

State of Louisiana



Guide for Completing Annual LEO Certification

Training Manual

Revised: January 1st, 2018

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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



The screenshot shows the login page for the LaGov - STATE OF LOUISIANA ENTERPRISE RESOURCE PLANNING SYSTEM. On the left is a large graphic with the state seal and the text 'LaGov ERP'. On the right, there are input fields for 'User ID *' and 'Password *'. To the right of the User ID field is the text 'Ex P00654321'. To the right of the Password field is the text 'Case sensitive'. Below the password field is a link that says 'Unlock / Change Password'. At the bottom right is a 'Log on' button.

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**.

Welcome CHRISTOPHER BAHM

Home My Info My Training My Work

Training | Reports

Training

Navigation

[Training Home](#)

[Training Transcript](#)

[My Training Quick Reference for LaGov Employees \(P IDs\)](#)

[My Training Quick Reference for Non-LaGov Employees \(H IDs\)](#)

[Training Location Maps](#)

[Who can help me with My Training?](#)

Find

Search Term

OSP

Find Extended Search

A red arrow points to the 'Find' button.

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

OSP

×

Find

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.