



TAKING THE STATE'S P-CARD TRAINING/CERTIFICATION

IMPORTANT!

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

1. Go to the State's LaGov Learning website:

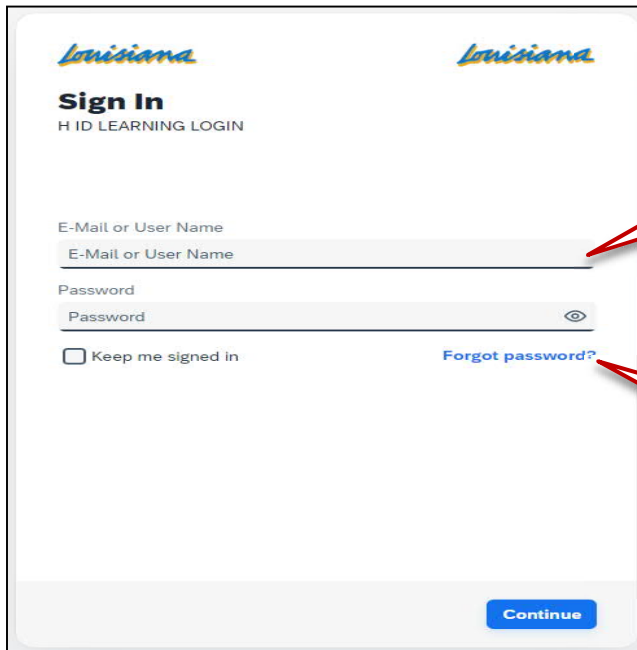
<HTTPS://LAGOVERP.DOA.LOUISIANA.GOV/LEARNINGEXT>

2. Click on the "Sign In" link.



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3. The LaGov Learning login page looks like this:

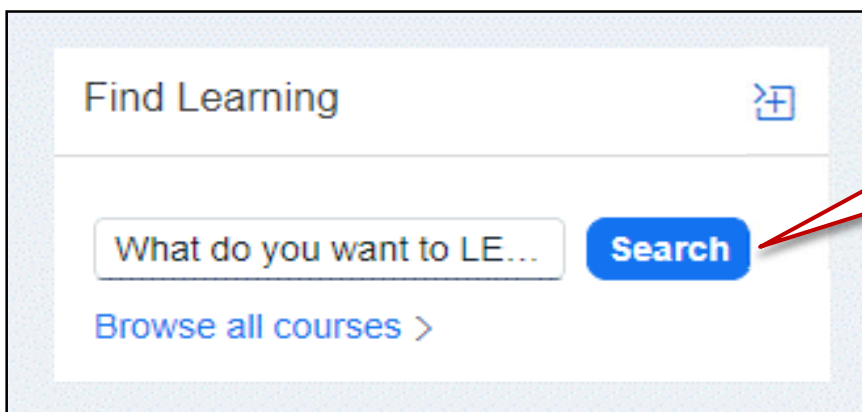


If you're not a first time user, enter your H# here... then your password

Click here if this is the first time you've logged in to the LaGov Learning site.

If you have already set up a LaGov Learning account, enter your H# and password. Otherwise click on the "Forgot password?" link and walk through the setup screens to create your password.

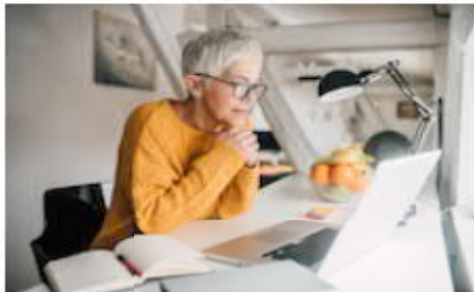
4. Look for the "Find Learning" search box and type in **LaCarte** then click "Search".



Type in **OST** in the "Find Learning" search box and click "Search".

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- Next, you will choose "OST Statewide Card Policy Training". and click "Start Course" to begin the course:



OST Statewide Card Policy Training
(WBT 50485433)

★★★★★ (4.56 out of 5 stars from 3...)

[Start Course](#)

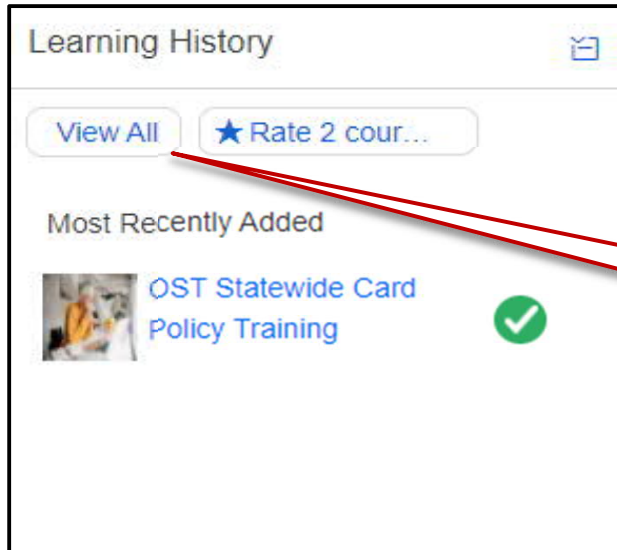
↓ More

Click "Start Course"
to begin the course.

At the end of the course and quiz (assuming you finished and passed with a score of 90% or higher), you will need to print a certificate. Print the certificate by following the next steps and submit the certificate to Southeastern's p-card office (SLU 10800).



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6. To print the training completion certificate go back to the home screen and click on "View All" under Learning History.



Click "View All"

7. Click on the printer icon under action to print the training completion certificate.

Completed Activities (14)						
Title	Completion Date	Type	Credit Hours	Status	Rating	Action
OST Statewide Card Policy Training	10/1/2024 03:44 PM	Other		Completed	★☆☆☆☆	 

Click the printer icon to print the certificate.