

**IMPORTANT!**

To log into the training site, you will need to know your State Employee "H" number (available from Southeastern's Human Resources Office)

1. Using MOZILLA FIREFOX as your browser (or Internet Explorer 8 or 9), go to the LEO login on the la.gov website: <https://leo.doa.louisiana.gov/>

Other browsers will not work for you through the password setup & training! Be sure to use Mozilla Firefox or Internet Explorer 8 or 9. (Internet Explorer 8 or 9 are the options that work best through the whole process, but are not generally available on Southeastern's campus.)

2. The LEO login page looks like this:



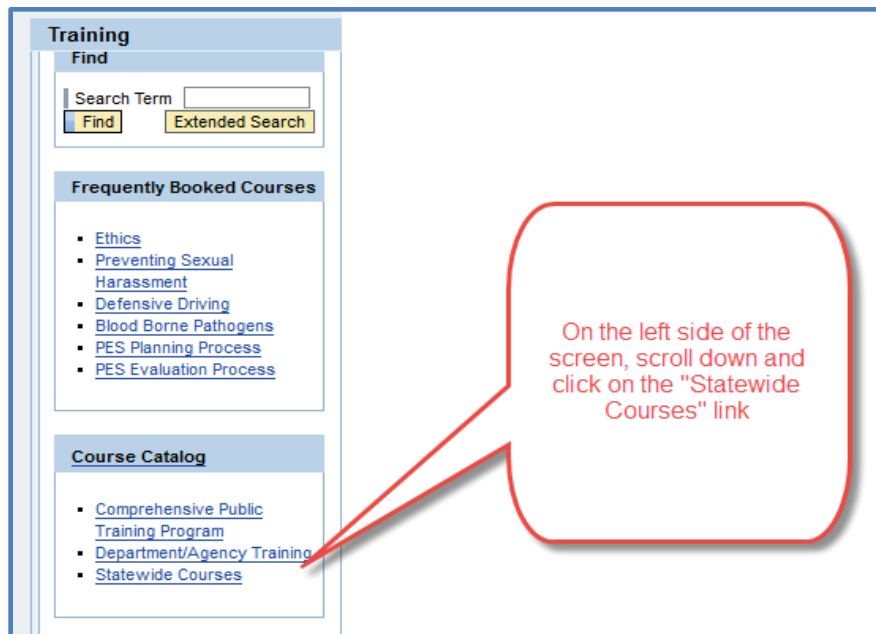
If you have already set up your user account on LEO, enter your H number (format H#####) and password. Otherwise click on the "First Time User" link and walk through the setup screens for your password.

## 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:



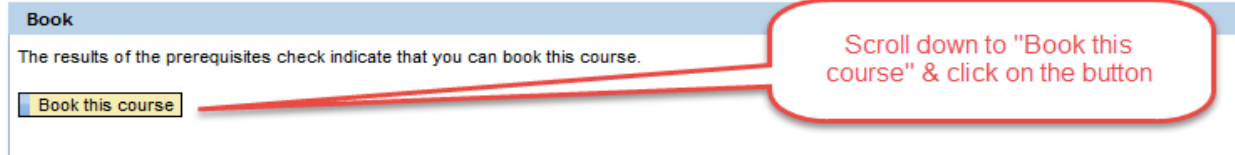
On the next screen, choose: Office of State Purchasing and Travel  
Then on the following screen choose: OSP LaCarte P-Card Certification

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

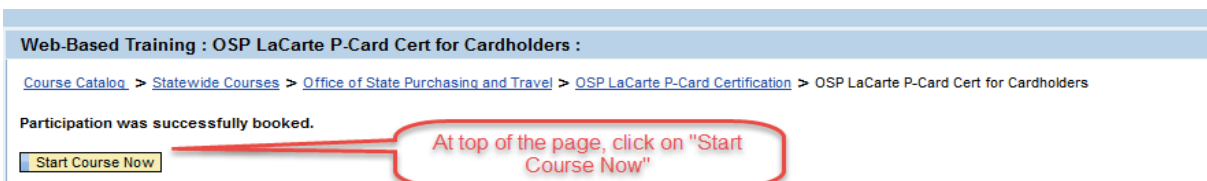
## TAKING THE STATE'S P-CARD TRAINING/CERTIFICATION

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. If you are not using Internet Explorer 8 or 9, you will probably not be able to print the certificate. You will, however, be included in the list of certified cardholders and approvers that Southeastern will receive from the state.