QUICK REFERENCE CARD

MY TRAINING
NON-LAGOV EMPLOYEES (H IDS)

STATE OF LOUISIANA

LEO

LOUISIANA EMPLOYEES ONLINE

[Click for PRINTABLE VERSION]

Log into **LEO**
From the *Louisiana.gov* page, locate Online Services and click LEO: Louisiana State Employees Online **or**
enter this address: https://leo.doa.louisiana.gov/
click **My Training**

Who to call for Help

To find your agency contact information:

1. Click the **Home** tab. Click on **Who do I contact for Help?**
2. **Scroll across** Agency Contacts report to locate the contact information for LEO Learning Management System, LEO, Human Resources, or Technical Contact.

Messages and Notes

Check messages and notes on the My Training/Training Home tab. After prebooking a course, watch this area closely. Any course dates added to the catalog will be listed here.

Training Activities

In the **Navigation** pane on the left under **My Learner Account**, click **Training Activities**.

- **My Training Activities** lists all courses or programs (by Type- Web-based, Classroom training, etc.) that you are currently participating in or booked into. Additionally, it groups all Completed courses and Cancelled courses, if of interest to you.
- **Course Program** is a bundling of courses intended to accomplish a training objective that may or may not have a set deadline. For example, CPTP bundles Supervisory training into programs. All course types within that program are presented on the Learner's My Training tab along with a completion status for the individual courses.

Confirm Email Address

Prior to enrolling in a training class, confirm your work email address to receive correspondence regarding training.

1. Click **My Work** tab.
2. Select **Work Email and Telephone**.
3. Verify the **Communication** email address is correct.
4. If incorrect or missing, click **Edit >** to update your information.
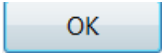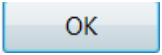5. When complete select **Review >** and if correct select **Save**.

Search for Course and Course Content

Courses can be found under **My Training** in the **Navigation** pane on the left by clicking on links under **Course Catalog** or by entering a term in **Search Term** field under **Find**.

To learn about course content, click on the course you would like to view. The **Course Content** section will briefly describe what students will learn.

Book a Web-Based Course

1. Enter a term in **Navigation** pane on the left in the *Search Term* field (i.e. *CS Essentials).*
2. Click **Find** .
3. Click on course (i.e. CPTP CS Essentials for Supv - WBT).
4. Verify the prerequisites check indicate you can book the course. If *not*, complete the prerequisites *prior* to booking the course.

5. Click Book this course or Book this course. Click OK at "Do you want to book this course?" pop-up box.
6. Verify screen displays message, "Participation was successfully booked".
7. Click Start Course Now. The course will open in a separate window.
8. Verify you have completed all course requirements necessary to receive credit.
9. Click **exit** or **close course** to leave the course.
10. Click OK at "Do you really want to exit the course?" pop-up box or click **YES** at "Are you sure you want to exit?" message.

Note: The course will close and Web-Based Training screen will be displayed.

Under the course name, you will receive this message:

****CONGRATULATIONS, CREDIT RECEIVED. Run Training Transcript if you wish to verify.****

Get Credit for Course Program

Once you have completed all courses in the course program you are subscribed in, the **Get Credit for Course Program** link should appear at the top of the course program screen. You must click this link to receive credit for the course program.

View Training Transcript

Training certificates are not available. Instead, your training history is available on your **Training Transcript.** Be sure to allow up to two weeks for credit from instructor-led training to appear.

To view a report that includes all courses completed in LSO and previously completed CPTP courses or programs:

1. Click Reports tab under My Training.
2. Your **Training Transcript** will display on the right side of the page.

Note: As additional courses or programs are completed, this report will automatically update with the additional information.

## Book an Instructor-Led Class

1. Verify course and date you wish to attend.
2. Follow your agency procedures to submit your request to your Training Coordinator or follow the same steps for booking a Web-Based Course above.
3. Check your work email for receipt of training correspondence.

Prebook a Class

You should have a valid work email prior to prebooking. This allows the system to notify you via an email when a new session of a prebooked course is offered.
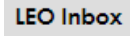
Prebook a course if there are no courses scheduled or if the scheduled dates do not suit you.

Prebooking advises the instructor of a need for the course, but does not actually book you into the course. It will email you when a course is created.

1. Enter a term in **Navigation** pane on the left in *Search Term* field (i.e. *Emotions).*
2. Click Find. Click course (i.e. CPTP Addressing Emotions at Work)
3. **Scroll down** to *Course Dates* section and click **prebook**.
4. Enter the dates in the *Start* and *End* fields to fit your schedule.
5. Click Prebook. Verify screen displays message "Your prebookings have been updated."

LEO Inbox – View Correspondence Via LEO Inbox

Training correspondence:

1. Click My Work tab.
2. Click LEO Inbox on the left side of the page
3. Select the **SAPoffice Mails tab**.
4. Click Notification of Your Training Provider under *Subject*.