

State of Louisiana



Guide for Completing Annual LEO Certification

Training Manual

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GUIDE FOR COMPLETING ANNUAL LEO CERTIFICATION:

1. Click on LaGov Portal to login to SAP.
2. Enter User ID and Password



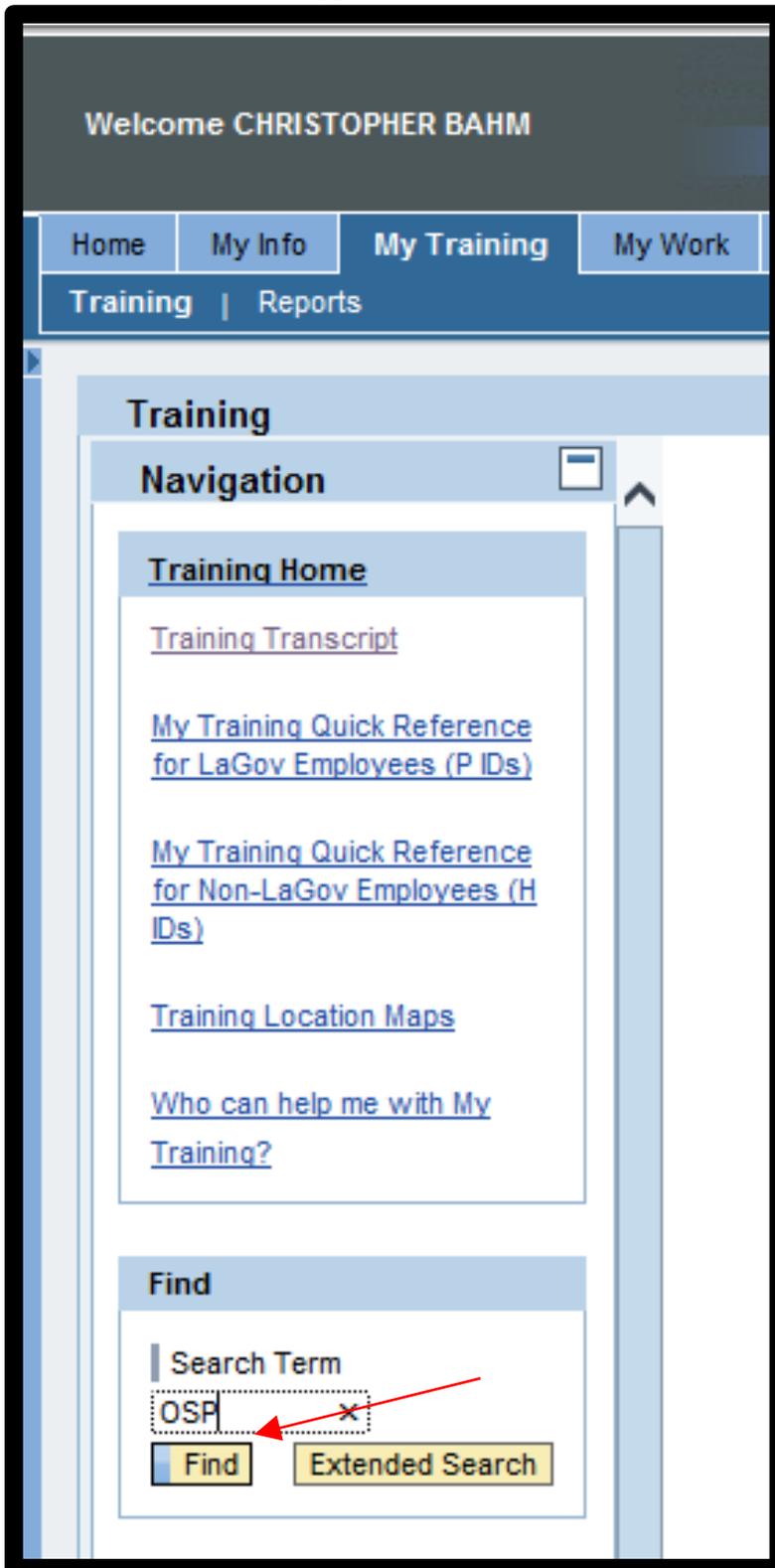
3. Log into LaGov and Select 'Employee Portal (LEO)'



4. When this screen appears, Click 'My Training'



5. In the Search Term box type in 'OSP' and select **Find**.



6. Eight Web-Based Training courses will appear. You must take the course that identifies with the role(s) you have in the program.

Find

Search Term

9 Hits Found (dependent on the search options stored in 'Settings')

You can personalize the search results. To do so, click [Settings](#)

Classroom Training (1)

Course

[SOS Personal Safety and Active Shooter](#)

Web-Based Training (8)

Course

[LWC UI AandA Qualifications for Employ](#)

[OSP LaCarte P-Card Cert for Approvers](#)

[OSP LaCarte P-Card Cert for Cardholders](#)

[OSP LaCarte P-Card Cert for Prog Admins](#)

[OSP Travel Card Cert for Approvers](#)

[OSP Travel Card Cert for Cardholder](#)

[OSP Travel Card Cert for Prog Admins](#)

[SOS Public Health Emergency Plan](#)

[Refresh](#)

7. Once you pass the exam, you should ensure that it shows up on your training transcript so that you receive credit and can continue participation in the LaCarte Program.
8. Fiscal Services will verify course completion with Human Resources on a yearly basis during the agencies annual renewal period (August) and before any new accounts are created.