Instructions for Logging into LEO to complete Web Based Courses

- The address for Leo is <u>https://leo.doa.louisiana.gov/irj/portal</u>.
- You will need your H ID to register.

Sector Sector		STATE OF LOUISIANA LOUISIANA EMPLOYEES ONLINE	
LEO	Branding Image	User ID * Password * Unlock / Change Password	Ex. P00654321 Case sensitive
LEO		Log on <u>First Time User?</u> <u>Online Help</u> <u>System Availability</u>	

- Your user specific ID is your H number you have been provided.
- You will click on First time user and use your H ID to register yourself into the system.

PASSWORD MAINTENANCE (Reset and Registration) If you are a: NEW USER, CURRENT USER whose PASSWORD is LOCKED, CURRENT USER and forgot your Password	QUIT HELP
User ID: Ex. 'P00012345' Or 'H50012346' (9 characters)	

******* When inputting your HID you must include the H (for example H50448975)*******

• You will have to enter the last four of your social and your date of birth, it will ask you to pick from a series of questions and require your answers (This is in case you ever forget your login information)

Home My Training My Work M <u>Training</u> Reports	ly Help Training Coordinator				
Training					
Navigation	Messages and Notes				
Training Home	There are no messages or notes for you.				
My Training Quick Reference for LaGov Employees (PIDs)	My Training Activities				
My Training Quick Reference for Non-LaGov Employees (H IDs)	All (0)	nmarized format			
Problems Receiving Course Credit and Other Issues	Course The table does not contain any entries	Delivery Method	Schedule/Due Date	Location	Start
Tips for Viewing Courses	Refresh				Print
Find					
Search Term					
Course Catalog Comprehensive Public Training Program Department/seency Training Statewide Courses					
My Learner Account	3				

• Once you have registered click on the "My Training" tab at the top.

• On the left hand navigation menu towards the bottom you will see a search box. In the search box type in the course you are looking for and click find. For example: PES BASICS. You can also type in WBT into the search box which tells the system to populate a list of all available Web-Based Trainings.



• In the center of your page it will populate your web based training (for example: CPTP PES BASICS WBT).

Welcome SAMANTHA WEST LEO - LOUISIANA Employees Online			
Home My Training My Work	My Help Training Coordinator		
<u>Training</u> Reports			
Training			
Navigation	▲ Find		
Training Home	Search Term PES BASICS Find		
My Training Quick Reference			
Tor Lagov Linployees (Pibs)			
My Training Quick Reference for Non-LaGov Employees (H	1 Hits Found (dependent on the search options stored in Settings)		
IDs)	You can personalize the search results. To do so, click <u>Settings</u>		
Problems Receiving Course	Web-Based Training (1)		
Credit and Other Issues	Course		
Tips for Viewing Courses	CPTP PES Basics WBT		
Find	Refresh		
Search Term			
PES BASICS			
Find Extended Search			
Course Catalog			
<u>Comprehensive Public</u> Training Program			
Department/Agency			
Statewide Courses			
My Learner Account			
Training Activities	•		

• After you click on the hyperlink it will give you the option to book yourself into the course.

Web-Based Training : CPTP PES Basics WBT :
Course Catalog > Comprehensive Public Training Program > CPTP All Courses > CPTP HR & Civil Service Topics > CPTP PES Basics WBT
The results of the prerequisites check indicate that you can book this course. For more information on the prerequisites check
Course Content
CPTP PES Basics WBT
This course provides all state employees, including employees, supervisors, and second level reviewers, with information about the importance of a performance evaluation system and the history of performance evaluations within the state of Louisiana.
Learning Objectives: * Understand the history of performance evaluations in the state of Louisiana * Understand how a performance evaluation system works * Learn the benefits of an evaluation system for employees, supervisors ,and agencies
Intended Audience: All state employees
Learning Hours: 0.5 hour

• Once you click on book this course, it will give you the option to start the course now.

Web-Based Training : CPTP PES Basics WBT :
Course Catalog > Comprehensive Public Training Program > CPTP All Courses > CPTP HR & Civil Service Topics > CPTP PES Basics WBT
Participation was successfully booked.
Start Course Now
Course Content
CPTP PES Basics WBT
This course provides all state employees, including employees,
supervisors, and second level reviewers, with information
and the history of performance evaluations within the
state of Louisiana.
Learning Objectives:
* Understand the history of performance evaluations in the state of
Louisiana * Understand how a performance evaluation system works
* Learn the benefits of an evaluation system for employees, supervisors
,and agencies
Intended Audience: All state employees
Learning Hours: 0.5 hour

Once you have finished the WBT click on the course again and it will take you to the screen that allows you to receive credit for the course.

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Home My Training	My Work	My Help	Training Coordinator		
Training Reports					
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Navigation	Ξ] 🚔 🛛 м	essages and Notes		
Training Home		The	re are no messages or notes for you.		
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Problems Receiving	Problems Receiving Course		Course	Delivery Method	Schedule/Due Date
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Tips for Viewing Co	urses	Refr	Details On CPTP PE	ES Basics WBT	
Find					
Search Term					

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Home My Training My Work N	ly Help Training Coordinator
Navigation	Web-Based Training : CPTP PES Basics WBT :
Training Home	Course Catalog. > Comprehensive Public Training Program > CPTP All Courses > CPTP HR & Civil Service Topics > CPTP PES Basics WBT
My Training Quick Reference for LaGoy Employees (P IDs)	GET CREDIT FOR COURSE
My Training Quick Reference for Non-LaGov Employees (H IDS)	YOU HAVE COMPLETED THIS COURSE, HOWEVER, YOU WILL NOT RECEIVE A QUALIFICATION FOR THE COURSE UNTIL YOU CLICK THE 'GET CREDIT FOR COURSE' LINK BELOW.
Problems Receiving Course Credit and Other Issues	Course Appraisal Perform Course Appraisal
Tips for Viewing Courses	
	Course Content
Find	CPTP PES Basics WBT
Search Term	This course provides all state employees, including employees, supervisors, and second level reviewers, with information

✤ YOU WILL NOT RECEIVE CREDIT FOR THIS COURSE WITHOUT CLICKING THIS BUTTON!!!!!!!



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Web-Based Training : CPTP PES Basics WBT :

Course Catalog > Comprehensive Public Training Program > CPTP All Courses > CPTP HR & Civil Service Topics > CPTP PES Basics WBT

Your participation in this course has been completed.