

IMPORTANT!

To log into the training site, you will need to have a unique 9-character ID #.
Contact our p-card office (x5323 or pcard@selu.edu) if you have not received this id #.

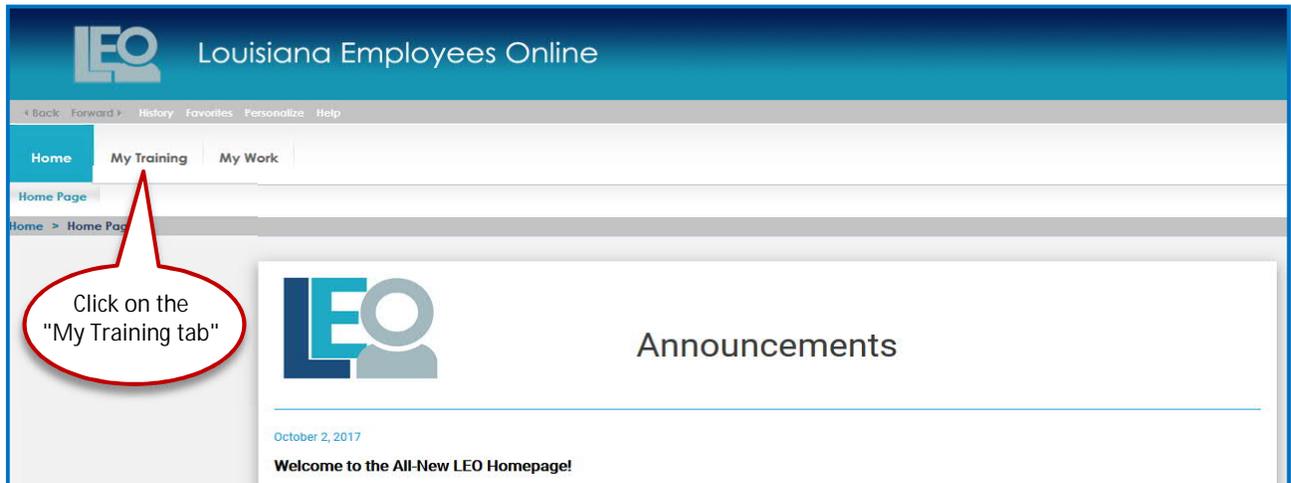
1. Go to the State's LEO login on the la.gov website:
<https://leo.doa.louisiana.gov/>
2. The LEO login page looks like this:



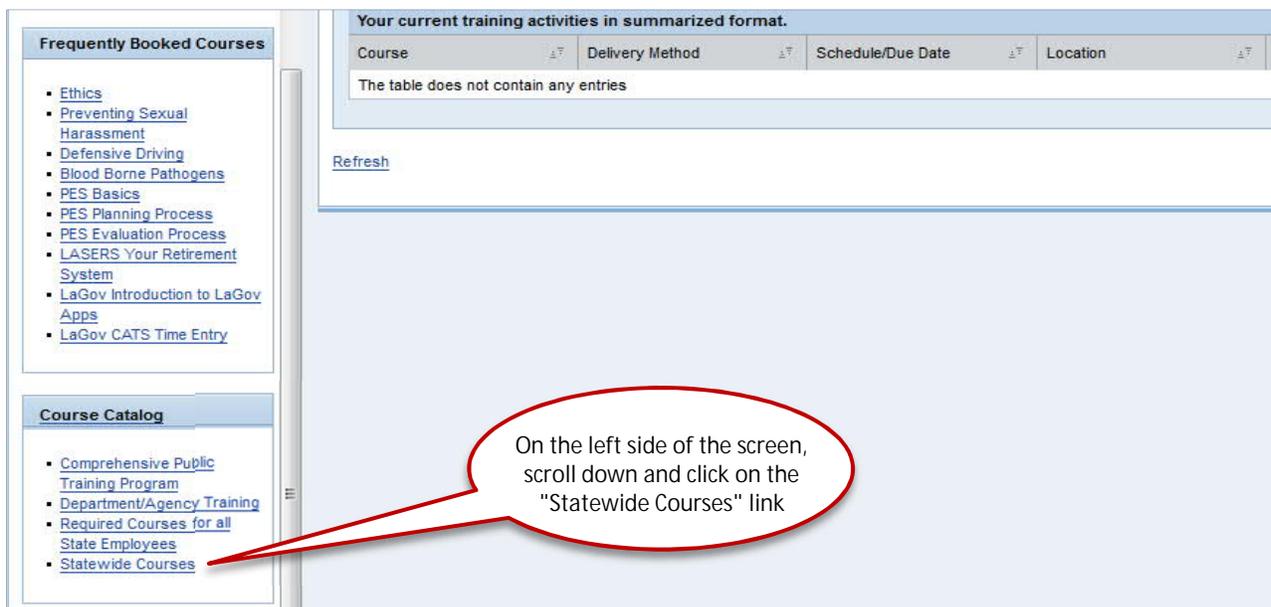
If you have already set up your user account on LEO, enter your user ID # and password. Otherwise click on the "First Time User" link and walk through the setup screens to create your password.

TAKING THE STATE'S P-CARD TRAINING/CERTIFICATION

- To navigate, when you have logged into LEO, click on the "My Training" tab at the top of the screen.



Then scroll down the contents on the left side of the page to the "Statewide Courses" link:



On the next screen, choose: **Office of State Travel**

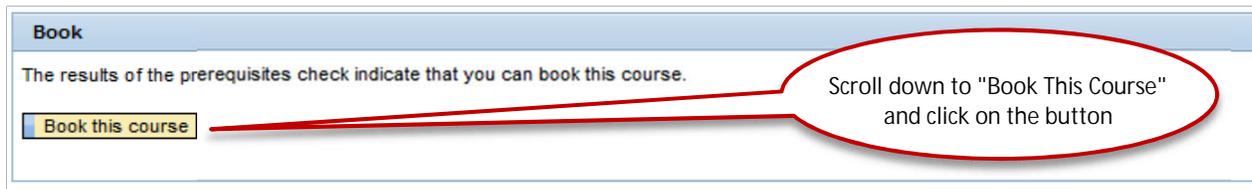
Then on the following screen choose: **OSP LaCarte P-Card Certification**

Next, you will choose the appropriate training from the following list:

- OSP LaCarte P-Card Cert for Approvers
- OSP LaCarte P-Card Cert for Cardholders
- OSP LaCarte P-Card Cert for Prog Admins

TAKING THE STATE'S P-CARD TRAINING/CERTIFICATION

4. To begin the training, click on "Book this course":



If you get a message "you are not authorized to book this course", you will need to contact Southeastern's Procurement Card Administrator for assistance.

You will be asked on the screen if you want to book the course. Click on "OK". Then at the top of the screen, click on the "Start Course Now" button.



At the end of the course and quiz (assuming you finished and passed with a score of 90% or higher), you will be prompted to print a certificate. Print the certificate and submit it to Southeastern's p-card office (SLU 10800). (If you have trouble printing the certificate, a copy of your transcript from the LEO site could be used for your certification.)