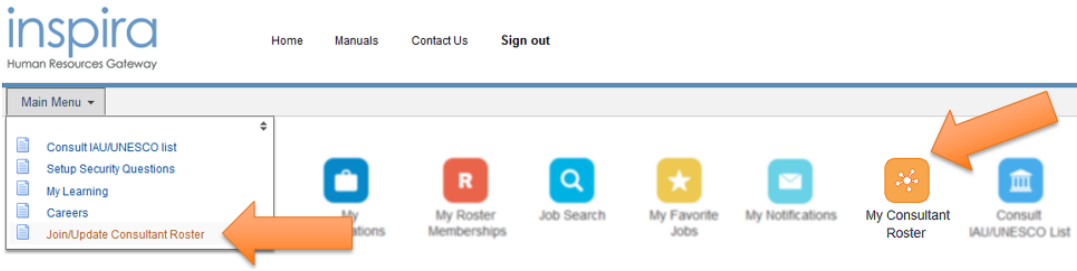


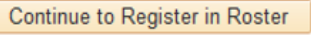
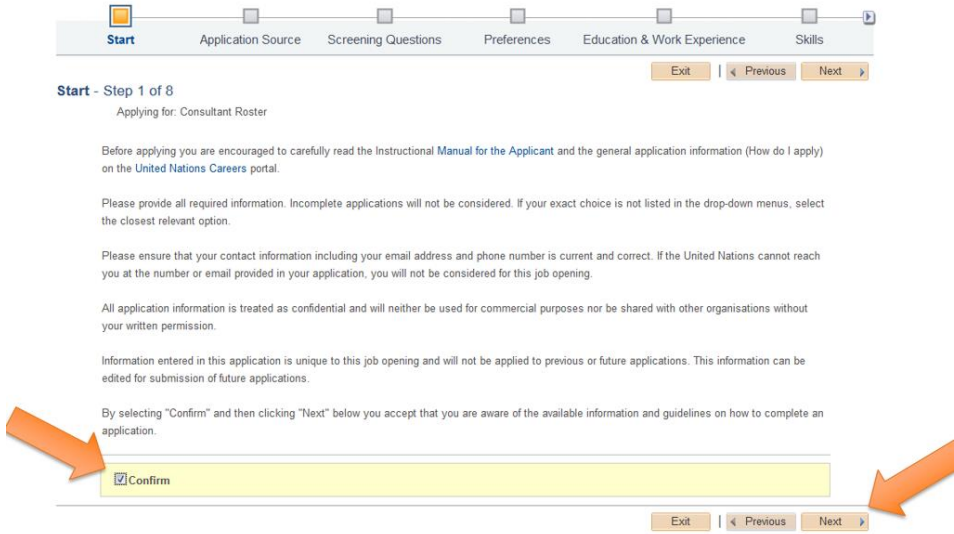
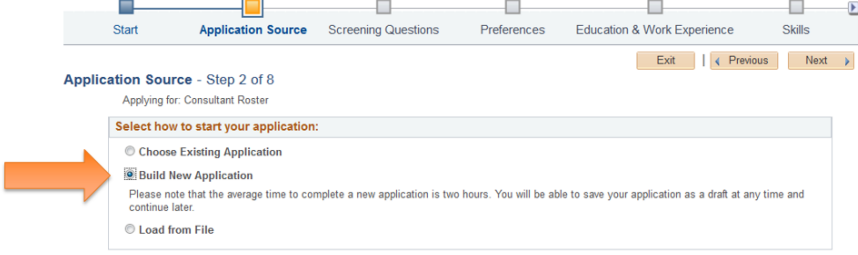
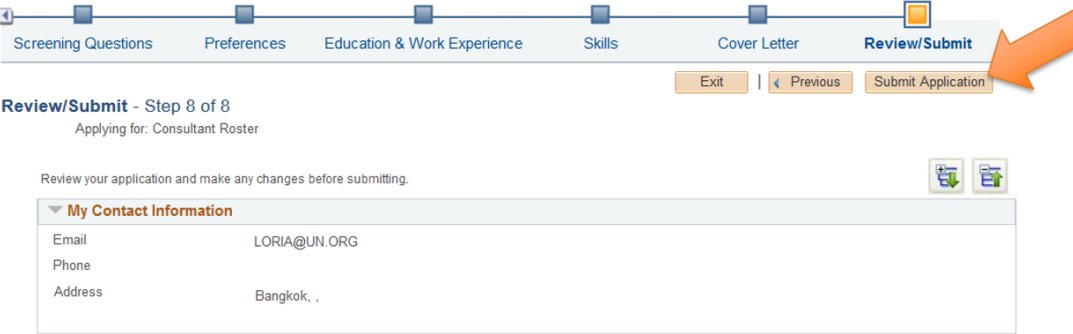


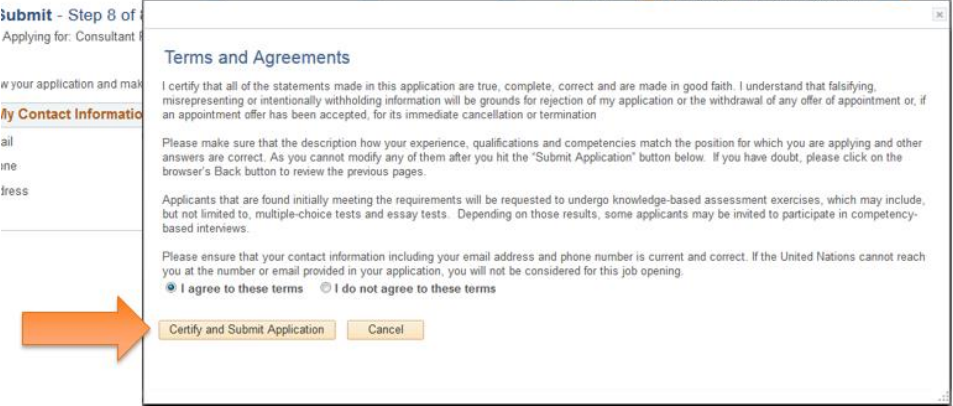
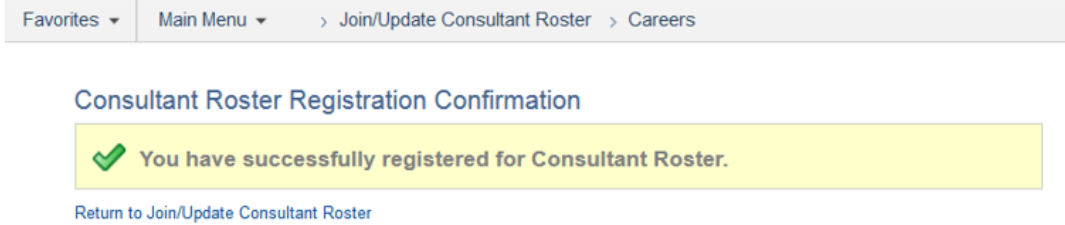
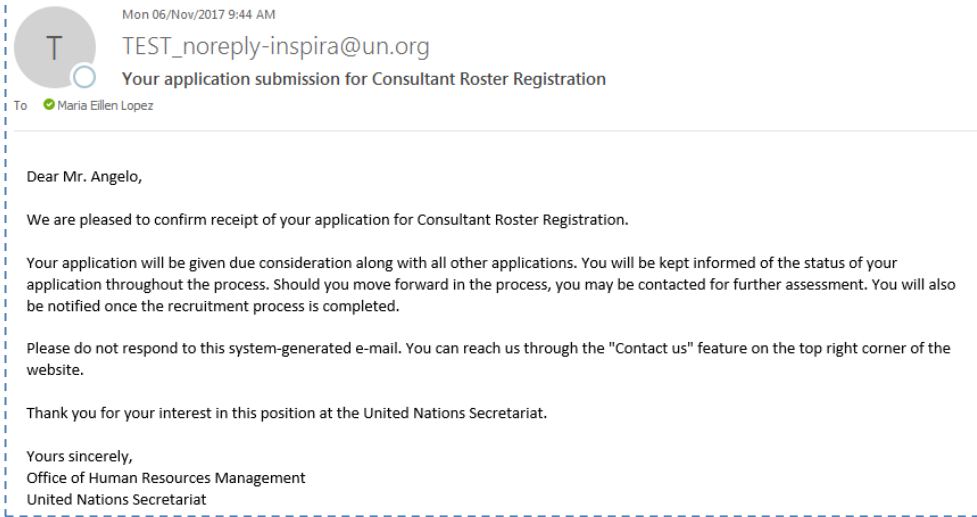
Consultant Roster Registration Steps




Consultant Roster Overview

- To be included in the Consultant Roster pool, the applicant should register an external account in inspira.
- Once registered in the roster, candidates can be reviewed by respective Programme Managers for existing consultancy opportunities.
- Registered candidates can update their information or withdraw from the roster anytime.
- Applications once submitted to specific consultancy job opening cannot be changed after submission is made.

Step	Action
1.	<p>Login to inspira as an external user.</p> <p>User ID: _____</p> <p>Password: _____</p>
2.	<p>Navigate to Main Menu > Join/Update Consultant Roster</p> <p>or</p> <p>click on My Consultant Roster icon in the Home page</p> 
3.	<ul style="list-style-type: none"> • On Register in Consultant Roster page, select your General Expertise and Category.  <p>Note: You may add multiple rows by clicking on  symbol.</p> <ul style="list-style-type: none"> • Click on Save. • Click on  button.

Step	Action
4.	<ul style="list-style-type: none"> On application's Start – Step 1 of 8 page, read the details and tick on Confirm button. Click on Next button 
5.	<p>Select your option on how to start your application.</p> 
6.	<p>Complete your application and click on Next button until you reach Review/Submit page.</p>
7.	<p>On Review/Submit page, click on Submit Application button.</p> 

Step	Action
8.	<ul style="list-style-type: none"> In Terms and Agreements, select 'I agree to these terms.' Click on Certify and Submit Application button. 
9.	<ul style="list-style-type: none"> Upon submission, confirmation page will be displayed.  <ul style="list-style-type: none"> Check your mail for a notification. 

Step	Action										
10.	<ul style="list-style-type: none"> • Again, navigate to Main Menu> Join/Update Consultant Roster. The page should allow you to: <ul style="list-style-type: none"> ○ View/Print PHP ○ update your General Expertise, Category and application to re-submit a new registration ○ withdraw from roster <p style="text-align: right;"></p> <p>Register in Consultant Roster</p> <p>Please select General Expertise and Category.</p> <table border="1" data-bbox="403 560 1257 683"> <tr> <td colspan="2" style="text-align: right;">Find  First  1-2 of 2  Last</td> </tr> <tr> <td>*General Expertise</td> <td>*Category</td> </tr> <tr> <td>Administration</td> <td>E-Learning</td> </tr> <tr> <td>Info Mgmt Systems And Tec</td> <td>Software Development</td> </tr> <tr> <td></td> <td style="text-align: right;">+ -</td> </tr> </table> <p> <input type="button" value="Save"/> <input type="button" value="Continue to Register in Roster"/> <input type="button" value="Update Application"/> <input type="button" value="Withdraw from Roster"/> View/Print PHP </p> <p>Please attach any relevant file(s) up to 10 MB total (e.g Academic Credentials, Work Certificates).</p> <p>▶ My Attachments</p>	Find  First  1-2 of 2  Last		*General Expertise	*Category	Administration	E-Learning	Info Mgmt Systems And Tec	Software Development		+ -
Find  First  1-2 of 2  Last											
*General Expertise	*Category										
Administration	E-Learning										
Info Mgmt Systems And Tec	Software Development										
	+ -										

Attachments and View Consultant Roster

In a situation where the Hiring Team members may require additional documents such as Medical Certificate or Diploma, the applicant who has already submitted the application or registration can provide it as an attachment as shown below:

Register in Consultant Roster

Please select General Expertise and Category.

*General Expertise	*Category		
Administration	E-Learning	+	-
Info Mgmt Systems And Tec	Software Development	+	-

[Save](#) [Continue to Register in Roster](#) [Update Application](#) [Withdraw from Roster](#) [View/Print PHP](#)

Please attach any relevant file(s) up to 10 MB total (e.g Academic Credentials, Work Certificates).

My Attachments

You have not added any attachments.

[Add Another Attachment](#)

