How to Update Applicant's Personal Profile



How to Update Applicant's Personal Profile

- 1. Once you have created your account, log into Inspira.un.org
- 2. Enter your "User ID" and "Password" and the below page will appear:

		▼ Applicant A	Activity Center		🏫 🕞 🕖 Main Menu
Welcome to inspira(Video) Candidate Appl 0.00 / 4.21	ication in inspira	Job Search I Job openings (1 year Searc	INTER SHAPING OUR EUTURE TOGETHER of Location or longer)	Help Contact Us Manuals My Applications	My Profile
My Roster Memberships	My Notifications	My Favorite Jobs	Explore Non-Staff Talent Pool	Academic Degrees Database	Quick Links YPP - FAQ Staffing - FAQ
Application Guidelines	Stay Connected				

3. Third Step is to click on "My Profile" for updating your profile, the below page will appear:

			My Profile		🎓 📭 : 🕑 Main Mer
Ģ	My Profile My Application	s My Roster Memberships My Notifi	ations Job Search My Favorite Jobs N	ly Saved Searches & Job Alerts	
ty Profile 0% Your Profile Status:		Personal Details	Family Details Nationality	3 & Residence	
The profile pages cor these pages will be up	ntain your contact details including nam pdated on all of the jobs you have appli	e, address, phone number and of ed to.	her relevant information. Changes n	ade to your contact details on	
User ID:	sanyajolly.sanyajolly	Password:	*****	0	
Name Prefix:	~	*Given Name:	SANYA JOLLY		
Other Name:		*Family Name:	SANTAJOLLY		
*Date of Birth:	28/03/1998	*Gender:	~		
Email Address					
*Primary	EI Sé	nyaj1998@gmail.com		1	
Alternate	Sé	nyaj1998@gmail.com		0	Accessibility

4. Fourth Step is to enter details in the first section i.e., "Personal Details" and further click on "Save" and "Next."

	My Profile My Applicati	My Profile My Applications My Roster Memberships My Notifications Job Search My Favorite Jobs My Saved Searches & Job Alerts					
ofile 100% Your Profile Status:				S			
		Personal Details	Family Details	Nationality & Residence			
ographical Informa User ID:	tion sanvaiolly.sanvaiolly	Password:	****	1			
Name Prefix:	Miss	Given Name:	SANYA JOLL	· /			
Name Prefix: Middle Name:	Miss	Given Name: Family Name:	SANYA JOLL' SANYA JOLL'	4 4			
Name Prefix: Middle Name: Other Name:	Miss	Given Name: Family Name:	SANYA JOLL' SANYA JOLL'	e e e e e e e e e e e e e e e e e e e			
Name Prefix: Middle Name: Other Name: Date of Birth:	Miss 28/03/1998	Given Name: Family Name: Gender:	SANYA JOLL' SANYA JOLL' Female	Y /			
Name Prefix: Middle Name: Other Name: Date of Birth: mail Address	Miss 28/03/1998	Given Name: Family Name: Gender:	SANYA JOLL' SANYA JOLL' Female	х х			
Name Prefix: Middle Name: Other Name: Date of Birth: mail Address mail Type	Miss 28/03/1998	Given Name: Family Name: Gender: Emall Address	SANYA JOLL' SANYA JOLL' Female	Y			
Name Prefix: Middle Name: Other Name: Date of Birth: mail Address mail Type Primary	Miss 28/03/1998	Given Name: Family Name: Gender: Email Address sanyaj 1998@gmail.com	SANYA JOLL' SANYA JOLL Female				

5. Fifth Step is to enter the details in the second section i.e., "Family Details" and further click on "Save and "Next."

Human Resources Gateway		My Profile			
	My Profile My Applications My Roster Memberships My Notific	tions Job Searc	h My Favorite Jobs My Saved Searches & Job Alerts		
Your Profile Status:		tut	S		
	Personal Details	Family Details	Nationality & Residence		
The profile pages contain yo these pages will be updated	our contact details including name, address, phone number and oth I on all of the jobs you have applied to.	er relevant info	ormation. Changes made to your contact details on		
The profile pages contain y these pages will be updated 'Marital Status: Single 'Do you have dependent chill 'Are any of your relatives em	our contact details including name, address, phone number and ot I on all of the jobs you have applied to.	er relevant info	ormation. Changes made to your contact details on ○ Yes ● No ○ Yes ● No		
The profile pages contain y these pages will be updated "Marital Status: Single "Do you have dependent chill "Are any of your relatives em Emergency contact:	our contact details including name, address, phone number and ot I on all of the jobs you have applied to.	er relevant info	ormation. Changes made to your contact details on ○ Yes @ No ○ Yes @ No		
The profile pages contain y these pages will be updated 'Marital Status: Single 'Do you have dependent chill 'Are any of your relatives em Emergency contact: Please enter an emergency Name	our contact details including name, address, phone number and ot I on all of the jobs you have applied to. dren? ployed by the United Nations Secretariat? <u>/ contact</u> Phone Number	er relevant info	rmation. Changes made to your contact details on ○ Yes ● No ○ Yes ● No Relation		

6. The last section is of "Nationality and Residence," fill in the details as per the last two sections and click on "Save."

		Emergency contact:				
	My Profile My Applica	tions My Roster Memberships My Notificati	ons Job Search My	/ Favorite Jobs My S	aved Searc	thes & Job Alerts
Profile		Porsonal Datails Fr		Nationality & R	esidence	
The profile pages contain your these pages will be updated or *Country of nationality:	r contact details including na n all of the jobs you have ap	ame, address, phone number and othe plied to.	r relevant informat	ion. Changes mad	e to your	contact details c
Nationality at birth						
India			~		Û	
Add Another Nationality at Birt	th					
Have you taken any legal steps toward changing your present nationality?			◯ Yes ◯ Yes	® No ® No		
*Have you taken legal permane	nt resident status in any cou	intry other than your current nationalit	y?	⊖ Yes	No	
Please attach a scanned copy of Attachments list	the first page of your passport	and/or ID card and/or birth certificate, If p	oossible.			

Once you fill in all the details and click on "Save" your profile will be complete:

