STATE OF LOUISIANA

LaGov ERP

Enterprise Resource Planning System

LaGov ERP / LEO
Log On Assistance
QUICK REFERENCE CARD

LEO is mobile friendly
Access from your phone or tablet.

[LaGov App for Mobile Devices](#)

Find additional instructional videos on our YouTube channel.
[LaGov ERP YouTube channel](#)

Help with LaGov ERP / LEO

Click on the [LaGov/LEO Help Website](#) to view detailed help documentation, quick reference cards, etc.

OR

1. Click *Who do I contact for Help?* Which is located on the right side of the LEO Welcome page.
2. Displayed will be people in your agency who can be contacted for various types of issues within LaGov/LEO (e.g., LSO Training Coordinator, LEO Contact, LEO Travel Admin, etc.). If you suspect an incompatibility issue between LaGov and your computer (missing essential software/ desktop shortcuts), reach out to the Technical Contact in your list.

Note: NEVER share your LaGov/LEO password with anyone or save your password in your browser, as personal and bank information are accessible.

To Access LaGov ERP Single Sign On Portal

Click on the [icon] icon from your desktop.

To Access the LEO Portal directly

Connect to the Internet.

Type **https://leo.doa.louisiana.gov** and press **Enter**.
OR
From *louisiana.gov* (http://www.louisiana.gov/) locate the For State Employees section and click the **LEO** link.

Log on with Current Password

1. From the **Log on** page enter your **User ID**.
2. Enter current **Password**.
3. Click [Log on]
4. **LaGov ERP / LEO Home page** is displayed.

User ID consists of the letter P and your 8 digit personnel number (e.g. P00123456).

- If your personnel number is less than 8 digits, add zeros right after the P.
  If you don't know your personnel number, check with your Human Resources office.

- **Non LaGov User ID** consists of the letter H and your 8 digit external person number (e.g. H50423456).
  If you don't know your external person number, check with the person who establishes which training course(s) you should take in LEO (Agency Training Coordinator).

First Time User? (User has never logged into LaGov ERP / LEO)
Click the **First Time User?** link on the LaGov / LEO logon screen and fill in the data requested by LaGov's Password Maintenance application.

Forgot Password? Locked?

Returning users can click this link at any time to assign a new password, if they don't remember their current password, or to unlock their **User ID** if receiving a **User authentication failed** message when trying to log in.
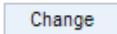
Verification Email Address

Please note that LaGov's Password Maintenance application communicates with users through a trusted verification email address which is assigned by, and can only be viewed by, the User.

When the **Forget Password? Locked?** link is clicked, the user is asked to enter their P or H ID and click Next. An access code is then emailed to the verification address attached to that account. This exact code must be entered for the user to gain access to LaGov's Password Maintenance application.

Password Expired

If 🔴 **Password has expired** message is displayed when trying to log in:

- Enter current password in Old Password field.
- Enter **new password**.
- **Re-enter** new password (for verification).
- Click [Change].

Log Off of LaGov ERP / LEO

1. Click **Log Off** (upper right corner).
2. Click [Yes], "**Are you sure you want to log off?**"
3. Click [X] (upper right hand corner) after the LaGov ERP / LEO main page displays.

Reminder: If you logoff LaGov ERP it closes all components **except** any active Core Component (ECC) sessions. To close (ECC) sessions, select **System** from the menu, then select **Log off** to close each active session.

View [LaGov Requirements](#) to determine software compatibility.