



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:

The screenshot shows the LaGov Learning login page. At the top, there are two "Louisiana" logos. Below them is the "Sign In" header with the subtext "H ID LEARNING LOGIN". There are two input fields: "E-Mail or User Name" and "Password". Below the password field is a checkbox labeled "Keep me signed in" and a link labeled "Forgot password?". A blue "Continue" button is at the bottom right. Two red callout bubbles are present: one pointing to the "E-Mail or User Name" field with the text "If you're not a first time user, enter your H# here... then your password", and another pointing to the "Forgot password?" link with the text "Click here if this is the first time you've logged in to the LaGov Learning site or need to change your password."

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 "Learning" search box and type in OST Statewide Card Policy Training then click the magnifying glass to search for the course.

The screenshot shows the SAP SuccessFactors Learning page. At the top, there is a "SAP SuccessFactors" logo and a "Home" button. Below that is the "Learning" header. There is a search box containing the text "OST Statewide Card Policy Training" and a magnifying glass icon. To the right of the search box is a "Browse Library" dropdown menu. Below the search box is an "Activities Menu" section with the text "You can now easily find links to important information related to your learning experience." At the bottom, there is a "Required Learning" section. A red callout bubble points to the search box with the text "Type in OST Statewide Card Policy Training in the 'Learning' search box and then click the magnifying glass to search for the course."

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5. Next, you will click on OST Statewide Card Policy Training.

The screenshot shows the SAP SuccessFactors Learning Home page. At the top, there's a navigation bar with the SAP SuccessFactors logo and a 'Home' button. Below the navigation bar, there's a 'Find Learning' section with a search bar containing 'OST Statewide Card Policy Training'. To the right of the search bar, a red callout bubble points to the search results with the text 'Click OST Statewide Card Policy Training.' Below the search bar, there's a 'Filters' section with a 'Reset' button and a 'Hide' button. The 'Filters' section shows 'Learning Type' with four options: 'Online' (47 results), 'Instructor-Led' (10 results), 'Curriculum' (7 results), and 'Other' (1 result). To the right of the filters, there's a '65 results' section. The first result is 'OST Statewide Card Policy Training', which is an 'Online' course with a 4.4 average rating (523 ratings). A red callout bubble points to the course title with the text 'Click OST Statewide Card Policy Training.'

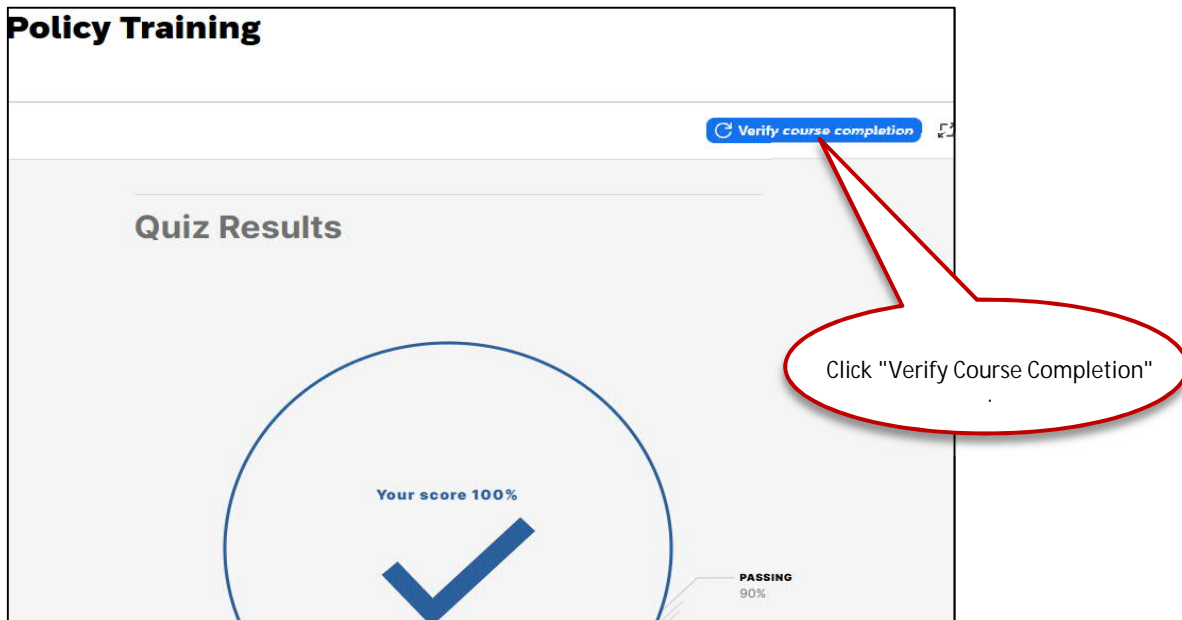
6. Next, you will click on Start Course to begin the training.

The screenshot shows the SAP SuccessFactors Learning course page for 'OST Statewide Card Policy Training'. The page has a navigation bar with the SAP SuccessFactors logo and a 'Home' button. Below the navigation bar, there's a 'My Learning / OST Statewide Card Policy Training' section. The main content area is divided into two tabs: 'Course Details' and 'Online Content'. The 'Course Details' tab is active. It shows a course card with a thumbnail image of a person working at a desk. To the right of the course card, there's a 'Course Information' section with 'Type: Online' and an 'Average Rating' section with a 4.50 out of 5 stars rating (523 ratings). A red callout bubble points to the 'Start Course' button in the top right corner with the text 'Click on Start Course to begin the training.'

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 click on "Verify Course Completion".



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

