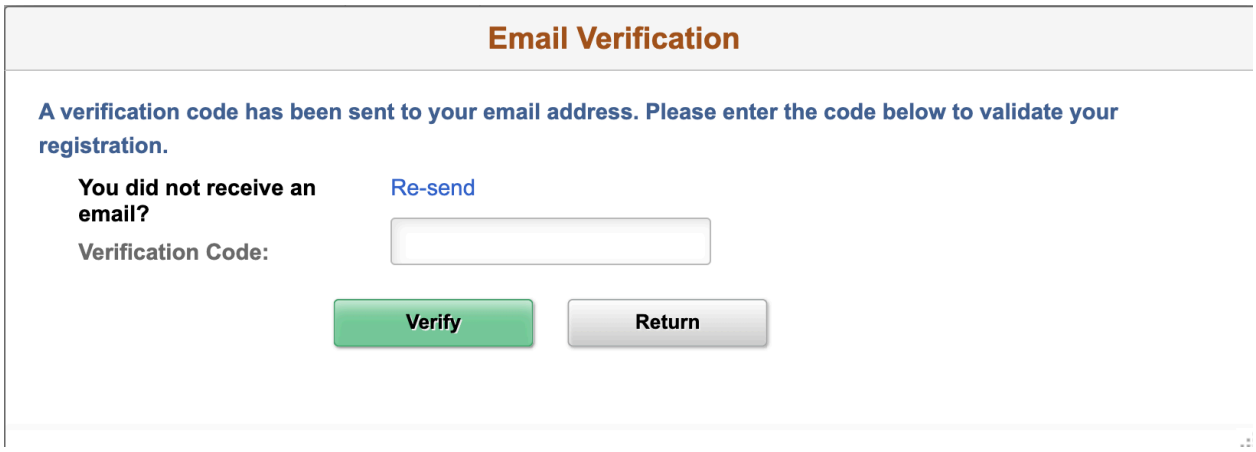
Click on Register button

A pop up message appears:

Step 4:

Click on Send Email

Another pop-up message appears



Step 5:

Check your email

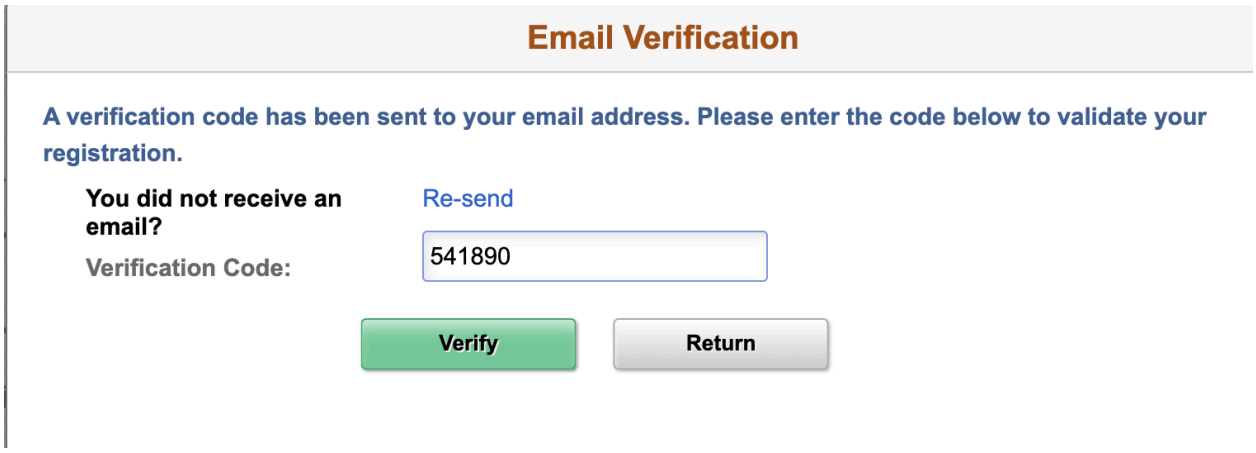
Dear User,

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

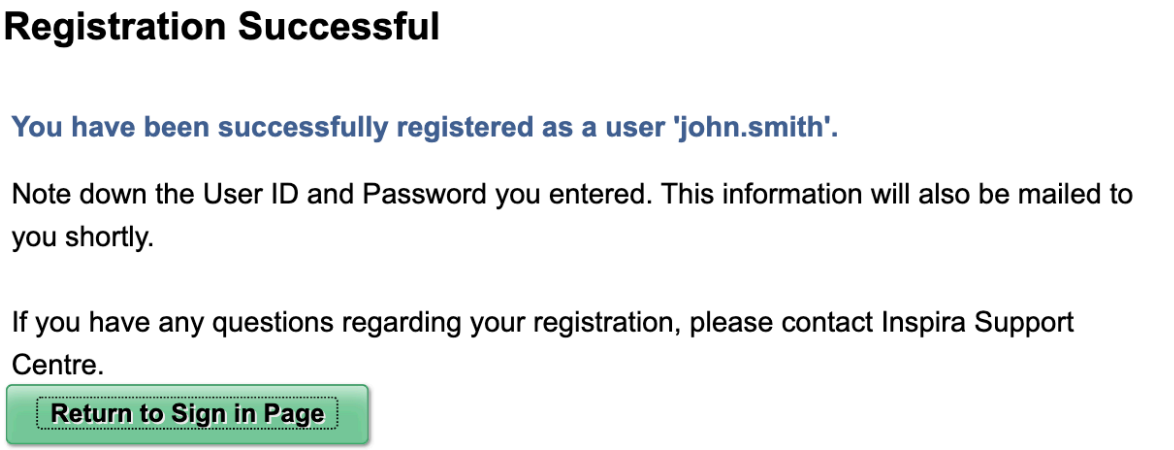
Step 6:

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



Click on Verify

Your account will be created.



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