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.

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| 1.   | Login to inspira as an **external user**.  
   User ID: ______________________________________  
   Password: _____________________________________ |
| 2.   | Navigate to **Main Menu > Join/Update Consultant Roster**  
   or  
   click on **My Consultant Roster** icon in the Home page |
| 3.   | • On **Register in Consultant Roster** page, select your General Expertise and Category.  
   • Click on **Save**.  
   • Click on **Continue to Register in Roster** button. |

**Note:** You may add multiple rows by clicking on + symbol.
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| 4.   | - On application’s **Start – Step 1 of 8** page, read the details and tick on **Confirm** button.  
- Click on **Next** button |
<p>| 5.   | Select your option on how to start your application. |
| 6.   | Complete your application and click on <strong>Next</strong> button until you reach <strong>Review/Submit</strong> page. |
| 7.   | On <strong>Review/Submit</strong> page, click on <strong>Submit</strong> Application button. |</p>
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| 8.   | • In Terms and Agreements, select 'I agree to these terms.'  
      • Click on Certify and Submit Application button. |
| 9.   | • Upon submission, confirmation page will be displayed.  
      • Check your mail for a notification. |
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| 10.  | • Again, navigate to **Main Menu> Join/Update Consultant Roster**. The page should allow you to:  
| |  o View/Print PHP  
| |  o update your General Expertise, Category and application to re-submit a new registration  
| |  o withdraw from roster  

![Register in Consultant Roster](image)

Please select General Expertise and Category.

- **General Expertise**
  - Administration
  - Info Mgmt Systems And Tec

- **Category**
  - E-Learning
  - Software Development

- **Buttons**
  - Save  
  - Continue to Register in Roster  
  - Update Application  
  - Withdraw from Roster  

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

- **My Attachments**
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: