Instructions for Logging into LEO to complete Web Based Courses

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

STATE OF LOUISIANA
LOUISIANA EMPLOYEES ONLINE

User ID *   Ex. P00654321
Password *   Case sensitive
                     Unlock / Change Password
                     Log on

Branding Image

LEO

First Time User?
Online Help
System Availability

- 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.

QUIT   HELP

PASSWORD MAINTENANCE (Reset and Registration)
If you are a:
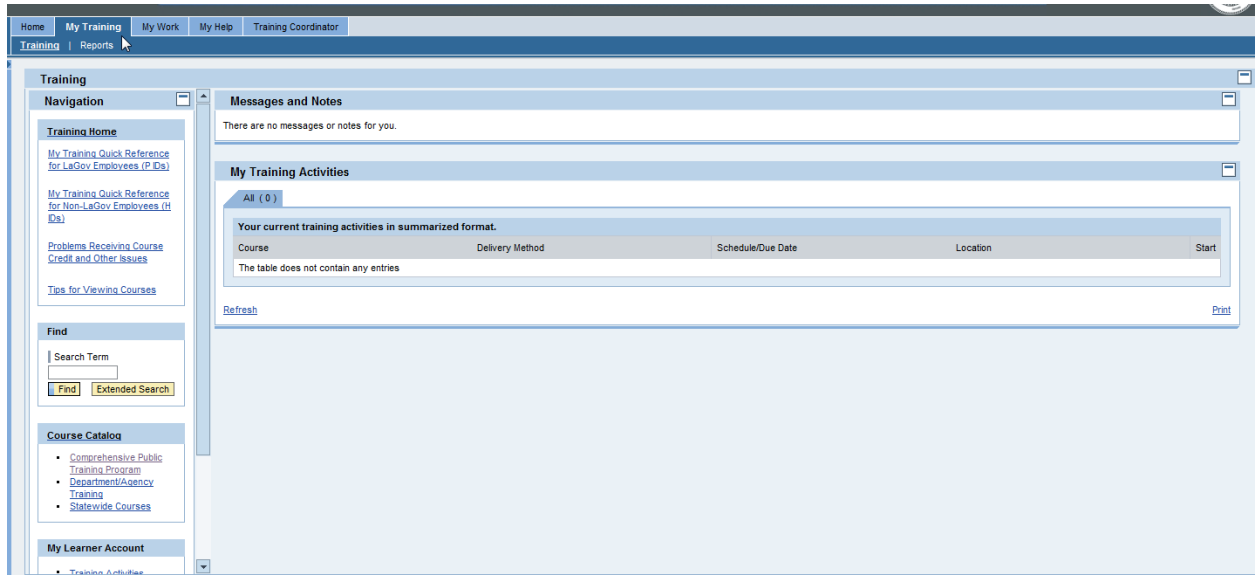NEW USER,
CURRENT USER whose PASSWORD is LOCKED,
CURRENT USER and forgot your Password

User ID: Next>>
          Ex. 'P00012345'
          Or 'H50012346'
          (9 characters)

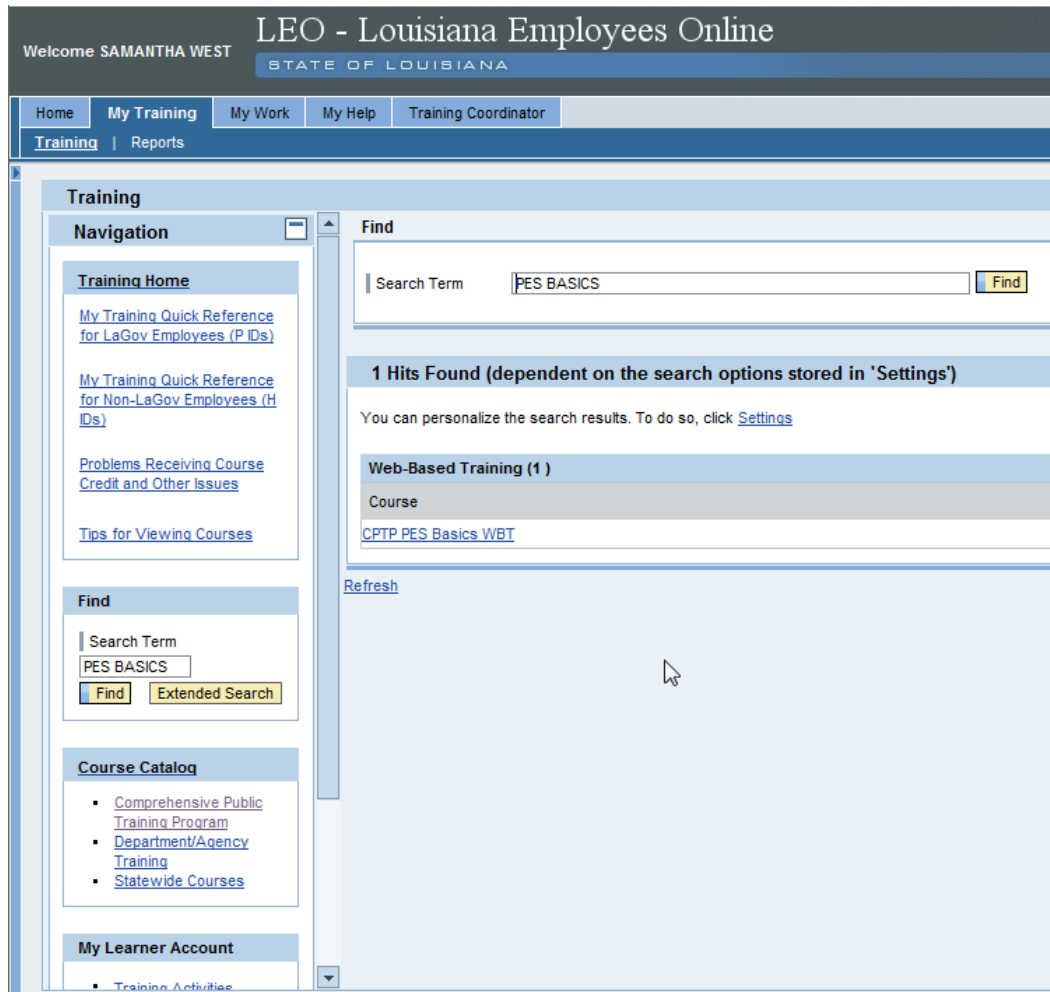******* When inputting your HID you must include the H (for example H50448975)*******

- 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)

- 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).

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

- 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.

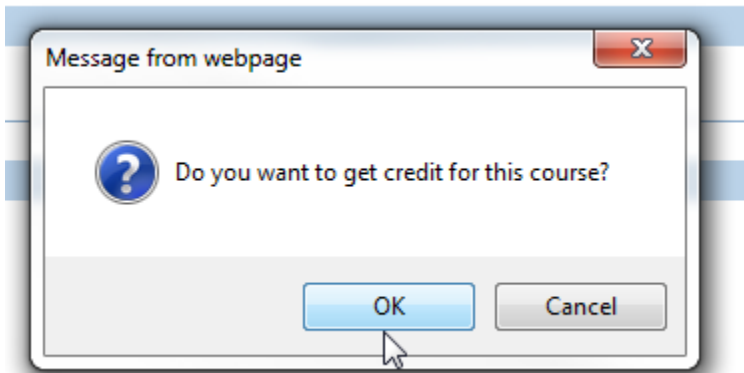Start Course Now

Course Content

CPTP PES Basics WBT

This course provides all state employees, including employees, supervisors, and second level reviewers, with information 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 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.

Welcome SAMANTHA WEST   STATE OF LOUISIANA

| Home | My Training | My Work | My Help | Training Coordinator |

Training | Reports

Training

Navigation

Training Home

My Training Quick Reference for LaGov Employees (P IDs)

My Training Quick Reference for Non-LaGov Employees (H IDs)

Problems Receiving Course Credit and Other Issues

Tips for Viewing Courses

Find

Search Term

Messages and Notes

There are no messages or notes for you.

My Training Activities

All (1)   Web-Based Training (1)

Your current training activities in summarized format.

Course	Delivery Method	Schedule/Due Date
CPTP PES Basics WBT	WBT	Released until Unlimited

Details On CPTP PES Basics WBT

Refresh

❖

❖

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

❖