QUICK REFERENCE CARD

MY TRAINING
LAGOV EMPLOYEES (P IDS)

STATE OF LOUISIANA

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 navigate to this URL: https://leo.doa.louisiana.gov/

Click My Training

Do you have an email stored in LEO?

Before registering for any classes, be sure you have an email address in LEO. All training-related, system generated correspondence will go to this email address.

1. Click My Work tab.
2. Review **Work Email and Telephone** displayed.
3. Click Edit › if data is missing or incorrect.
4. Enter correct values and click Review ›, then Save.

How do I search for a particular Course I need or want to take?

Navigate to that booking page by

- clicking the course link under the Frequently Booked Courses section, OR
- using the **Course Catalog** links, OR
- entering a search term in the **Find** area and clicking the Find button.

How do I book a Web-Based training course?

1. Once on the course booking page, locate the:
   Imparted Qualification section – do you see a Completion date? If yes, you've already completed this course.
   Prerequisite section – do you see a completion date for all courses listed? If not, you must complete remaining prerequisite courses before you can book.
2. Click Book this course, when the "Do you want to book this course?" pop-up box appears, click OK.
3. Click Start Course Now. The course will open in a separate window. If the course fails to open, you must first disable your pop up blocker.
4. If you get to the end of the course and a completion **certificate** is offered, it's best to enter your full name and print the certificate.
5. Click **Exit, Logoff** or **close course window** to leave the course.
6. If you completed the course, **the next time you return to the course booking page** you will see this message:

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

Note: If you close the course before completion, the system will bookmark where you left off. This will allow you to return and complete the course at a later time.

How do I view my Training Transcript?

There are 2 ways you can view your Training Transcript.

1. Click on **Training Transcript** link on the left side of the screen.
2. Or, Click Reports tab.
   - Your **Training Transcript** will display on the right side of the page.
   - If you want to see only the courses you have completed during the current PES rating year, click on
     Transcript = PES Perf Year Quals
     Note: Running this report between 7/1 and 8/31 will show courses completed during the prior PES rating year.

What should I do if I don't see credit for a web course I completed?

- Return to the course booking page. Do you now have credit?
- Check your transcript the day after the course was completed. Do you see credit now? Meanwhile, DO NOT RESTART THE COURSE or CANCEL YOUR BOOKING.
- If still no credit, contact your agency's **Training Coordinator** for further assistance.

Who is my agency's Training Coordinator?

Your agency's Training Coordinator can answer questions regarding the My Training tab in LEO.

1. Locate and click the Who can help me with My Training? link on the left side of My Training.
2. Locate contact information for your agency's LSO Training Coordinator – Primary or Alternate contact.

How do I book an Instructor-Led Class?

1. Navigate to the booking page for the course you wish to take or notify your agency's Training Coordinator if your agency doesn't allow you to self-enroll.
2. Once on the course booking page, first locate the:
   Imparted Qualification section – do you see a Completion date? If yes, you've already completed this course.
   Prerequisite section – do you see a completion date for all courses listed? If not, you must complete remaining prerequisite courses before you can book.
3. Find the **Course Dates** section and select a date that you wish to attend. Pay close attention to the **Free Places** column which is the number of seats still available.
4. Click the **To Registration** link for the date you desire.
   (If there are no dates available or if the scheduled dates do not suit you, you can *prebook*.)
5. Click [Request Participation] and then [OK] when the "Do you want to book this course?" pop-up box appears.
6. Training-related emails will be sent to the email account you have listed in LEO. Your supervisor will also receive an email when you book an instructor-led training class, since you will be away from the office.

How do I cancel an Instructor-Led Course?

1. Navigate to the course booking page and then scroll down to the Cancel section.
2. Select a reason for cancellation from the drop down list.
   [No longer needed]
3. Click [Cancel] and then [OK] when the "Do you want to cancel course participation?" pop-up box appears.
4. A confirmation will be sent to your work email account. Your supervisor will receive a cancellation notification email as well.

How do I prebook a Course?

The system will notify you when a new class date is added, so before prebooking, be sure you have a valid work email in LEO.

1. Navigate to the course booking page and then scroll down to the **Course Dates** section.
2. Click prebook.
3. The **Start** and **End** fields will be filled automatically. Change only if you must take the course prior to End Date shown.
4. Click [Prebook]. Verify screen displays message "Your prebookings have been updated."
5. Watch for emails notifying you that a new class date is now available to book.
6. Also watch the **Messages and Notes** section in the upper area of the My Training screen. Any course dates added to the catalog will be listed here.

What are Course Programs?

The term **Course Program** refers to a bundling of courses intended to accomplish a specific training objective. These programs may or may not have a due date for completion of all courses within that program.

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.

Where do I find Programs I am enrolled in?

Locate the [Course Programs (1)] at the top right of the My Training screen. Click it.
Next you will have a link to each program in which you are enrolled, along with the program's Due Date.
Click to see all courses that must be completed and their current status (Completed, Booked, Prebooked, etc.)

Course Program information completion and due date information is also found at the top of your **Training Transcript**.

How do I get Credit for Course Program?

Once you have completed all courses in a course program, the [GET CREDIT FOR COURSE PROGRAM] link should appear at the top of that course program page. Click this link to receive credit for the course program or wait until our weekend job runs which will also give credit for any completed programs.