

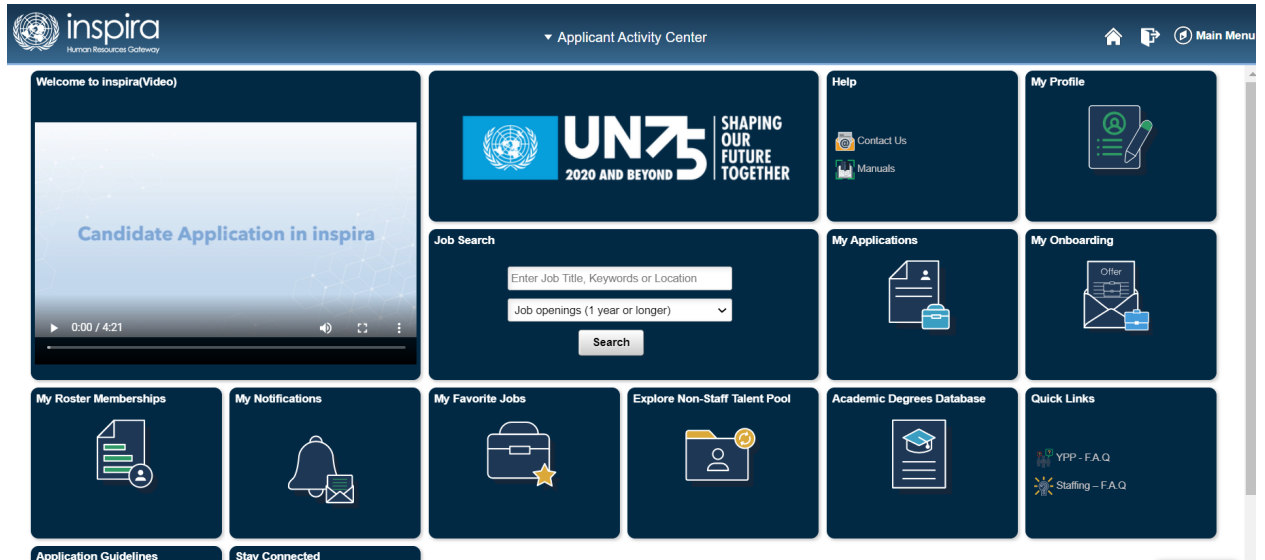
# How to Update Applicant's Personal Profile



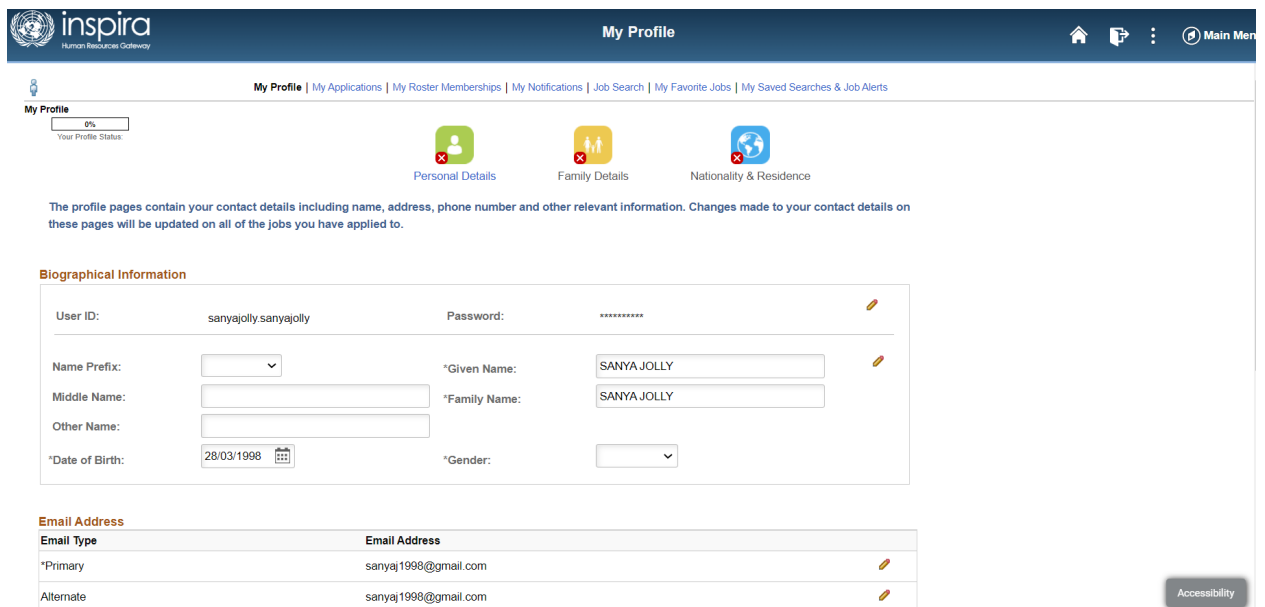
**inspira**  
Human Resources Gateway

# 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:



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



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

**My Profile**

My Profile | My Applications | My Roster Memberships | My Notifications | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts

**My Profile** 100%  
Your Profile Status:

Personal Details Family Details Nationality & Residence

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.

**Biographical Information**

User ID:	sanyajolly.sanyajolly	Password:	*****	
Name Prefix:	Miss	Given Name:	SANYA JOLLY	
Middle Name:		Family Name:	SANYA JOLLY	
Other Name:				
Date of Birth:	28/03/1998	Gender:	Female	

**Email Address**

Email Type	Email Address	
*Primary	sanyaj1998@gmail.com	
Alternate	sanyaj1998@gmail.com	

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

**My Profile**

My Profile | My Applications | My Roster Memberships | My Notifications | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts

**My Profile** 100%  
Your Profile Status:

Personal Details Family Details Nationality & Residence

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.

\*Marital Status:

\*Do you have dependent children?  Yes  No

\*Are any of your relatives employed by the United Nations Secretariat?  Yes  No

**Emergency contact:**  
Please enter an emergency contact

Name	Phone Number	Relation
<input type="text" value="Pankaj Jolly"/>	<input type="text" value="989/999-2295"/>	<input type="text" value="Mother"/>

\* Required Information

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

**My Profile**  
100%  
 Your Profile Status

  
✓  
 Personal Details

  
✓  
 Family Details

  
✓  
 Nationality & Residence

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.

\*Country of nationality:

**Nationality at birth**

*Country of Nationality at birth	
<input type="text" value="India"/>	✕

[Add Another Nationality at Birth](#)

\*Have you taken any legal steps toward changing your present nationality?  Yes  No

Do you have multiple nationalities?  Yes  No

\*Have you taken legal permanent resident status in any country other than your current nationality?  Yes  No

Please attach a scanned copy of the first page of your passport and/or ID card and/or birth certificate, if possible.

[Attachments list](#)

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

**My Profile**  
100%  
 Your Profile Status

  
✓  
 Personal Details

  
✓  
 Family Details

  
✓  
 Nationality & Residence

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.

\*Country of nationality: