

CPTP Leadership Certification Series Quick Reference Guide

The CPTP Leadership Certification Series program provides you with access to several online leadership development certifications for you to use to increase your skills. Please use this quick reference to assist you in navigating the CPTP Leadership Certification Series site. Also, be sure to check out the CPTP Leadership Cert Series Help-WBT course in LEO for further information on using the CPTP Leadership Certification Series system.

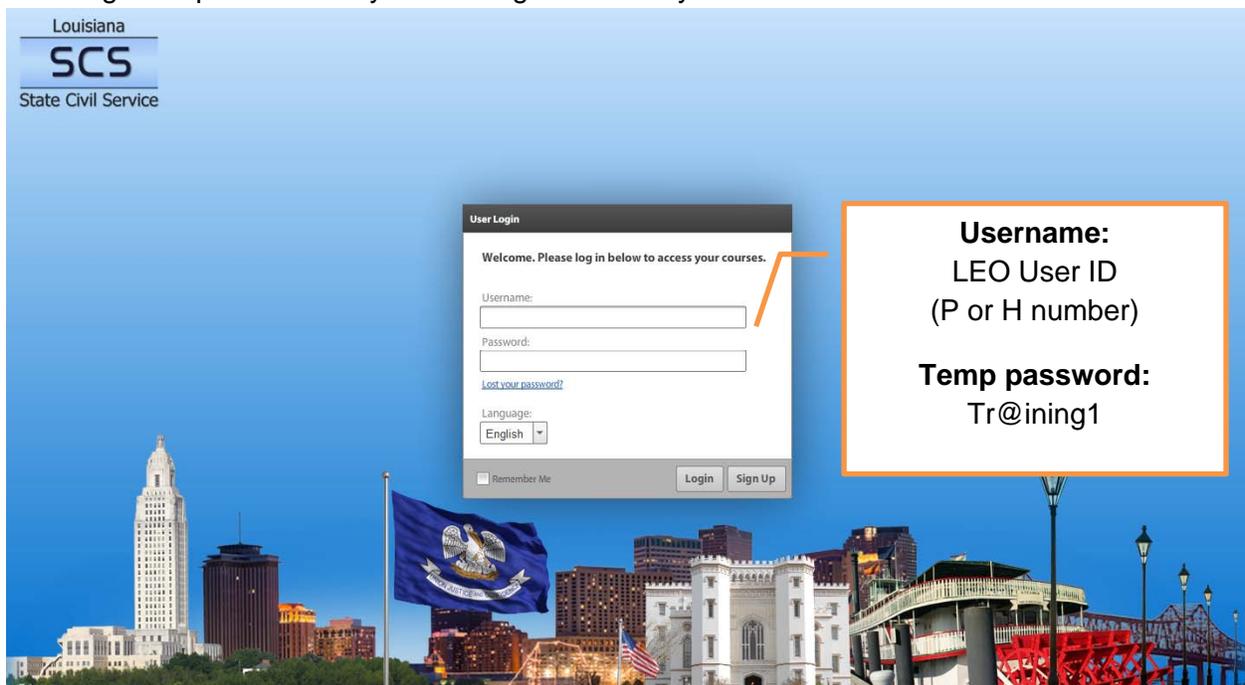
How do I access the CPTP Leadership Certification Series system?

Links to the CPTP Leadership Certification Series are located on LEO and the CPTP website. You may also go directly to the CPTP Leadership Certification Series website by clicking this link or typing this URL into your web browser address bar:

<http://www.scstraining.com>

How do I log into the CPTP Leadership Certification Series system?

Logging into the CPTP Leadership Certification Series system is easy. Your username is your **LEO User ID (P or H number)**. Your temporary password is **Tr@ining1**. You will be required to change this password on your first login into the system.



Louisiana
SCS
State Civil Service

User Login

Welcome. Please log in below to access your courses.

Username:

Password:

[Lost your password?](#)

Language:
English

Remember Me

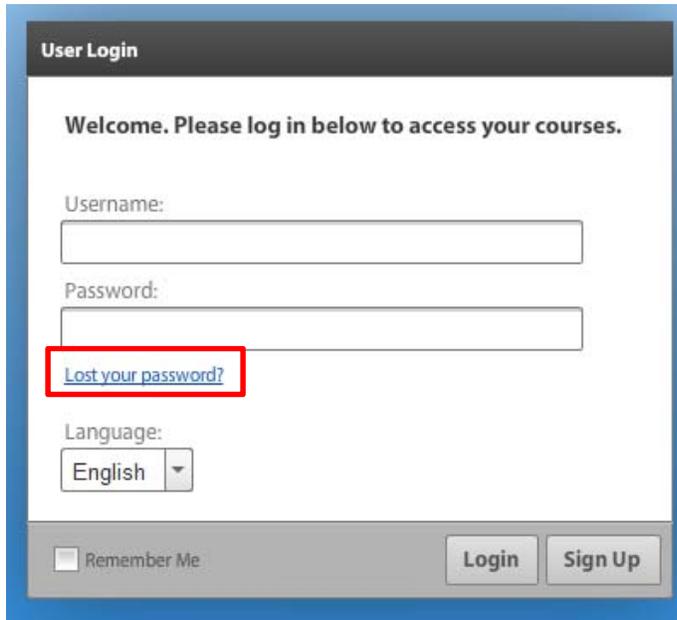
Login Sign Up

Username:
LEO User ID
(P or H number)

Temp password:
Tr@ining1

I've forgotten my password. What should I do?

Use the "Lost your password?" link to retrieve your password. You will need your e-mail address and your LEO User ID to retrieve your password.



The image shows a "User Login" form. At the top, it says "Welcome. Please log in below to access your courses." Below this are two input fields: "Username:" and "Password:". A red box highlights a blue link labeled "Lost your password?". Below the password field is a "Language:" dropdown menu currently set to "English". At the bottom left is a "Remember Me" checkbox, and at the bottom right are "Login" and "Sign Up" buttons.

How do I start a certification?

When you log into the system, you will be automatically taken to a list of available certifications. To begin a certification, click on the certification you would like to complete. This will open the certification and display the list of courses required to complete the certification. The estimate time to complete each certification is listed in the certification title.



Type	Title	Progress
	Building Trust & Accountability - 6 Hours	<input type="text"/>
	Conflict Management - 8 Hours	<input type="text"/>

How do I start a course?

Once you have entered a certification, select a course from the list. This will open a course page. Select the course title to open the course in a new window. **Be sure to turn off pop-up blockers when completing training in the CPTP Leadership Certification Series system.**

The screenshot shows a user interface for selecting a course. At the top, there is a header with 'Type' and 'Title' dropdowns and a 'Progress' button. Below this is a list of courses. The first course is 'Building Trust & Accountability - 6 Hours' with an apple icon. Below that is a 'Groups' section with a sub-header 'Ethics & Integrity - 3 required'. Under this group, there are three courses: 'Introduction to Workplace Ethics', 'Developing a Code of Ethical Conduct' (highlighted with a red box), and 'Ethical Decision-making in the Workplace'. A callout box on the right shows the details for 'Developing a Code of Ethical Conduct', including a 'Chapter 0' section with a green arrow pointing to the course title.

How do I track my progress?

When you complete a course, notice of your completion will immediately display on the Message Board tab. Course completions are entered into your LEO Training Transcript on a monthly basis. When a certification is completed, the system will send you an e-mail notification of your certification completion. This completion also will display on the Message Board tab. CPTP also receives this notice and will follow up with a completion letter and certificate shortly.

Message Board

The screenshot shows a message board notification. The message text is: "You have completed [Introduction to Workplace Ethics](#)
August 2, 2012 - 11:37 AM
Don't forget to print your [certificate](#).
- System
[Delete](#)"

I can't get courses to open. What do I do?

Leadership Certification Series courses require:

- Installation of the latest version of Adobe Flash Player
- Installation and Enabling of the latest version of Java (Courses will ask if you'd like to run a ROApplet – click RUN)



- Disabling of pop-up blockers. Pop-ups should be allowed for the following domains:
 - www.scstraining.com
 - sol.absorbtraining.com/u/
 - greenwire.skillport.com

If you still experience problems, contact your agency's training coordinator for assistance.

I'm blocked from accessing the site. What do I do?

Your agency may have a firewall that is preventing you from accessing the Leadership Certification Series. Contact your IT staff and ask them to allow access to the following domains:

- www.scstraining.com
- sol.absorbtraining.com/u/
- greenwire.skillport.com

I have questions. Who should I call?

If you have questions about this program, please contact your agency training coordinator for assistance. Agency training coordinators should contact cptplso.coordinator@la.gov with any questions.