

LaGov

Security Administration

Guide

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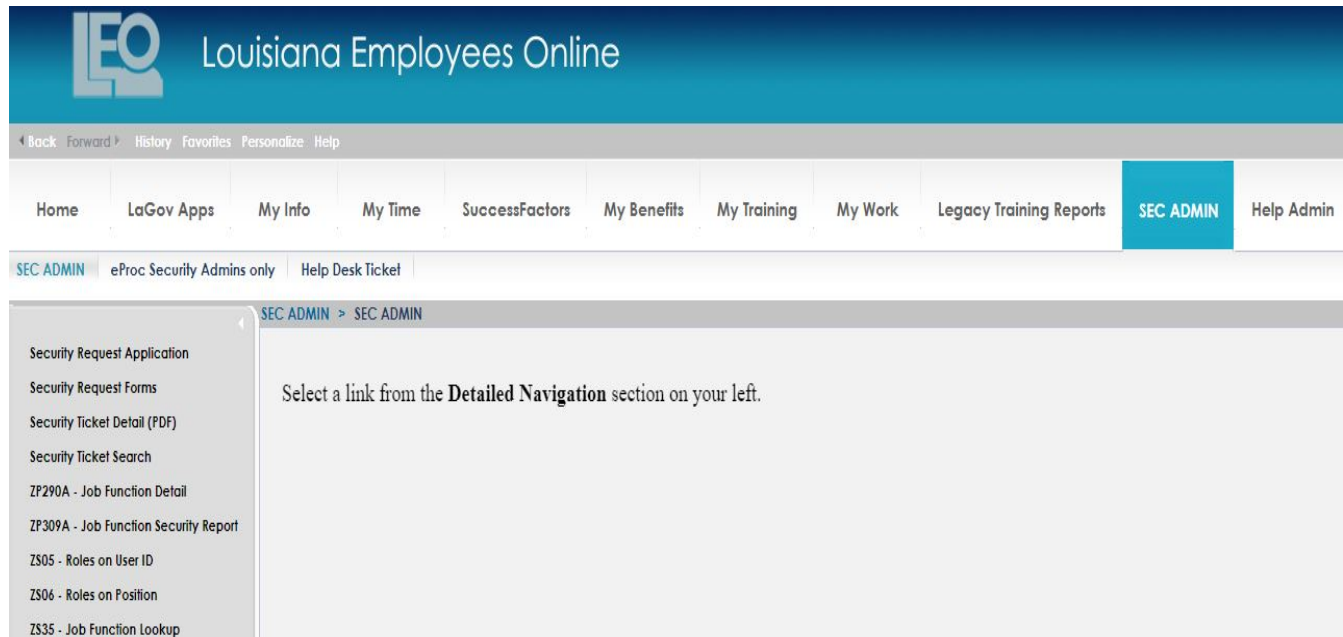
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I. INTRODUCTION

This guide is intended for use by all LaGov Security Administrators. It covers how to complete and submit security requests and how to find security related information using LaGov reports.

Security Administrators are granted the SEC ADMIN tab. This tab includes the new Security Application, the link to the PDF Security Forms, as well as reports related to Security.



II. ADMINISTRATION OF POSITION-BASED SECURITY

A. Position-Based Security

All LaGov users will receive position-based permissions, which means their positions will be granted display and/or update access to transactions and reports needed to perform their job duties. Positions are assigned one or more job functions, which are made up of security roles, that control the system components and transactions they see and can execute, as well as what agency, plant and/or employees they can maintain. The advantage of position-based security is that no action is necessary when one employee separates and another is hired into that same position. Business processes handled by the holder of that position can generally continue without interruption.

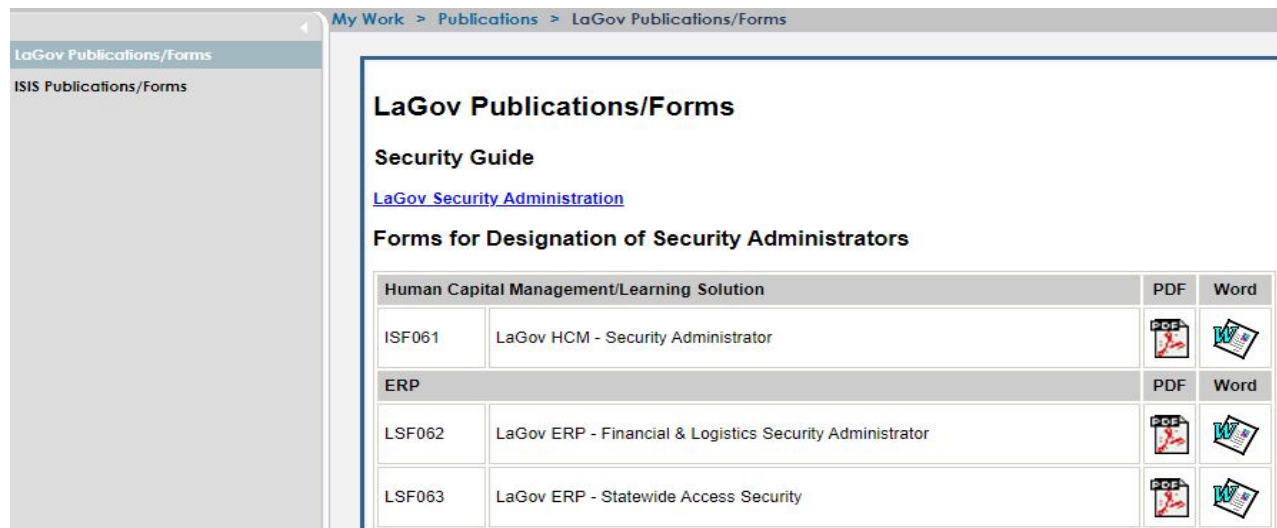
B. Security Duties and Responsibilities

- **Appointing Authority, Undersecretary or appropriate Department Heads**

Designates who serve as LaGov Security Administrator - Primary and Alternate, for all LaGov designations appropriate for their entity, by submitting the corresponding Sec Admin Setup/Change form (see list below). If necessary to reassign this responsibility, promptly submit same form with updated information so LaGov Security Team can inactivate/activate their ID.

- [ISF061](#) **HCM/LSO Security Administrator**
- [LSF062](#) **FINANCIAL & LOGISTICS Security Administrator**
- [LSF063](#) **STATEWIDE ACCESS Security Administrator**

These forms are available in LEO under My Work > Publications > LaGov Publications/Forms. Please email completed forms to DOA-OTS-LAGOV-USERADMIN@la.gov.



- **Agency LaGov Security Administrator**

Responsible for submitting all agency LaGov security requests/questions. Analyzes potential impact of all security-related requests. Submits position security additions through the online Security Application and security removals through the PDF Security Forms. The Security Application is available via LEO > SEC ADMIN > Security Request Application. The Security Forms are available via LEO > SEC ADMIN > Security Request Forms. The Security Application limits them to only the security roles that correspond to the area(s) of LaGov for which they were designated to serve as Agency Security Administrator. The Security Request Forms link limits them to only the forms that correspond to the area(s) of LaGov for which they were designated to serve as Agency Security Administrator. Retains signed copies of all Security Forms submitted in the event that position access is questioned/audited.

- **LaGov Security Administration Team**

Accepts security requests from Primary or Alternate Security Administrator. Processes security administrator setup forms for requesting agency as these assignments are received. Processes security removals sent by Agency Security Administrator via the Security Forms. Will also manually process security attachments to positions in the event the Security Application cannot. Responds to inquiries from LaGov Security Administrators.

C. LaGov Position Security Guidelines

- LaGov security does not transfer from position to position with the User ID. When an employee is promoted or moves to a different position, but should continue to have the same security access, the agency LaGov Security Administrator should submit a request to attach the security permissions to the new position. When an employee transfers into a position, that employee will automatically inherit any security already established on that position. It is important for the Security Administrator to be aware of this situation and have the security adjusted according to the needs of the employee/agency.
- It is the agency's responsibility to submit a request to remove security when a position no longer needs permissions attached. This would be whenever the holder of the position will not have assigned duties to work in LaGov. The auditors expect this to be done in a timely manner.
- **Audit warning:** Auditors expect security access to be limited to a business need only and may consider certain permission combinations to be incompatible.

III. LAGOV SECURITY REPORTS

PRIOR to requesting any changes to a position's security, Administrators should verify what job functions/roles already exist on the position. Reports are available under LEO > SEC ADMIN for this purpose. These reports can also be run from the Core Component-ECC tab in the LaGov ERP portal using the transaction code.

A. Job Function Report (Z290A)

Report Name: Job Function Report - Agency

The screenshot displays the 'Job Function Report – Agency' SAP interface. At the top, there is a title bar with a 'Menu' dropdown and several buttons: 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', and 'Get Variant...'. Below this is the 'Selection Criteria' section, which includes input fields for 'Start Date' (containing '05/10/2023'), 'Object type' (containing 'ZF'), 'Object ID', 'Object Abbreviation', and 'Sec Admin Type'. To the right of these fields are four folder icons. The 'Select Display Variant' section at the bottom has an 'ALV Display Variant' field.

Job Function Report – Agency

Menu

▼

Back

Exit

Cancel

System

Details

Select All

Deselect All

Sort in Ascending Order

Sort in Descending Order

Set Filter

Print Preview

Local File...

Change Layout...

Select Layout

Save Layout...

Current number of rows

Page Break Set

STATE OF LOUISIANA

Report Name:

ZP256A Job Function Report – Agency

Report Date & Time:

05/10/2023 09:55:37

Object text	Object Name	JF Type	Suffix	Adm type	Sec Admin Description	Sec Roles	Sec Role Description	JF Incl	JF Incl Text	Avail	Plants	Address	C
FI-01A	Financial Inquiry Only	AGCY	DEPT	013	LAGOV SECURITY PROJ SYSTEM - PRIMARY	YFI_DISPLAY_(FI-01A)	Finance Display Role (Job Function placeholder)			1			
				014	LAGOV SECURITY PROJ SYSTEM - ALTERNATE	YLO_DISPLAY_(LO-01A)	Logistics Display Role (Job Function placeholder)	LO-01A	Logistics Inquiry Only	1			
				015	LAGOV SECURITY FINANCE/REAL EST-PRIMARY	ZS_USER	General Authorizations given to all R3 users			1			
				016	LAGOV SECURITY FINANCE/REAL EST - ALT	Z_PORTAL_BW	LEO Portal Role for BW			1			
				017	LAGOV SECURITY PROCUREMENT-INVEN-PRIMARY					1			
				018	LAGOV SECURITY PROCUREMENT-INVEN-ALTERNATE					1			
				019	LAGOV SECURITY MAINTENANCE PRIMARY					1			
				020	LAGOV SECURITY MAINTENANCE-ALTERNATE					1			

This report outputs LaGov Job Function master data. This report can be especially helpful to determine what type of Security Administrator can request a specific Job Function be added to a position, as well as what other Job Functions (if any) are also given in conjunction with a Job Function you have requested. For example, most FI (Financial) Job Functions when requested will also result in the position being given FI01 – Finance Display and LO-01 – Logistics Display as well.

B. Job Function Security Report (ZP309A)

Report Name: Position Job Function Security

Position Job Function Security

Menu

Save as Variant...

Back

Exit

Cancel

System

Execute






Get Variant...

Date Parameter

Today

Other Date

Selection Criteria

Personnel Area	 *	to		
Position		to		
Personnel Number		to		
Job Function		to		

Additional Selection Criteria

☐ Show Positions without JF

Selection Display Variant

ALV Display Variant

Position Job Function Security											
Menu ▾ Back Exit Cancel System ▾ Details Select All Deselect All Sort in Ascending Order Sort in Descending Order Set Filter Print Preview Local File... Change Layout... Select Layout... Save Layout... Current number of rows Page Break Set											
STATE OF LOUISIANA Report Name: ZPS05A Position Job Function Security Report Date & Time: 05/16/2023 10:07:22 No. of Positions: 1 Yellow Multiple holders Blue Included Job Functions Green Double click to see SRM approvers											
P Area	Position Holder Last Name	Holder First Name	Perpo No	H State	Job Function Text	Job Function No	Access To	Role	JF State	JF End Date	Last Logon
0107	382 ROBERSON	JUQUADA	8451	07/10/2015	AP Accounts Payable Manager - Post	AP-01	DOA-ALL	ZFLAP_INVFST_DOA-ALL	07/01/2021	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015	AP Vendor Invoice Processor - Park	AP-10	DOA-ALL	ZFLAP_INVPRK_DOA-ALL	07/01/2021	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015	Business Objects	BO-01	DOA-OFSS	ZBL_BO_AUTH_DOA-OFSS	10/23/2013	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			DOA-OSP	ZBL_BO_AUTH_DOA-OSP	09/16/2014	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015	CM Imprest Account Processor	CM-05	DOA-ALL	ZFLCM_IAP_DOA-ALL	07/01/2021	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015	Financial Inquiry Only	FI-01A	DOA-ALL	YFI_DISPLAY_DOA-ALL	05/18/2015	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015	GL Document Processor - Post	GL-04	DOA-ALL	ZFL_GL_PKDP_DOA-ALL	07/01/2021	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015	Inquiry Only	HCM-01	0815	ZHR_INQ_0815	05/06/2016	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			0905	ZHR_INQ_0905	05/23/2005	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			0666	ZHR_INQ_0666	05/23/2005	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			0100	ZHR_INQ_0100	05/23/2005	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			0101	ZHR_INQ_0101	05/23/2005	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			0103	ZHR_INQ_0103	05/23/2005	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			0105	ZHR_INQ_0105	05/23/2005	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			0107	ZHR_INQ_0107	05/23/2005	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			0110	ZHR_INQ_0110	04/18/2006	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			0259	ZHR_INQ_0259	05/23/2005	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			0116	ZHR_INQ_0116	07/01/2008	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			0102	ZHR_INQ_0102	07/01/2008	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			0113	ZHR_INQ_0113	07/01/2008	12/31/9999	05/01/2023
	ROBERSON	JUQUADA	8451	07/10/2015			0114	ZHR_INQ_0114	07/01/2008	12/31/9999	05/01/2023

This report will tell you what Job Functions (and included Job Functions) exist on each position. If Report option = Show Positions without JF is selected, it will instead show you all positions in personnel area designated that have no LaGov Job Function security at all.

C. ZS05 – Roles on User ID

Report Name: Personnel Security Report

Personnel Security Report					
Menu ▾	▾	Save as Variant...	Back	Exit	Cancel
Date Criteria <input checked="" type="radio"/> Today <input type="radio"/> Other Date <input type="text"/>					
Selection Criteria Personnel area <input type="text"/> to <input type="text"/> <input type="button" value="→"/> Personnel Number <input type="text"/> to <input type="text"/> <input type="button" value="→"/> H Object number <input type="text"/> to <input type="text"/> <input type="button" value="→"/> Position <input type="text"/> to <input type="text"/> <input type="button" value="→"/> Employment status <input type="text"/> to <input type="text"/> <input type="button" value="→"/> Security Roles <input type="text"/> to <input type="text"/> <input type="button" value="→"/> <input type="checkbox"/> Output Users, no roles					
Display Layout <input type="text"/>					

Personnel Security Report

Menu ▾ 4 Back Exit Cancel System ▾ Details Select All Deselect All Sort in Ascending Order Sort in Descending Order Set Filter Total Print Preview Local File Change Layout Select Layout Save Layout Current number of rows Page Break Set

STATE OF LOUISIANA ISIS HR

Report ID: ZS05 Personnel Security Report
Report Date & Time: 05/10/2023 10:16:42

Pers area	PersNo	Last name First name	Status	User	Role	Short Role Description	Assign	Position	Position Short Text	Lock	Last Login
0107	00000451	ROBERSON JUQUADA	3 Active	P00000451	YFI_DISPLAY_DOA-ALL	Finance Display for DOA-ALL Agencies		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	YLO_DISPLAY_DOA-ALL	Logistics Display for DOA-ALL Agencies		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZBI_BO_AUTH_DOA-OFSS	BO Authentication: DOA-OFSS Office of Finance and Support Services		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZBI_BO_AUTH_DOA-OSP	BO Authentication: DOA-OSP Office of State Purchasing		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFI_AA_DISP_DOA-ALL	Asset Accounting - Display for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFI_AP_DISP_DOA-ALL	Accounts Payable - Display for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFI_AP_INVPRK_DOA-ALL	Accounts Payable - Invoice Park for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFI_AP_INVPRK_DOA-ALL	Accounts Payable - Invoice Post for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFI_AR_DISP_DOA-ALL	Accounts Receivable - Display for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFL_CM_IAP_DOA-ALL	Cash Management - Imprest Account Processor for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFL_CO_DISP_DOA-ALL	Controlling - Display for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFL_FM_DISP_DOA-ALL	Funds Management - Display for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFL_GL_DISP_DOA-ALL	General Ledger - Display for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFL_GL_FKDP_DOA-ALL	General Ledger - FI Parked Document Processor (FI) for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFL_GL_DISP_DOA-ALL	Grants Management - Display for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFI_IAT_BUYERPRK_DOA-ALL	IAT Inter Agency Transfer - Buyer - Park for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFI_IAT_BUYERPRK_DOA-ALL	IAT Inter Agency Transfer - Buyer - Approve/Post for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFI_PS_DISP_DOA-ALL	Project Systems - Project Display for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFI_RE_DISP_DOA-ALL	Real Estate - Display for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFI_TV_REPT_0107	Travel Reports Role for PA 0107		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZFI_TV_REPT_DOA-ALL	Travel Reports Role for Agency DOA-ALL		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZHR_INV_0100	Inquiry Only Role for Agency 0100		362	ACCOUNTANT MANAGE...	64	05/01/2023
		ROBERSON JUQUADA	3 Active	P00000451	ZHR_INV_0101	Inquiry Only Role for Agency 0101		362	ACCOUNTANT MANAGE...	64	05/01/2023

This report displays all the roles attached to a User ID.

D. ZS06 – Roles on Position

Report Name: Position Security Report

Position Security Report

Menu ▾ ▾ Save as Variant... Back Exit Cancel System ▾ Execute Get Variant...

Date Parameter

☒ Today
☐ Other Date

Selection Criteria

Company Code	<input type="text"/>	to	<input type="text"/>	
Personnel area	<input type="text"/>	to	<input type="text"/>	
Position	<input type="text"/>	to	<input type="text"/>	
Personnel Number	<input type="text"/>	to	<input type="text"/>	
Include Selection Roles	<input type="text"/>	to	<input type="text"/>	
Exclude Selection Roles	<input type="text"/>	to	<input type="text"/>	

☐ Output positions, no roles
☐ Show Roles on User IDs

Select Display Variant

Layout

Position Security Report

Report ID: STATE OF LOUISIANA ISIS HR
 Report Date & Time: ZS35 Position Security Report
 As of Date: 05/10/2023 10:18:33

CoCode	PA	Func Index	Job Function	Position Security Role	Short Role Description	Start Date	End Date	PersNo	Holder Start	Holder End	Last name First name
0010	0107			302 ZHR_REPT_0102	Paid Rept role for EAs & Inquiry Only users in Agency 0102	07/01/2008	12/31/9999	0451	07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZHR_REPT_0103	Paid Rept role for EAs & Inquiry Only users in Agency 0103	05/23/2005	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZHR_REPT_0105	Paid Rept role for EAs & Inquiry Only users in Agency 0105	05/23/2005	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZHR_REPT_0107	Paid Rept role for EAs & Inquiry Only users in Agency 0107	05/23/2005	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZHR_REPT_0110	Paid Rept role for EAs & Inquiry Only users in Agency 0110	04/18/2006	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZHR_REPT_0113	Paid Rept role for EAs & Inquiry Only users in Agency 0113	07/01/2008	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZHR_REPT_0114	Paid Rept role for EAs & Inquiry Only users in Agency 0114	07/01/2008	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZHR_REPT_0116	Paid Rept role for EAs & Inquiry Only users in Agency 0116	07/01/2008	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZHR_REPT_0259	Paid Rept role for EAs & Inquiry Only users in Agency 0259	05/23/2005	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZHR_REPT_0553	Paid Rept role for EAs & Inquiry Only users in Agency 0553	05/23/2005	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZHR_REPT_0666	Paid Rept role for EAs & Inquiry Only users in Agency 0666	05/23/2005	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZHR_REPT_0615	Paid Rept role for EAs & Inquiry Only users in Agency 0615	06/06/2016	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZHR_REPT_0906	Paid Rept role for EAs & Inquiry Only users in Agency 0906	05/23/2005	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZLO_SRM_DISP	Supplier Relationship Management - Display Only	05/27/2014	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				ZS_USER	General Authorizations given to all R3 users	05/23/2005	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				Z_PORTAL_BW	LEO Portal Role for BW	10/23/2013	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				Z_PORTAL_LEOMSS_0107	LEO Portal Role with MSS Permissions to Agency 0107	02/06/2005	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				Z_PORTAL_SRM	LEO Portal Role for SRM	05/27/2014	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				Z_PORTAL_TRAVELADMIN_ADV1_0102	Travel Administrator Advanced 1 Role for PA 0102 (LAGOV)	06/18/2015	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				Z_PORTAL_TRAVELADMIN_ADV1_0107	Travel Administrator Advanced 1 Role for PA 0107 (LAGOV)	06/18/2015	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				Z_PORTAL_TRAVELADMIN_ADV1_0800	Travel Administrator Advanced 1 Role for PA 0800 (LAGOV)	06/18/2015	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				Z_PORTAL_TRAVELADMIN_ADV1_0806	Travel Administrator Advanced 1 Role for PA 0806 (LAGOV)	06/18/2015	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA
0010				Z_PORTAL_TRAVELADMIN_ADV1_0807	Travel Administrator Advanced 1 Role for PA 0807 (LAGOV)	06/18/2015	12/31/9999		07/10/2015	12/31/9999	ROBERSON JUQUADA

This report displays all the Security roles attached to a position.

E. ZS35 – Job Function Lookup

Report Name: Job Function Lookup

Job Function Lookup

Menu | [Dropdown] | [Save as Variant...] | [Back] | [Exit] | [Cancel] | [System] | [Execute]

Selection Criteria

Personnel Area: 0107 to [Dropdown]

Transaction Code: MIGQ [Dropdown]

Output Display Selection

Layout: [Dropdown]

This report should only be run for specific personnel areas and should not be run wide open or it might give faulty data output.

Job Function Lookup

Menu: [Back] [Exit] [Cancel] [System] [Details] [Select All] [Deselect All] [Sort in Ascending Order] [Sort in Descending Order] [Set Filter] [Print Preview] [Local File] [Change Layout] [Select Layout] [Save Layout] [Current number of rows] [Page Break Set]

STATE OF LOUISIANA
 Report ID: Z335: Job Function Lookup
 Report Date & Time: 05/10/2023 10:23:12
 User & System ID: P0026687 GAS - 300

Pers area	Transaction Code	Trade Description	Object abbr	Object name	JF Types	Suffix	Days	Admin Type	Admin Ty 2	Admin Ty 3	Admin Ty 4	Admin Ty 5	Admin Ty 6	Admin Ty 7	Admin Ty 8	Admin Ty 9	Admin T
0107	MROO	Goods Movement	AA-01	AA Capital Asset Accountant	AGCY	DEPT	1	015	016								
0107		Goods Movement	LO-01A	Logistics Inquiry Only	AGCY	DEPT	1	017	018	019	020						
0107		Goods Movement	AP-01	AP Accounts Payable Manager - Post	AGCY	DEPT	1	015	016								
0107		Goods Movement	AP-06	AP One Time Vendor Processor	AGCY	DEPT	1	015	016								
0107		Goods Movement	AP-08	AP Statewide Central AP Payment Processo	CTRL	DEPT	1	039	040								
0107		Goods Movement	AP-10	AP Vendor Invoice Processor - Park	AGCY	DEPT	1	015	016								
0107		Goods Movement	AP-11	Vendor Master Data Maintenance	CTRL	DEPT	1	035	036								
0107		Goods Movement	AP-15	AP RE Vendor Block/Unlock Processor	LMTD	DEPT	1	035	036								
0107		Goods Movement	AR-01	AR Dunning Analyst	AGCY	DEPT	1	015	016								
0107		Goods Movement	AR-02	AR Invoice Processor - Park	AGCY	DEPT	1	015	016								
0107		Goods Movement	AR-03	AR Invoice Processor - Post	AGCY	DEPT	1	015	016								
0107		Goods Movement	AR-05	AR Revenue/Receipts Processor	AGCY	DEPT	1	015	016								
0107		Goods Movement	CM-02	CM Bank Reconciler	CTRL	DEPT	1	039	040								
0107		Goods Movement	CM-05	CM Imprest Account Processor	AGCY	DEPT	1	015	016								
0107		Goods Movement	CO-04	CO Statistical Order Processor	AGCY	DEPT	1	015	016								
0107		Goods Movement	OL-04	OL Document Processor - Post	AGCY	DEPT	1	015	016								
0107		Goods Movement	FM-02	FM Departmental Budget Analyst	AGCY	DEPT	1	015	016								
0107		Goods Movement	FM-06	FM Dept Budget Analyst w/o Funds Reserva	LMTD	DEPT	1	015	016								
0107		Goods Movement	OL-05A	OL IV Document Processor - Park	AGCY	DEPT	1	015	016								
0107		Goods Movement	GM-01A	GM Dept Grants Accountant	AGCY	DEPT	1	015	016								
0107		Goods Movement	GM-02	GM Dept Grants Master Data Admin	AGCY	DEPT	1	015	016								
0107		Goods Movement	GM-04	GM Statewide Central Grants Administrato	SUPP	DEPT	2	054	055								
0107		Goods Movement	PS-01	PS Statistical Activities Processor	AGCY	DEPT	1	013	014								

This report displays what Job Functions include a particular transaction. It should only be run for specific personnel areas and transactions. It should not be run wide open (*) or it may display incorrect data output.

IV. LAGOV SECURITY REQUEST APPLICATION

An online Security Request Application has been developed in LaGov to replace the PDF Security Request Forms. In this application, Security Administrators will enter their change requests directly into the LaGov system instead of submitting a PDF Form.

Please note that the Security Application is currently only for adding Security to positions. Requests to remove position security and all security requests for H IDs will still have to be made via the PDF Security Forms.

The Security Request Application is available via LEO > SEC ADMIN > Security Request Application.

Security Administration

Position#:

Click the Position# field to access the position search.

Select Position (3890)

Clear

Search

Position#	Holder	Description
50650228	AARON MECHE	ASST DISTRICT ATTORNEY
00137969	AARON HOLLANDER	IT STATEWIDE SYSTEMS TECH 4
00200537	AARON BROOKS	ASST DISTRICT ATTORNEY
50306344	ABIGAIL PETIT	ADMINISTRATION AND RESEARCH ASSOCIATE
50667227	ABIGAIL CLIFTON	NON-STATE EMPLOYEE (ERP ONLY)
00200948	ABIGAIL MACDONALD	ASST DISTRICT ATTORNEY

Cancel

Enter or select the appropriate position.

Security Administration

Position#: 50650228

+ Add Job Function

Show Holders

Existing Job Functions

Job Function	Description	Start Date	End Date	Access To
There are no existing job functions.				

Click the + Add Job Function button to access the job function search.

Select Job Function (5)

Clear

Search

Job Function ID	Job Function Code	Description
50568268	FI-01A	Financial Inquiry Only
50568065	LO-01A	Logistics Inquiry Only
50568799	MM-02	MM Goods/Services Receiver
50568946	PM-12	PM Prop Inventory Proc: M5 Notification
50574242	TV-01A	Travel Reporting

Cancel

Select the appropriate job function.

Security Administration

Position#: 50650228

+ Add Job Function

Show Holders

Requested Job Functions

Start Date	End Date	Suffix Type	Included Job Functions	Access To
FI-01A (Financial Inquiry Only), 50568268				
+ 05/17/2023	12/31/9999	DEPT		
		DEPT	LO-01A	

Click the Access To field to choose the appropriate agency or personnel area(s).

Select Access To Value(s)

Clear

Search

<input type="checkbox"/>	AccessTo Value	Job Function Suffix
<input type="checkbox"/>	BESE	DEPT
<input type="checkbox"/>	DA	DEPT
<input type="checkbox"/>	DAAD	DEPT
<input type="checkbox"/>	DOA	DEPT
<input type="checkbox"/>	DOA-ALL	DEPT
<input type="checkbox"/>	EXEC	DEPT
<input type="checkbox"/>	LFPAA	DEPT

Select

Cancel

Select the appropriate agency or personnel area(s).

Security Administration

Position#: 50650228 + Add Job Function Show Holders

▼ Requested Job Functions

Start Date	End Date	Suffix Type	Included Job Functions	Access To
FI-01A (Financial Inquiry Only), 50568268				
+ 05/17/2023	12/31/9999	DEPT		DOA
		DEPT	LO-01A	DOA

▼ Existing Job Functions

Job Function	Description	Start Date	End Date	Access To
There are no existing job functions.				

Submit Back

Click the Submit button to submit the request. Note the Ticket Number generated after submission.

Information

Your ticket has been successfully submitted, Your Ticket Number is 3590

OK

Below is a link to a step-by-step Training Video on how to use the Security Application, as well as the Report Descriptors for ZP309A, ZP290A and ZS35.

https://wwwprd.doa.louisiana.gov/LaGov/LaGov_ERP_Main/Security_Request_System/SRS_HelpHome.html

V. LAGOV SECURITY REQUEST FORMS

The Security Request Application is currently only for adding Security to positions. Requests to remove position security and all security requests for H IDs will still have to be made via the PDF Security Forms.

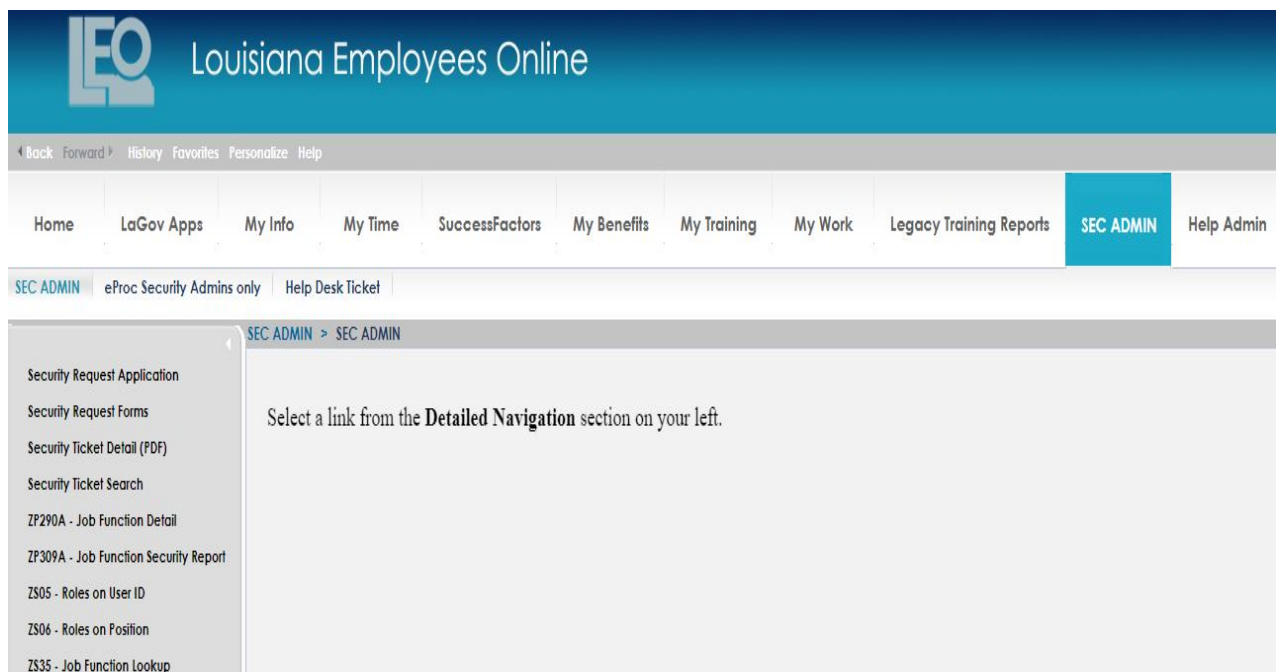
A. Form Access

- All LaGov Security Administrators are assigned unique identifiers in ZP200.
- These values identify which security forms are available to each security administrator
- The forms are only available through LEO>SEC ADMIN>Security Request Forms

Note: All pop-up blockers must be turned off for the system to work properly.

B. Sign-on Instructions for accessing LaGov Security Request Forms

- Log into your LEO account.
- Click on the **SEC ADMIN** tab. On the left hand navigation panel, there will be an option for **Security Request Forms**.



- Clicking this link will display a menu of form options for the agency Security Administrator.

C. Main Menu for LaGov Security Administrators

- Click on the form you would like to access.
- The image below is an example that represents the screen for a user ID that has permissions to certain forms. Users will only see links for the forms they have authority to submit.

Security Forms	
Form ID	Form Link
ISF048	LAGOV SECURITY - HCM, LSO
ISF060	LAGOV SECURITY - BUSINESS OBJECTS
ISF065	LAGOV SECURITY - TRAVEL
LSF007	LAGOV SECURITY - SRM STATEWIDE FINANCE
LSF008	LAGOV SECURITY - SRM STATEWIDE EPROCUREMENT, LOGISTICS

D. General Instructions for Using LaGov Security Forms

It is recommended that Security Administrators look at the actual forms in the LEO>SEC ADMIN>Security Request Forms while reading this section on forms.

- **Common to All Forms:**

- | | |
|------------------------|--|
| Position Number | Must always be included, as security is added to a position not a person. |
| Personnel Area | Position belongs to this personnel area. |
| Add | Adds selected security to the position. Any existing security on the position governed by the form will remain intact. |
| Remove | Removes selected security from the position. If no job functions are selected, then all job functions related to the form will be removed. |
| Start Date | The beginning date for the permissions requested. |
| End Date | The ending date for the permissions requested. If security is to be temporary, then provide an appropriate end date, else a default end date of 12/31/9999 will be assigned. |

- **General Fields:**

- | | |
|-----------------------|---|
| Job Functions | All job functions are identified by radio buttons. In LaGov, permissions are grouped into logical sets called job functions. In order to request the correct security for a user, it is necessary to understand what job functions are available, and what job duties will be performed by an employee. |
| Comments | Enter comments relevant to the processing of this security request. |
| LaGov Security | Enter full name of the Security Administrator. |

Admin Name

Phone Enter phone number of the Security Administrator.

Email Enter email address of the Security Administrator.

- **Push Button:**
Submit Send the Security Request form to LaGov Security Administrator.
- A link to instructions for completing the form is found at the top left of each form.
- The Warning message 'You must fill in all required fields before submitting.' will be display when a required entry has not been completed. All missing required information must be entered before the form can be successfully submitted.
- The agency LaGov Security Administrator/Alternate is required to keep signed copies of all LaGov Security forms for future reference and audit purposes. Upon submittal, a copy of the form is emailed to OTS/LaGov for processing and a copy is sent to the agency security administrator making the request.
- After a security request has been processed by the LaGov Security Team, the agency LaGov Security Administrator/Alternate receives an email notification.

Expected Turnaround: Two business days (which encompasses time for the nightly security job to run which activates/deactivates roles maintained), unless request is processed on Payroll Monday. This is the only day that our security job does not routinely run.

E. LaGov ERP Security Forms

Images of each Security form, as well as the link to detailed descriptions of the Job Functions included, will follow. Again, you may not have access to all forms shown.

LSF001: LaGov Security - Finance & Real Estate

[LSF001 Form Instructions](#)

LSF001

LaGov Security - Finance & Real Estate

Request for Position Security

[Form Instructions](#)

Position Number

Agency Access (list agency number requesting access to)

Action

☐ Add
☐ Remove

Position Holder Name

Holder Personnel #

Start Date

End Date
(change if temp)

12/31/9999

Finance & Real Estate Job Functions

- | | | |
|--|--|--|
| <input type="checkbox"/> AA-01 Capital Asset Accountant | <input type="checkbox"/> AR-23 LDH MERS Cash Mgmt Processor | <input type="checkbox"/> CO-01 Cost Allocation Processor |
| <input type="checkbox"/> AA-04 AA-Transfer FPC to Agency | <input type="checkbox"/> AR-24 LDH MERS Fiscal Intermediary | <input type="checkbox"/> CO-04 Statistical Order Processor |
| <input type="checkbox"/> AP-01 AP Manager-Post | <input type="checkbox"/> AR-25 LDH MERS Customer Create/Change | <input type="checkbox"/> CO-05 Statistical Order Processor-Create |
| <input type="checkbox"/> AP-02 AP Manager w/ self post | <input type="checkbox"/> AR-26 LDH ARPCS Display | <input type="checkbox"/> CO-06 Statistical Order Processor-Release |
| <input type="checkbox"/> AP-06 One Time Vendor Processor | <input type="checkbox"/> AR-27 LDH ARPCS Receive/Pay Process | <input type="checkbox"/> FI-01A Financial Inquiry Only |
| <input type="checkbox"/> AP-10 Vendor Invoice Processor-Park | <input type="checkbox"/> AR-28 LDH ARPCS Customer Create/Change | <input type="checkbox"/> FM-02 Departmental Budget Analyst |
| <input type="checkbox"/> AR-01 Dunning Analyst | <input type="checkbox"/> AR-29 Check Log Dashboard Maintenance | <input type="checkbox"/> FM-06 Dept Budget Analyst w/o Funds Res |
| <input type="checkbox"/> AR-02 Invoice Processor-Park | <input type="checkbox"/> AR-30 LACHIP Customer Maintenance | <input type="checkbox"/> FM-07 Agency Table Utility |
| <input type="checkbox"/> AR-03 Invoice Processor-Post | <input type="checkbox"/> AR-31 LACHIP Invoice Process -Park | <input type="checkbox"/> FM-08 Funds Centers Group Admin |
| <input type="checkbox"/> AR-04 Invoice Processor-Self Post | <input type="checkbox"/> AR-32 LACHIP Invoice Process-Post | <input type="checkbox"/> FM-09 Fund Group Admin |
| <input type="checkbox"/> AR-05 Revenue/Receipts Processor | <input type="checkbox"/> AR-33 LACHIP Statement Print Process | <input type="checkbox"/> FM-10 Funded Program Group Admin |
| <input type="checkbox"/> AR-08 Temp Customer Processor | <input type="checkbox"/> AR-34 LACHIP Payment Rec Interface | <input type="checkbox"/> FM-11 Department Approver |
| <input type="checkbox"/> AR-10 Temp Customer Process DOTD | <input type="checkbox"/> AR-35 LACHIP Display | <input type="checkbox"/> FM-12 Project Finance Approver |
| <input type="checkbox"/> AR-11 Temp Customer Review DOTD | <input type="checkbox"/> AR-36 DPS Municipality Customer Maint | <input type="checkbox"/> GL-04 Document Processor-Post |
| <input type="checkbox"/> AR-12 MERS Cash Mgmt Change LDH | <input type="checkbox"/> AR-37 DPS Municipality Inv Process-Park | <input type="checkbox"/> GL-06A JV Document Processor-Park |
| <input type="checkbox"/> AR-13 MERS Cash Mgmt Process LDH | <input type="checkbox"/> AR-38 DPS Municipality Inv Process-Post | <input type="checkbox"/> GL-11A Agency Approver |
| <input type="checkbox"/> AR-14 MERS Fiscal Intermediary LDH | <input type="checkbox"/> AR-39 DPS Municipality Display | <input type="checkbox"/> GL-12A Special Revenue JE-Park |
| <input type="checkbox"/> AR-15 MATF Cash Mgmt Process LDH | <input type="checkbox"/> CA-01 Cost Allocation Admin | <input type="checkbox"/> GL-13A Special Revenue JE-Post |
| <input type="checkbox"/> AR-16 MATF CM Init Strmnt/Cash Rcpt | <input type="checkbox"/> CA-02 Cost Allocation Display | <input type="checkbox"/> GM-01A Dept Grants Accountant |
| <input type="checkbox"/> AR-17 MATF Cash Mgmt Display LDH | <input type="checkbox"/> CM-05 Imprest Account Processor | <input type="checkbox"/> GM-01B Dept Grants Accountant w/ PS |
| <input type="checkbox"/> AR-19 LDH Asses AR Cust Master Data | <input type="checkbox"/> CM-09 Imprest Account Processor-Park | <input type="checkbox"/> GM-02 Dept Grants Master Data Admin |
| <input type="checkbox"/> AR-20 LDH Asses Invoice Process-Prk | <input type="checkbox"/> CM-10 Imprest Account Processor-Post | <input type="checkbox"/> GM-05 Dept Grants Acct-COBI Billing-Sim |
| <input type="checkbox"/> AR-21 LDH Asses Invoice Process-Pst | <input type="checkbox"/> CM-11A Deposit Classification-Park | <input type="checkbox"/> GM-06 Dept Grants Acct-COBI Billing-Run |
| <input type="checkbox"/> AR-22 LDH MERS Cash Mgmt Adjust | <input type="checkbox"/> CM-12A Deposit Classification-Post | <input type="checkbox"/> GM-07 Dept Grants Mstr Data Admin-Create |

<input type="checkbox"/> GM-08 Dept Grants Mstr Data Maint	<input type="checkbox"/> IAT-02A Inter-Agency Transfer-Buyer-Park	<input type="checkbox"/> RE-01A Building Master Data Processor
<input type="checkbox"/> GM-09 Department Approver	<input type="checkbox"/> IAT-03A Seller-Approve/Post	<input type="checkbox"/> RE-03A Contract Processor
<input type="checkbox"/> GM-10 Broadband Grant Reporting	<input type="checkbox"/> IAT-04A Inter-Agency Transfer-Seller-Park	<input type="checkbox"/> RE-06A Land Master Data Processor
<input type="checkbox"/> IAT-01A Buyer-Approve/Post	<input type="checkbox"/> IAT-05 Real Estate Seller	

Comments / Special Directions

LaGov Security Admin Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

OTS Status - UserAdmin only

Open

LSF002: LaGov Security - Purchasing, Contract & Inventory[LSF002 Form Instructions](#)

LSF002

LaGov Security - Purchasing, Contract & Inventory

[Form Instructions](#)

Request for Position Security

Position Number

Holder Personnel #

Start Date

Action

☐ Add☐ Remove

Position Holder Name

End Date
(change if temp)

12/31/9999

Inventory Job Functions

Inventory Plant Access - (list plant numbers requesting access to)

☐ MM-02 Goods/Services Receiver☐ MM-07 Requisition Approver Group 2☐ MM-03 Inventory Manager - Enhanced☐ MM-08 Requisition Approver Group 3☐ MM-04 Inventory Requestor☐ WM-01 Warehouse Clerk/Operator☐ MM-05 Inventory Manager - Basic☐ WM-02 Warehouse Manager☐ MM-06 Requisition Approver Group 1☐ WM-03 Warehouse Supervisor

Inquiry Only

☐ FI-01 Financial Inquiry☐ LO-01 Logistics Inquiry☐ SRM-05 SRM Inquiry

E Procurement (SRM) Job Functions

☐ SRM-01 Approver (select all that apply)☐ Agency Approver (Non Bid/Contract/Catalog orders - list plants)☐ Asset Accountant Approver (list plants)☐ Ad Hoc Approver (list plants)☐ Commodity Approver (Internal Agency Approver - list commodities)☐ Cost Center Approver (include cost centers)☐ Fiscal Approver (LaGov Services Contracts - list plants)☐ Signature Authority Approver (LaGov Services Contracts - list plants)☐ SRM-02 Buyer (includes Requisitioner role)

list plants and address below

☐ SRM-03 Requisitioner (not required if position is a buyer)☐ SRM-04 SUS Reg (includes SRM-02 Buyer role) list plants and address below☐ SRM-06 Buyer - Basic

list plants and address below

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

LSF003: LaGov Security - Maintenance Operations[LSF003 Form Instructions](#)

LSF003

[Form Instructions](#)

LaGov Security - Maintenance Operations
Request for Position Security

Position Number

Personnel Area

Action
☐ Add
☐ Remove

Position Holder Name

Holder Personnel #

Start Date

Plant Access (list plant numbers requesting access to)

End Date
(change if temp)
12/31/9999

Plant Maintenance Job Functions
☐ PM-01 Agency Master Data Processor
☐ PM-02 Building Maintenance Requestor
☐ PM-03 Fleet Maintenance Requestor
☐ PM-04 Fleet Manager
☐ PM-05 Maintenance Sup/Mgr
☐ PM-06 Property Manager
☐ PM-08 Work Order Proc/Fuel Entry
☐ PM-12 Prop Inv Proc: M5 Notification
☐ PM-17 Prop Mgr - Planner Group - LWC Only
☐ P01 Regular
☐ RSH Randolph Sheppard Program

Inquiry Only
☐ AG-09 Linear Assets Inquiry
☐ FI-01 Financial Inquiry
☐ LO-01 Logistics Inquiry

Agile Only
List the Admin Unit/Dist & Gang(s)
that the user needs access to:

Linear Assets Job Functions (Agile)
☐ AG-01 Area Engineer
☐ AG-02 Clerk
☐ AG-03 Business Administrator
☐ AG-04 Control Section Administrator
☐ AG-05 District Administrator
☐ AG-06 Foreman
☐ AG-08 Supervisor

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

LSF004: LaGov Security - Project Systems[LSF004 Form Instructions](#)

LSF004

[Form Instructions](#)

LaGov Security - Project Systems
Request for Position Security

Position Number

Personnel Area

Action
☐ Add
☐ Remove

Position Holder Name

Holder Personnel #

Start Date

Business Area Access (list agency numbers requesting access to)

End Date
(change if temp)

Job Functions
☐ LO-07 Site Mgr PO Processor-DOTD
☐ PS-01 Statistical Activities Processor
☐ PS-02 Financial Fed Aid Mgr-DOTD
☐ PS-03 Financial Periodic Processor
☐ PS-06 Project Creator
☐ PS-07 Project Financing-DOTD
☐ PS-08 Project Plan-DOTD
☐ PS-09 Project Processor
☐ PS-10 Project Scheduler
☐ PS-12 User Status Processor
☐ PS-13 Environmental Group Team-DOTD
☐ PS-14 Suspend Fed Billing-Display User-DOTD
☐ PS-15 Suspend Fed Billing-Update User-DOTD
☐ PS-17 System Status Release-Display User-CPRA
☐ PS-18 System Status Release-Update User-CPRA
☐ PS-25 Cost Planner-CPRA
☐ PS-26 Networks and Activities Processor-CPRA

Inquiry Only
☐ FI-01 Financial Inquiry
☐ LO-01 Logistics Inquiry
☐ PS-11 PS Restricted Display-DOTD

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

LSF009: LaGov Security - Real Estate - Right of Way[LSF009 Form Instructions](#)

LSF009

[Form Instructions](#)

LaGov Security - Real Estate - Right of Way
Request for Position Security

Position Number	Holder Personnel #	Start Date	Action <input type="radio"/> Add <input type="radio"/> Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Position Holder Name	End Date (change if temp)		
<input type="text"/>	<input type="text" value="12/31/9999"/>		

Job Functions

☐ AP-16 RE Vendor Maintenance Processor
☐ RE-10 Master Data Processor (Contracts)
☐ RE-11 Retainer Contract-Level 1 Approver
☐ RE-12 Right of Way Contract-Level 1 Approver
☐ RE-13 Services Contract-Level 1 Approver
☐ RE-14 Services Contract-Level 2 Approver

Comments / Special Directions

LaGov Security Admin Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

LSF010: LaGov Security - Waste Tire (DEQ Only)[LSF010 Form Instructions](#)

LSF010

[Form Instructions](#)

LaGov Security - Waste Tire (DEQ Only)
Request for Position Security

Position Number	Holder Personnel #	Start Date	Action <input type="radio"/> Add <input type="radio"/> Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Position Holder Name	End Date (change if temp)		
<input type="text"/>	<input type="text" value="12/31/9999"/>		

Job Functions

☐ FI-01 Financial Inquiry

☐ WT-01 Waste Tire Accounts Receivable Processor

☐ WT-02 Waste Tire Billing

☐ WT-03 Waste Tire Fee Report Entry

☐ WT-04 Waste Tire Display

☐ WT-05 Waste Tire Generator Manifest

☐ WT-06 Waste Tire Processor Manifest

Comments / Special Directions

LaGov Security Admin Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

LSF011: LaGov Security - Budget Development[LSF011 Form Instructions](#)

LSF011

[Form Instructions](#)

LaGov Security - Budget Development
Request for Position Security

Position Number

Holder Personnel #

Start Date

Action
☐ Add
☐ Remove

Position Holder Name

End Date
(change if temp)

Job Functions

☐ SBP-01 Agency Budget Request Analyst-Operating
☐ SBP-05 Agency Report Inquiry-Operating (BO)
☐ SBP-06 Agency PEP Only Report Inquiry-Operating (BO)
☐ SBP-10 Non-LaGov Agency Budget Request Analyst - Operating
☐ SBP-11 Agency Performance Analyst
☐ SBP-12 Agency Performance Approver
☐ SBP-13 Agency Performance Report Inquiry

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

OTS Status - UserAdmin only

LSF021: LaGov Security - OSB - Building Maintenance Requestor[LSF021 Form Instructions](#)

LSF021

[Form Instructions](#)**LaGov Security - OSB
Building Maintenance Requestor**

Request for Postion Security

Position/External #

Personnel Area

Action

☐ Add☐ Remove

Department Name

Section Name

Position Holder Name

Start Date

End Date

(change if temp)

PM-18 Security to allow outside agencies to submit maintenance requests against OSB owned buildings

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

OTS Status - UserAdmin only

Open

ISF060: LaGov Security - Business Objects[ISF060 Form Instructions](#)

ISF065

[Form Instructions](#)

LaGov Security - Travel
Request for Position Security

Position Number

Personnel Area

Action
☐ Add
☐ Remove

Position Holder Name

Holder Personnel #

Start Date
10/01/2021

End Date
(change if temp)
12/31/9999

Travel Authorization

Select only ONE authorization for the position listed above.

☐ TV-01 Travel Reporting Only

:Executes Reports only

☐ TV-02 Travel Administrator - Basic

:Performs all functions EXCEPT approving and canceling

☐ TV-03 Travel Administrator - Regular

:Performs all functions EXCEPT canceling

☐ TV-04 Travel Administrator - Advanced

:Performs all functions

For Workflow Agencies Only:

☐ TV-05 Cost Assignment Reviewer

:Agency Cost Approver for Expense Report workflow (more than 1 Approver can be designated)

☐ TV-06 Travel Cost Approver - Expense

:Agency Approver for Expense Report workflow (more than 1 Approver can be designated)

Personnel Areas / Agency Numbers - enter all personnel areas / must be 4 digits

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

OTS Status - UserAdmin only
Open

Revised August 2024

Page 25

ISF065: LaGov Security - Travel[ISF065 Form Instructions](#)

ISF065

[Form Instructions](#)

LaGov Security - Travel
Request for Position Security

Position Number

Personnel Area

Action
☐ Add
☐ Remove

Position Holder Name

Holder Personnel #

Start Date

End Date
(change if temp)

Travel Authorization

Select only ONE authorization for the position listed above.

☐ TV-01 Travel Reporting Only

:Executes Reports only

☐ TV-02 Travel Administrator - Basic

:Performs all functions EXCEPT approving and canceling

☐ TV-03 Travel Administrator - Regular

:Performs all functions EXCEPT canceling

☐ TV-04 Travel Administrator - Advanced

:Performs all functions

For Workflow Agencies Only:

☐ TV-05 Cost Assignment Reviewer

:Agency Cost Approver for Expense Report workflow (more than 1 Approver can be designated)

☐ TV-06 Travel Cost Approver - Expense

:Agency Approver for Expense Report workflow (more than 1 Approver can be designated)

Personnel Areas / Agency Numbers - enter all personnel areas / must be 4 digits

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

OTS Status - UserAdmin only

F. LaGov Statewide Support Security Forms**LSF012: LaGov Security - Statewide Support - OSRAP**[LSF012 Form Instructions](#)

LSF012

[Form Instructions](#)

LaGov Security - Statewide Support - OSRAP
Request for Position Security

Position Number

Personnel Area

Action
☐ Add
☐ Remove

Position Holder Name

Holder Personnel #

Start Date

Business Area Access (list agency numbers requesting access to)

End Date
(change if temp)

Job Functions

☐ AA-03 Capital Asset Valuation Adjuster
☐ AP-17 Vendor/EFT Display for All Agencies
☐ CO-02 Master Data Processor
☐ CO-07 Cost Center Master Data Processor
☐ FM-01 Budget Controller
☐ FM-05 Period End Processor
☐ GL-02 Close Processor
☐ GL-03 Doc Proc-Contrl Agy w/ Self Post
☐ GL-07 Master Data Processor
☐ GM-04 Stwd Central Grants Administrator
☐ SUS-02 Vendor Administrator-Display

Inquiry Only

☐ FI-01 Financial Inquiry
☐ LO-01 Logistics Inquiry

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

OTS Status - UserAdmin only

LSF013: LaGov Security - Statewide Support - LPAA[LSF013 Form Instructions](#)

LSF013

[Form Instructions](#)

LaGov Security - Statewide Support - LPAA
Request for Position Security

Position Number	Personnel Area	Action <input type="radio"/> Add <input type="radio"/> Remove
<input type="text"/>	<input type="text"/>	
Position Holder Name	Holder Personnel #	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Area Access (list agency numbers requesting access to)		End Date (change if temp)
<input type="text"/>		<input type="text" value="12/31/9999"/>

Job Functions	Inquiry Only
<input type="checkbox"/> PM-01 State Master Data Processor	<input type="checkbox"/> FI-01 Financial Inquiry
<input type="checkbox"/> PM-04 Notification Proc: Fleet Manager	<input type="checkbox"/> LO-01 Logistics Inquiry
<input type="checkbox"/> PM-05 Reporting Managerial	
<input type="checkbox"/> PM-06 Notification Proc: Property Manager	
<input type="checkbox"/> PM-07 Stwd Property/Fleet Manager	
<input type="checkbox"/> PM-11 Property Auditor	
<input type="checkbox"/> MM-09 Goods/Services Receipt	
<input type="checkbox"/> MM-10 Good Receipt Asset Reversal	

Comments / Special Directions

LaGov Security Admin Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

LSF014: LaGov Security - Statewide Support - OSUP[LSF014 Form Instructions](#)

LSF014			
Form Instructions		LaGov Security - Statewide Support - OSUP	
Request for Position Security			
Position Number	Personnel Area	Action	
<input type="text"/>	<input type="text"/>	<input type="radio"/> Add <input type="radio"/> Remove	
Position Holder Name	Holder Personnel #	Start Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Business Area Access (list agency numbers requesting access to)		End Date (change if temp)	
<input type="text"/>		<input type="text" value="12/31/9999"/>	
<div>Job Functions <input type="checkbox"/> AP-08 Stwd Central Payment Processor <input type="checkbox"/> AP-09 Stwd Central Vendor Mast Data Admin <input type="checkbox"/> CM-02 Bank Reconciler <input type="checkbox"/> HCM-23 BFA Processor <input type="checkbox"/> HCM-24 GA Processor <input type="checkbox"/> HCM-25 WTA Processor</div>		<div>Inquiry Only <input type="checkbox"/> FI-01 Financial Inquiry <input type="checkbox"/> LO-01 Logistics Inquiry</div>	
Comments / Special Directions			
<input type="text"/>			
LaGov Security Admin Name	Phone	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.			
<input type="button" value="SUBMIT"/>			

LSF015: LaGov Security - Statewide Support - OSP[LSF015 Form Instructions](#)

LSF015

[Form Instructions](#)

LaGov Security - Statewide Support - OSP
Request for Position Security

Position Number

Personnel Area

Action
☐ Add
☐ Remove

Position Holder Name

Holder Personnel #

Start Date

Business Area Access (list agency numbers requesting access to)

End Date
(change if temp)

Job Functions

☐ MM-01 Global Master Data Processor

☐ SRM-11 Contract Novation

☐ SRM-13 OSP Buyer (Include mailing address below)

☐ MDM-01 Catalog Manager (optional, if SRM-13 is selected)

☐ SRM-14 OSP-PC Approver (Include mailing address below)

☐ MDM-01 Catalog Manager (optional, if SRM-14 is selected)

☐ SUS-01 Vendor Administrator-Stwd

☐ SUS-02 Vendor Administrator-Display

Inquiry Only

☐ FI-01 Financial Inquiry

☐ LO-01 Logistics Inquiry

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

OTS Status - UserAdmin only

LSF016: LaGov Security - Statewide Support - ORM[LSF016 Form Instructions](#)

LSF016

[Form Instructions](#)

LaGov Security - Statewide Support - ORM
Request for Position Security

Position Number	Personnel Area	Action <input type="radio"/> Add <input type="radio"/> Remove
<input type="text"/>	<input type="text"/>	
Position Holder Name	Holder Personnel #	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Area Access (list agency numbers requesting access to)		End Date (change if temp)
<input type="text"/>		<input type="text" value="12/31/9999"/>

Job Functions

☐ RE-01 Building Mstr Data Proc
☐ RE-05 Insurance Mstr Data Proc

Comments / Special Directions

LaGov Security Admin Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

OTS Status - UserAdmin only
Open

LSF017: LaGov Security - Statewide Support - FPC[LSF017 Form Instructions](#)

LSF017

[Form Instructions](#)

LaGov Security - Statewide Support - FPC
Request for Position Security

Position Number

Personnel Area

Action
☐ Add
☐ Remove

Position Holder Name

Holder Personnel #

Start Date

Business Area Access (list agency numbers requesting access to)

End Date
(change if temp)

Job Functions
☐ CO-04 Statistical Order Processor
☐ FM-07 Agency Table Utility
☐ PS-06 Project Creator
☐ PS-12 User Status Processor
☐ PS-19 Project Processor-PM
☐ PS-20 Project Processor-Acct
☐ PS-21 Project Processor-Admin
☐ PS-22 Project Processor-Lock/Unlock
☐ PS-23 Project Mgmt Reporting-FPC
☐ PS-24 Non State Project Processor-PM
☐ RE-01 Building Mstr Data Processor
☐ RE-03 Contract Processor-SLO
☐ RE-04 Contract Processor-FPC
☐ RE-06 Land Mstr Data Processor
☐ SRM-08 Business Partner Maint
☐ SRM-09 Contract Creator
☐ SRM-10 Funding/Buyer-FPC

Inquiry Only
☐ FI-01 Financial Inquiry
☐ LO-01 Logistics Inquiry

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

LSF018: LaGov Security - Statewide Support - SCS[LSF018 Form Instructions](#)

LSF018

[Form Instructions](#)

LaGov Security - Statewide Support - SCS
Request for Position Security

Position Number	Personnel Area	Action
<input type="text"/>	<input type="text"/>	<input type="radio"/> Add <input type="radio"/> Remove
Position Holder Name	Holder Personnel #	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
		End Date (change if temp) <input type="text" value="12/31/9999"/>

LaGov Authorizations

☐ HCM-13 Stwd Position Maintenance
☐ HCM-14 Inquiry
☐ HCM-15 Job Processor
☐ HCM-16 Compliance Inquiry
☐ HCM-17 Legacy System Update
☐ HCM-18 State Police Commission
☐ HCM-19 Payroll Inquiry

Comments / Special Directions

LaGov Security Admin Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

LSF019: LaGov Security - Statewide Support - Inquiry Only[LSF019 Form Instructions](#)

LSF019

[Form Instructions](#)

LaGov Security - Statewide Support - Inquiry Only
Request for Position Security

Position Number	Personnel Area	Action
<input type="text"/>	<input type="text"/>	<input type="radio"/> Add <input type="radio"/> Remove
Position Holder Name	Holder Personnel #	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
		End Date (change if temp) <input type="text" value="12/31/9999"/>

LaGov Authorizations

☐ AUD-01 Legislative Auditor IS
☐ AUD-02 Legislative Auditor FI / Inspector General
☐ HCM-26 HCM Retirement System Inquiry (Lasers, TRSL, LSPR)
☐ HCM-29 OPB - Legislative Fiscal Inquiry
☐ HCM-30 OGB Inquiry
☐ HCM-31 OSRAP - Financial Inquiry

Comments / Special Directions

LaGov Security Admin Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

LSF020: LaGov Security - Statewide Support - Budget[LSF020 Form Instructions](#)

LSF020

[Form Instructions](#)

LaGov Security - Statewide Support - Budget

Request for Position Security

Position Number

Holder Personnel #

Start Date

Action
☐ Add
☐ Remove

Position Holder Name

End Date
(change if temp)

Job Functions

SBP
☐ SBP-03 State Budget Request-Operating
☐ SBP-04 State Budget System Admin-Operating

SRM-DTS
☐ SRM-16B SRM - DTS - Budget Office (List plants below)

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

OTS Status - UserAdmin only

LSF022: LaGov Security - Statewide Support - STO[LSF022 Form Instructions](#)

LSF022

[Form Instructions](#)**LaGov Security - Statewide Support - STO**

Request for Position Security

Action

- ☐ Add
☐ Remove

Position Number**Personnel Area****Start Date****Position Holder Name****Holder Personnel #****End Date**

(change if temp)

12/31/9999

Job Functions

- | | |
|--|---|
| <input type="checkbox"/> CM-11B Deposit Classification - Park - CTRL | <input type="checkbox"/> ZCTL-01 Control Agency - AP Invoice Park |
| <input type="checkbox"/> CM-12C Deposit Classification - Post - CTRL | <input type="checkbox"/> STO-OTH |
| <input type="checkbox"/> CM-13 Deposit Document - Park - STO | <input type="checkbox"/> ALL |
| <input type="checkbox"/> CM-14 Deposit Document - Post - STO | <input type="checkbox"/> ZCTL-02 Control Agency - AP Invoice Post |
| <input type="checkbox"/> CM-15 EBS Display - Control Agency | <input type="checkbox"/> STO-OTH |
| <input type="checkbox"/> CM-16 EBS Dashboard - Control Agency | <input type="checkbox"/> ALL |
| <input type="checkbox"/> GL-12B GL Special Revenue JE - Park - CTRL | <input type="checkbox"/> ZCTL-03 Control Agency - FM Budget Processor |
| <input type="checkbox"/> GL-13B GL Special Revenue JE - Post - CTRL | <input type="checkbox"/> STO-OTH |
| <input type="checkbox"/> SBP-14 Control Agency Approver - Operating | <input type="checkbox"/> ALL |
| | <input type="checkbox"/> ZCTL-04 Control Agency - GL Park |
| | <input type="checkbox"/> STO-OTH |
| | <input type="checkbox"/> ALL |
| | <input type="checkbox"/> ZCTL-05 Control Agency - GL Post |
| | <input type="checkbox"/> STO-OTH |
| | <input type="checkbox"/> ALL |

Comments / Special Directions

LaGov Security Admin Name**Phone****Email**

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT**OTS Status - UserAdmin only**Open

G. LaGov HCM Security Forms**ISF048: LaGov Security - HCM / LSO**[ISF048 Form Instructions](#)

ISF048

LaGov Security - HCM / LSO
Request for Position Security

[Form Instructions](#)

Position/External #

Personnel Area

Action
☐ Add
☐ Remove

Start Date

Limit Security Within An Agency?
☐ Yes ☐ No

Personnel Area Access List

End Date
(change if temp)

LaGov HCM Authorizations

Paid Agency EA Processor
☐ HCM-01A Inquiry Only (Paid)
☐ HCM-03 Employee Admin (Paid)
☐ HCM-04 EA Time Admin
(Includes All Time Groups)
☐ HCM-05A Org Mgmt (Paid)
☐ HCM-06 Time Administrator
(Specify Time Groups Below)

Non-Paid Agency EA Processor
☐ HCM-01B Inquiry Only (Non-Paid)
☐ HCM-02 Employee Admin (Non-Paid)
☐ HCM-05B Org Mgmt (Non-Paid)
Special Reporting Roles
☐ HCM-07 FI/Org Reports - Agency Fiscal Staff
☐ HCM-09 Payroll Cost Reports - Non Fiscal Staff

Learning Solution (LSO)
☐ LSO-01 LaGov Training Coordinator
☐ LSO-02 Training Coord (Non LaGov Agy)
☐ LSO-03 Training Reports
☐ LSO-04 Training Administrator
☐ LSO-05 Qualifications Administrator
☐ LSO-06 Qualifications Admin - Basic
☐ LSO-07 Workbook Follow Up (DOTD)

Specify Time Groups - Timekeeper groups include a 4 digit personnel area number followed by a 3 digit time admin group code

Personnel Area	TA Group	Personnel Area	TA Group	Personnel Area	TA Group
<input type="text"/>	- <input type="text"/>	<input type="text"/>	- <input type="text"/>	<input type="text"/>	- <input type="text"/>
<input type="text"/>	- <input type="text"/>	<input type="text"/>	- <input type="text"/>	<input type="text"/>	- <input type="text"/>
<input type="text"/>	- <input type="text"/>	<input type="text"/>	- <input type="text"/>	<input type="text"/>	- <input type="text"/>
<input type="text"/>	- <input type="text"/>	<input type="text"/>	- <input type="text"/>	<input type="text"/>	- <input type="text"/>
<input type="text"/>	- <input type="text"/>	<input type="text"/>	- <input type="text"/>	<input type="text"/>	- <input type="text"/>

Comments / Special Directions

LaGov Security Admin Name

Phone

Email

Clicking SUBMIT indicates my authorization of above additions to / removals from security for this position.

SUBMIT

VI. DELIMITATION OF POSITION SECURITY

There are two ways that this can occur.

1. If a position no longer requires permissions in LaGov, the agency LaGov Security Administrator Primary or Alternate must send the necessary form(s) to remove the security from the position.
2. When an employee vacates a position (through reassignment or separation) and no longer has a valid holder relationship to the position, the position security is removed from the User ID. This is handled by the nightly security job.

Vacant positions continue to have security relationships attached unless an action as explained in Step 1 is taken. When a new holder is assigned to a position, the existing security relationships automatically become attached to the new holder's User ID when the nightly security update program runs.

If the new holder will perform the same job duties and require the same security permissions, no action is necessary.

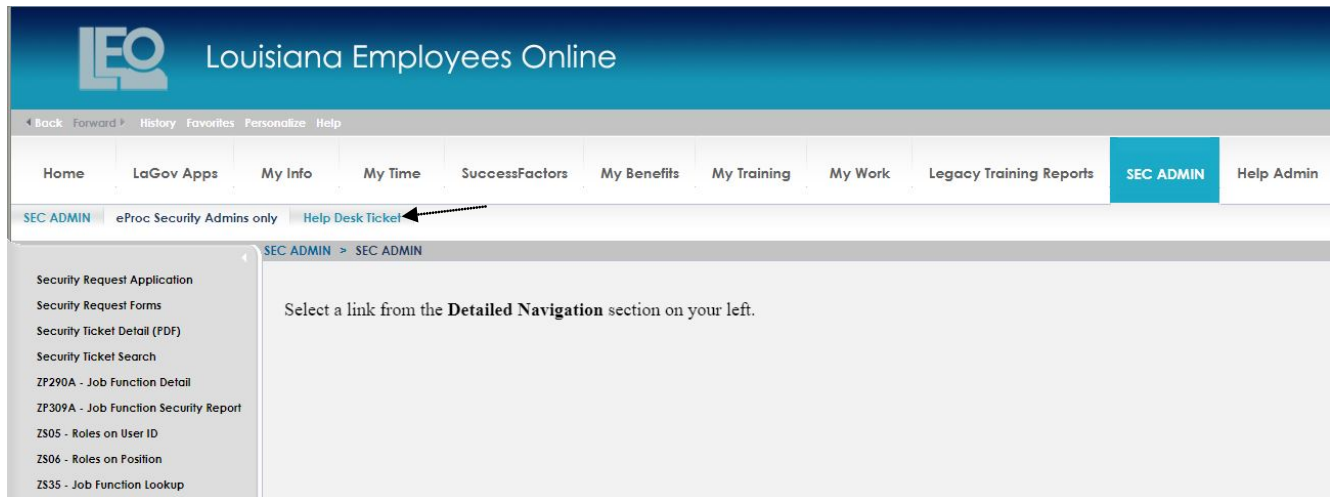
Agency LaGov Security Administrator Primary and Alternates are responsible for properly maintaining LaGov position security.

VII. LAGOV SUPPORT

Agency LaGov Security Administrators can contact the LaGov Help Desk by submitting a Web Ticket. They can assist with questions involving assignment and maintenance of security roles, filling out and submitting security requests, which role a specific transaction or screen is in, how to update a security administrator designation, employee password maintenance issues and, in general, any question related to LaGov security.

A. LaGov Web Ticket

A link to the LaGov Help Desk Ticket can be found under the SEC ADMIN tab.



Each time you create a Help Desk Ticket, select

- **System -> LAGOV/LEO**
- **Module -> SECURITY**
- Add either the position number or Personnel number affected by this issue
- Provide Problem Details (Screenshot if applicable)
- Review and then click SUBMIT

To submit a LaGov Help Desk Ticket, fill in the required fields and click the Submit Button

Email Address: BRYCE.HADDAD@LA.GOV Phone Number: 225-219-2124

Alt. Email Address (Optional): Alt. Phone Number (Optional): Ext:

*System: LAGOV/ LEO

*Module: SECURITY

*Category:

Reference Information: (ex: Personnel # = 2297, po number, position number)

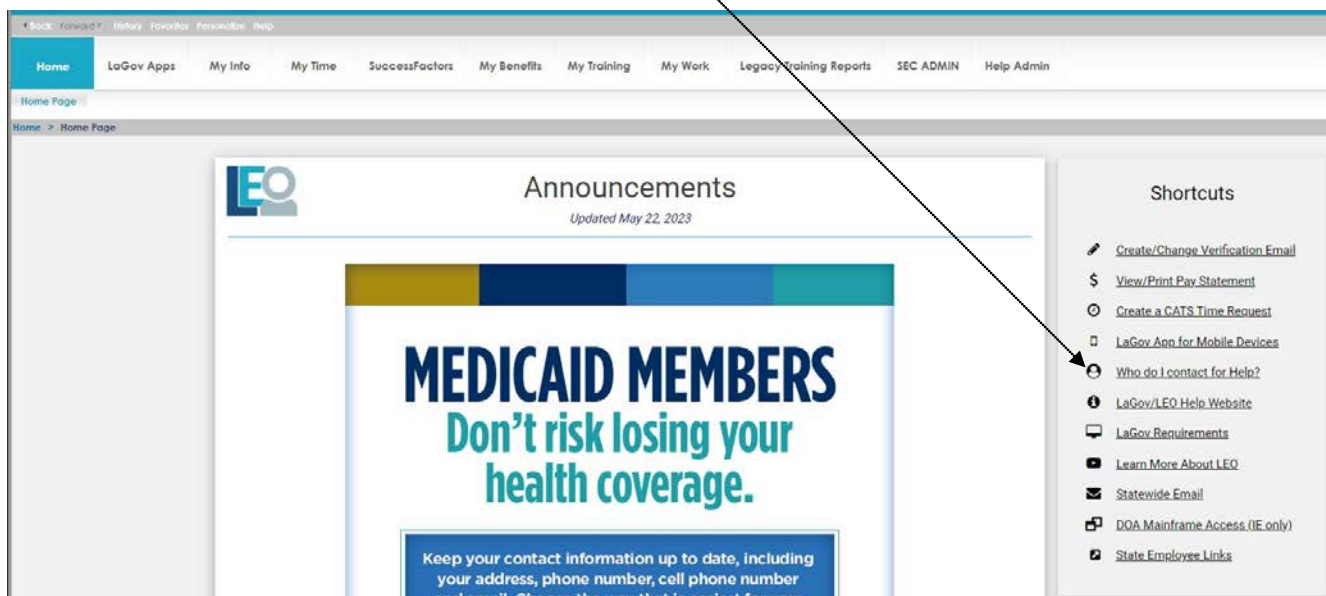
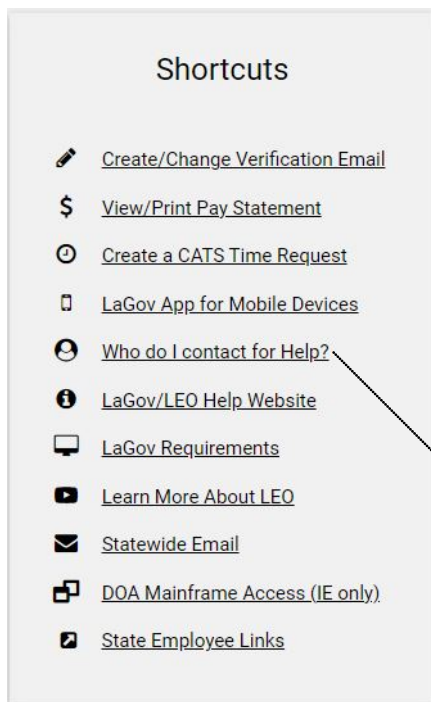
*Problem Detail: (1000 Character Max)

> Add a PDF attachment (Optional)

The Help Desk Ticket will be received by the LaGov Help Desk via email and you will be contacted during normal business hours, 7:30 to 4:30.

B. Who Do I Contact for Help? link in LEO

So how do agency employees find out who is their LaGov Security Administrator? They can log into LEO and click the “Who do I contact for Help?” link on the LEO Home page.



In addition to contacts such as their LEO, Travel, Technical and Training agency contact, employees can click this link to see a list of the various types of Agency Security Administrators that have been designated for their agency. Some examples are:

Co...	Contact Type Text
005	LAGOV SECURITY HCM/LSO - PRIMARY
006	LAGOV SECURITY HCM/LSO - ALTERNATE
013	LAGOV SECURITY PROJ SYSTEM - PRIMARY
014	LAGOV SECURITY PROJ SYSTEM - ALTERNATE
015	LAGOV SECURITY FINANCE/REAL EST-PRIMARY
016	LAGOV SECURITY FINANCE/REAL EST - ALT
017	LAGOV SECURITY PROCURMNT/INVEN-PRIMARY
018	LAGOV SECURITY PROCURMNT/INVEN-ALTERNATE
019	LAGOV SECURITY MAINTENANCE-PRIMARY
020	LAGOV SECURITY MAINTENANCE-ALTERNATE
035	LAGOV SECURITY OSRAP - PRIMARY
036	LAGOV SECURITY OSRAP - ALTERNATE
039	LAGOV SECURITY OSUP - PRIMARY
040	LAGOV SECURITY OSUP - ALTERNATE
050	LAGOV SECURITY BUDGET DEVELOPMNT-PRIMARY
052	LAGOV SECURITY BUDGET DEV ADM-PRIMARY
053	LAGOV SECURITY BUDGET DEV ADM-ALTERNATE
056	LAGOV SECURITY OSB - PRIMARY
057	LAGOV SECURITY OSB - ALTERNATE

For each different contact type, the person's name, email address, and phone number is displayed. All contacts are specific for the agency for whom that employee works.

VIII. LAGOV ACCESS

A. LaGov User IDs

- When an employee is added into the system, a User ID is automatically created in LaGov for that employee. This process runs on Monday through Friday night during non-payroll weeks and Tuesday through Friday of payroll-week. During this process, the User ID will be assigned permissions that are attached to the position for which the employee is a holder.
- For new users, it is the responsibility of the agency, typically the Human Resource staff, to look up the employee's new personnel number and give them their User ID. The personnel number can be found through transaction PA20 Display Master Data. The User ID will consist of the personnel number preceded by a "P" followed by sufficient zeros to make a nine-character User ID.

Ex. New employee number is 211234.

The employee User ID would be P00211234

- The initial password for a User ID is setup by the employee in LEO password maintenance by clicking **First Time User?** on the LEO home screen. It is the responsibility of the agency to instruct new employees on how to use LEO password maintenance. For users who have LaGov security access, the password set up in LEO will be the password used for all LaGov functions.

B. LaGov/LEO Passwords

1. Password Guidelines

Since the ID is assigned to you, keep in mind that your name is associated with all the activity your ID performs. The following list of password guidelines was formulated to help protect you and the data you have permission to access.

- A password can only do its job of protecting your identity if you handle it properly. Thus, you should keep your password strictly confidential and you should not share it with others.
- Avoid writing your password down and leaving it where others might see it.
- Avoid using easy to guess passwords such as the names of your children, significant other, pets, favorite sports teams or religious references.
- Never save a password if prompted by the browser.
- Avoid recycling a group of passwords over and over again.

2. Changing Passwords

- Your password is valid for 90 days and may be changed as desired through LEO. After 90 days, the system will prompt you to replace your expired password. Access LEO password maintenance to change your password by clicking **Forgot Password? Locked?** on the LEO or LaGov ERP home screen. If the new password does not conform to the guidelines listed in the password maintenance application, then the system will display an error message and you must

try again. Once your password is established in LEO, it will also allow you to access the LaGov ERP portal.

3. Password Problems

- After five incorrect attempts to enter the correct password, your User ID will be suspended. The unsuccessful attempts are cumulative and need not be one right after the other. The counter for password violations continues tracking attempts until a successful logon takes place.
- If your ID is suspended or you have forgotten your password in LaGov, then you must use password maintenance in LEO. See **Changing Passwords**.
- If you get a message that your LEO account is disabled in password maintenance, then you must contact the LaGov Help Desk. See Phone information below.
- Upon proper identification, the LaGov Help Desk will remove the lock, reset your personal questions, and instruct you to set up a new password in LEO password maintenance. It is then the user's responsibility to use LEO to set up a new confidential password at the earliest possible opportunity. The LaGov system will not allow the user to sign on until he or she selects a new password.
- LaGov Help Desk representatives will not assign passwords to a User ID. It is the user's responsibility to maintain their own password for LaGov and LEO.
- When the user selects a new password in LEO password maintenance, LaGov is updated to accept the same password and the LaGov account is unlocked. Employees will always use the same User ID and password to log into both LaGov and LEO.

C. LaGov Help Line

The LaGov Help Line should be used by employees to request assistance only once they have been unsuccessful resolving their problem using LaGov's self-service password maintenance application.

LaGov Help Line: 225-219-6900 Option 2

Calls are returned Monday thru Friday, excluding holidays, from 7:30 to 4:30.

For Forgotten Password or Locked ID issues, select Option 2. Callers are then given an opportunity to leave a voice mail. Be sure to leave your Name, Personnel Number, Phone number and the nature of your issue. A LaGov Help Desk representative will return the call.

Click to access the [LaGov ERP/LEO Logon On Assistance Quick Reference Card](#) for more information.