

## QUICK REFERENCE CARD

### MY TRAINING NON-LAGOV EMPLOYEES (H IDS)



[Click for PRINTABLE VERSION](#)

Log into **LEO**

From the **Louisiana.gov** page, locate Online Services and

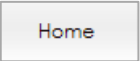
click [LEO: Louisiana State Employees Online](#) or

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  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**.


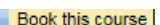
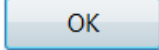
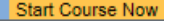
- **My Training Activities** lists all courses or programs (by Type- Web-based, Classroom training, etc.) that you are currently participating in or booked into. Additionally, it groups all Completed courses and Cancelled courses, if of interest to you.
- **Course Program** is a bundling of courses intended 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.

#### Search for Course and Course Content

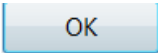
Courses can be found under **My Training** in the **Navigation** pane on the left by clicking on links under **Course Catalog** or by entering a term in **Search Term** field under **Find**.

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 .
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 . Click  at "Do you want to book this course?" pop-up box.
6. Verify screen displays message, "Participation was successfully booked".
7. Click . 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  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  tab under .
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. H ID's cannot book ILT's themselves.
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.**


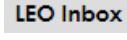
Prebook a course if there are no courses scheduled or if the scheduled dates do not suit you.

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 . 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 . Verify screen displays message “Your prebookings have been updated.”

### LEO Inbox – View Correspondence Via LEO Inbox

**Training correspondence:**

1. Click  tab.
2. Click  on the left side of the page
3. Select the **SAPoffice Mails** tab.
4. Click [Notification of Your Training Provider](#) under *Subject*.