



One-Touch Registration Now Available for Supervisory Group 2

The screenshot displays the Louisiana State Civil Service website. The header includes the Louisiana Department of State Civil Service logo and the name of the Director, Shannon Templet. A search bar is located in the top right corner. The main content area is titled "Training - Supervisory Group 2 Courses" and lists several courses with expandable descriptions. The first course is "Building Better Performance through Employee Skill Development (1/2 Day)", and the second is "Conducting an Effective Job Interview (1 Day)". Both courses include a red button labeled "Click here to enroll and use your LEO ID and password to sign-on." A sidebar on the left contains "Quick Links" such as "Appeals", "Comprehensive Public Training Program (CPTP)", and "Job Information and Test Finder". A footer at the bottom features logos for various organizations including naspe, RSEA, Office of Group Health OGB, LASERS, Louisiana.gov, ESGR, and SCS Employee Webmail.

Registration for CPTP classes directly from the CPTP Homepage will continue to be phased-in to include additional classes at the end of each month until all CPTP classes are available for direct registration. The phased-in implementation schedule will conclude in December 2014, at which time all CPTP class offerings are projected to be available for direct registration. To access the one-touch registration feature, click the hyperlink next to the course description, it will bring you to a LEO sign-in screen, enter your Personnel Number and Password and it takes you directly to the course enrollment screen in LEO. The hyperlink to the CPTP Homepage can be found below:

<http://www.civilservice.louisiana.gov/Divisions/Training/Default.aspx>