

LSO Learner Portal (My Training tab in LEO)

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Welcome PORTAL LEARNER **LaGov ERP - Louisiana Employees Online (LEO)** STATE OF LOUISIANA [Help](#) [Personalize](#) [Log off](#)

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Training

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Messages and Notes

There are no messages or notes for you.

My Training Activities

All (3) Classroom Training (1) Web-Based Training (1) Course Programs (1)

Your current training activities in summarized format.

Course	Delivery Method	Schedule	Location	Start
Common Myths that Affect Good Supv Trad (Waitlist Booking Requested)	Classroom	Start 06/14/2011 At 08:15 End 06/14/2011 At 15:30	Baton Rouge	
HR Basic Navigation	WBT	Released until Unlimited		
Supervisory Group 1 - 7/1/2008	Course Program	Released until 05/25/2012		

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LSO Learner Portal Course Program

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Course Program : Supervisory Group 1 - 7/1/2008

[Course Catalog](#) > [Statewide Courses](#) > [Comprehensive Public Training Program](#) > Supervisory Group 1 - 7/1/2008

Target Groups

This course is mandatory for the following target groups:

- ADMIN PROGRAM MANAGER 1
- ADMINISTRATIVE ASSISTANT 6

Attainable Qualifications

This course imparts the following qualifications:

- [Documenting for Perform & Discipline](#) (Imparted Proficiency: Completed)
- [PPR for Supervisors](#) (Imparted Proficiency: Completed)
- [Supervisory Group 1](#) (Imparted Proficiency: Completed)

Blocks

Execute the blocks and the courses contained in them in the prescribed sequence.

Supervisory Group 1 Block 2

Sequence	Course	Delivery Method	Action/Status
Without Sequence	Common Myths that Affect Good Supv	Classroom	Booked (06/14/2011-06/14/2011)
Without Sequence	Controlling Absenteeism & Tardiness	Classroom	Select Dates
Without Sequence	CS Essentials for Supervisor	Classroom	Select Dates

Supervisory Group 1 Block 3

Sequence	Course	Delivery Method	Action/Status
Without Sequence	Developing a Motivated Workgroup	Classroom	No Dates Sched.
Without Sequence	Strategies for Supervisory Success	Classroom	No Dates Sched.
Without Sequence	Elements of Supervisory Practices Part 1	Classroom	No Dates Sched.

LSO Learner Portal Available Course Dates

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Classroom Training : Controlling Absenteeism & Tardiness :

[Course Catalog](#) > [Statewide Courses](#) > [Comprehensive Public Training Program](#) > [HR/Civil Service Personnel](#) > Controlling Absenteeism & Tardiness

Course Duration

Number of Hours: 7.25 on Number of Days: 1

Attainable Qualifications

This course imparts the following qualifications:

- [Controlling Absenteeism & Tardiness](#) (Imparted Proficiency: Completed)

Course Dates

Course dates for the next days: [Refresh Course Dates](#)

Schedule	Course	Location	Time	Free Places	Action/Status
06/16/2011 - 06/16/2011	Controlling Absent & Tardiness Tradition	Baton Rouge	08:15 -15:30	21	To Registration
06/20/2011 - 06/20/2011	Controlling Absent & Tardiness Non-Trad	Baton Rouge	08:15 -15:30	25	To Registration

If there are no courses scheduled or if the scheduled dates do not suit you, you can [prebook](#).

Favorites

[Add Course to Favorites](#)

[Refresh](#) [Print](#)

LSO Learner Portal

Book a Course (Request Participation)

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Course Instructor

LSO INSTRUCTOR

Room

1-153 Claiborne Building
1201 N. Third Street
70802 Baton Rouge
Louisiana
Tel: 225-342-0900

Location

Baton Rouge

Favorites

Add Course Date to Favorites

Book

Approver: PORTAL SUPERVISOR

The result of the prerequisites check indicates that you may submit a course registration request. The deadline for submitting requests for this course is 1 day(s) before the start of the course.

Request Participation

Refresh

Print

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LSO Learner Portal

Booking Correspondence to Learner (sample)

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State of Louisiana
Learning Solution

Enrollment Booking Notice

Student: PORTAL LEARNER
Course: Controlling Absent & Tardiness Tradition
Start Date/Time: June 16, 2011 08:15
End Date/Time: June 16, 2011 15:30
Location: Claiborne Building Room: 1-153
1201 N. Third Street
Baton Rouge, LA 70802

You have been enrolled in the above course. All self-enrollments require approval by supervisors within two work days.

If you are unable to attend this course, please cancel as soon as possible by contacting your supervisor or agency training coordinator. Self-enrollments can cancel the booking in LEO.

If you are unsure of the location of your training, please use the link below for more detailed information about that location.

<http://www.doa.louisiana.gov/ois/Service/Training/training%20maps/maps.htm>

Please do not reply to this email. This mailbox is not monitored.

LSO Learner Portal Booking Workflow to Supervisor

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Training Request: 06/16 PORTAL LEARNER

Created Workflow-System

PORTAL LEARNER has submitted a course attendance for Controlling Absent & Tardiness Tradition from 06/16/2011 08:15 to 06/16/2011 15

Click on the link to view and approve or reject the request.
<https://do>

Training Request: 05/18 LISA ROBINSON - Message (Plain Text)

Message Developer

Reply Reply Forward
to All

Delete Move to Create Other
Folder Rule Actions

Block Safe Lists
Sender Not Junk

Categorize Follow Mark as
Up Unread

Find
Related
Select
Find

Respond Actions Junk E-mail Options Find

From: Workflow-System [WF-BATCH@PRD300.LA.GOV] Sent: Tue 3/22/2011 7:33 PM
To: Mary Olexy
Cc:
Subject: Training Request: 05/18 LISA ROBINSON

LISA ROBINSON has submitted a course attendance for AGPS / CFMS System Navigation from 05/18/2011 08:30 to 05/18/2011 12:00

Click on the link to view and approve or reject the request.
https://prdits.doa.louisiana.gov/sap/bc/gui/sap/its/z90000062_m?wi_id=120723333

LSO Learner Portal Search for a Course

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Messages and Notes

There are no messages or notes for you.

My Training Activities

All (4) Classroom Training (2) Web-Based Training (1) Course Programs (1)

Your current training activities in summarized format.

Course	Delivery Method	Schedule	Location	Start
Common Myths that Affect Good Supv Trad (Partic. Requested)	Classroom	Start 06/14/2011 At 08:15 End 06/14/2011 At 15:30	Baton Rouge	
Controlling Absent & Tardiness Tradition (Partic. Requested)	Classroom	Start 06/16/2011 At 08:15 End 06/16/2011 At 15:30	Baton Rouge	
HR Basic Navigation	WBT	Released until Unlimited		
Supervisory Group 1 - 7/1/2008	Course Program	Released until 05/25/2012		

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LSO Learner Portal Search Results

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Search Term: [Find](#)

12 Hits Found (dependent on the search options stored in 'Settings')

You can personalize the search results. To do so, click [Settings](#)

Classroom Training (6)

Course

- [AFS CBT Introduction and Navigation](#)
- [AFS Intro / Chart of Accounts](#)
- [Build Better Perform thru Emp Skill Dev!](#)
- [Conducting an Effective Job Interview](#)
- [Planning & Accountability](#)
- [Time Administration for DOTD](#)

Web-Based Training (6)

Course

- [Introduction to Financials](#)
- [Introduction to Funds Mgmt & Budget Proc](#)
- [Introduction to LaGov ERP](#)
- [Introduction to Plant Maintenance](#)
- [Introduction to StLA Help](#)
- [Introduction to eProcurement \(SRM\)](#)

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LSO Learner Portal Book a Web Course

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Web-Based Training : Introduction to LaGov ERP :

[Course Catalog](#) > [Statewide Courses](#) > [LaGov ERP Courses](#) > [LaGov ERP Web-based Training](#) > Introduction to LaGov ERP

The results of the prerequisites check indicate that you can [book this course](#). For more information on the prerequisites check and on booking, see the section entitled 'Book' on this page.

Course Content

Students will learn:

- to recognize the components of LaGov ERP to include Finance, Logistics, Linear Assets, Data Warehouse and Human Capital Management
- to recognize key terms
- to log into the Single Sign-on portal
- to locate available help options
- to perform password maintenance
- about position based security, where roles are assigned to a position and not a person

Course Duration

The average completion time for this course is 60 Minutes (minimum 1 Minute, maximum 120 Minutes).

Attainable Qualifications

This course imparts the following qualifications:

- [LaGov-Introduction to LaGov ERP](#) (Imparted Proficiency: Completed)

Book

The results of the prerequisites check indicate that you can book this course.

[Book this course](#)

Favorites

LSO Learner Portal

Start a Web Course

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Participation was successfully booked.

Course Content

Students will learn:

- to recognize the components of LaGov ERP to include Finance, Logistics, Linear Assets, Data Warehouse and Human Capital Management
- to recognize key terms
- to log into the Single Sign-on portal
- to locate available help options
- to perform password maintenance
- about position based security, where roles are assigned to a position and not a person

Course Duration

The average completion time for this course is 60 Minutes (minimum 1 Minute, maximum 120 Minutes). The course is licensed from 05/31/2011 to 12/31/9999.

Attainable Qualifications

This course imparts the following qualifications:

- [LaGov-Introduction to LaGov ERP](#) (Imparted Proficiency: Completed)

Learning Progress

Booking Date	05/31/2011
Course is licensed as of	05/31/2011
First Accessed on	Not Yet Started
Last Accessed on	Not Yet Started
Total Completion Time to Date	0 Minutes
Completion Status	The course has not yet been passed.

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Course Type Prebookings

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My Course Prebookings

You can make prebookings for courses that interest you but whose scheduled dates, locations, or course language do not suit you. When you make a prebooking, you can propose dates that suit you. When a course is scheduled that meets your requirements regarding language, location, and date, you will be notified in the 'Messages and Notes' area on the home page [Training Home](#). The list below shows your current prebookings. You can delete prebookings here if required. You can create new prebookings on the details page of the relevant course.

Course	Delivery Method	Period	Language
<input type="checkbox"/> Excellence in Customer Service Part 1	Classroom Training	05/31/2011 - 11/27/2011	English

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LSO Learner Portal Qualifications Profile (one way to see courses you have completed)

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My Qualifications

The following qualifications are assigned to you:

Qualification Group	Qualification	Proficiency	Valid To
Human Resources	HR Time Administration	Completed	Unlimited
Human Resources	LaGov HCM Basic Navigation	Completed	Unlimited
Human Resources	HR Time Manager's Workplace	Completed	Unlimited
LEO	LEO Creating & Canceling a Leave Request	Completed	Unlimited
LEO	LEO Approving a Leave Request	Completed	Unlimited
Office of Risk Management Training	ORM Defensive Driving	Completed	Expires on: 11/19/2011
Human Resources	LaGov Reporting - Basic	Completed	Unlimited
Human Resources	LaGov Reporting - Advanced	Completed	Unlimited

[Explanation of Icons Used.](#)

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LEO My Help

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The screenshot displays the 'LEO My Help' application interface. At the top, there is a navigation bar with tabs for 'Home', 'My Info', 'My Training', 'My Work', and 'My Help'. Below this is a sub-header 'LEO Help'. On the left side, there is a 'Detailed Navigation' pane with a tree view containing 'Contact For Help With LEO', 'LEO Help Website', and 'Links to Other Sources for Help'. The main content area is titled 'Contact For Help With LEO' and 'Agency Contacts'. It features a toolbar with buttons for 'Menu', 'Back', 'Exit', 'Cancel', 'System', 'Details', 'Sort in Ascending Order', 'Sort in Descending Order', 'Set Filter', 'Print preview', 'Local File...', 'Change Layout...', and 'More...'. Below the toolbar is a table with the following data:

Type Text	First name	Last name	Long ID/Number	Long ID
HR EMPLOYEE ADMINISTRATOR - PRIMARY	LISA	BOURGEOIS	LISA_B@LDAF.STATE.LA.US	225-952-809
HR SECURITY ADMIN - PRIMARY	LISA	BOURGEOIS	LISA_B@LDAF.STATE.LA.US	225-952-809
HR SECURITY ADMIN - ALTERNATE	LILY	LIEUX	lily_l@ldaf.state.la.us	225-922-135
ISIS SECURITY ADMINISTRATOR - PRIMARY	DEBRA	LANGLOIS	DEBBIE.LANGLOIS@LDAF.STATE.LA.US	225-952-814
ISIS SECURITY ADMINISTRATOR - ALTERNATE	CORINNE	BROUSSEAU	CBROUSSEAU@LDAF.STATE.LA.US	225-952-818
LEO - PRIMARY	LISA	BOURGEOIS	LISA_B@LDAF.STATE.LA.US	225-952-809
LEO - ALTERNATE	JULIE	WHITE	JWHITE@LDAF.STATE.LA.US	225-922-134
	PAMELA	RAY	PAM_R@LDAF.STATE.LA.US	225-952-809



Training Coordinator Portal

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Let's now look at what Training Coordinators will do.

LSO Training Coordinator Portal

Show Participant History > Booked Courses

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Show Participant History | History Back Forward

Select Participants:

Company/Organizational Unit:

[Booked Courses \(34\)](#)
[Canceled Courses \(18\)](#)
[Prebooked Courses \(1\)](#)
[Waiting List Courses \(1\)](#)

Course	Part of Curriculum	Delivery Method	Start Date	Course Duration	Fee	Currency	Settlement Method
HR Basic Navigation		Web-Based Training	06/05/2008	Days 0 / Hours: 0.00	0.00		Free of Charge
ORM Blood Borne Pathog...		Web-Based Training	12/08/2008	Days 0 / Hours: 0.00	0.00		Free of Charge
LEO Creating & Cancelin...		Web-Based Training	06/05/2009	Days 0 / Hours: 0.00	0.00		Free of Charge
LEO Approving a Time R...		Web-Based Training	06/08/2009	Days 0 / Hours: 0.00	0.00		Free of Charge
HR Intro to Organizational...		Web-Based Training	08/26/2009	Days 0 / Hours: 0.00	0.00		Free of Charge

Show Participant History | History Back Forward

Select Participants:

Company/Organizational Unit:

[Booked Courses \(34\)](#)
[Canceled Courses \(18\)](#)
[Prebooked Courses \(1\)](#)
[Waiting List Courses \(1\)](#)

Course	Part of Curriculum	Delivery Method	Start Date	Course Duration	Fee	Currency	Settlement Method
AGPS Commodity / State ...		Classroom Training	05/18/2011	Days 1 / Hours: 3.50	0.00		Free of Charge
IM-Material Master/ Invent...		Classroom Training	05/23/2011	Days 2 / Hours: 17.00	0.00		Free of Charge
HCM Employee Administr...		Classroom Training	06/01/2011	Days 3 / Hours: 25.50	0.00		Free of Charge
Common Myths that Affe...		Classroom Training	06/14/2011	Days 1 / Hours: 7.25	0.00		Free of Charge
PPR for Supervisors		Classroom Training	08/17/2011	Days 1 / Hours: 7.25	0.00		Free of Charge

LSO Training Coordinator Portal

Canceled/Prebooked/Waitlist Courses

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Show Participant History

History Back Forward

Select Participants:

Company/Organizational Unit:

Booked Courses (34) Canceled Courses (18) Prebooked Courses (1) Waiting List Courses (1)

Course	Delivery Method	Cancellation Reason	Cancellation Fee	Currency	Cancellation Date
HCM LSO Training Coordinator	Classroom Training		0.00		05/11/2011
HCM Practice Using PTMW Workshop	Classroom Training		0.00		04/26/2011
ORM Blood Borne Pathogens	Web-Based Training	No longer needed	0.00		03/15/2011
TRV Single Trip	Web-Based Training	No longer needed	0.00		03/01/2011
AGPS / CFMS System Navigation	Classroom Training	Supervisor rejects	0.00		02/02/2011

Booked Courses (34) Canceled Courses (18) Prebooked Courses (1) Waiting List Courses (1)

Course	Preferred Location	Preferred Language	Period
Documenting for Perform & Discipline		English	05/23/2011 - 12/31/2011

Booked Courses (34) Canceled Courses (18) Prebooked Courses (1) Waiting List Courses (1)

Course	Part of Curriculum	Delivery Method	Start Date	Course Duration	Fee	Currency	Settlement Method
Conducting an Effective ...		Classroom Training	05/19/2011	Days 1 / Hours: 7.25	0.00		Free of Charge

LSO Training Coordinator Portal

Search for a Course

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https://leoqas.doa.louisiana.gov/?NavigationTarget=ROLES%3A%2F%2Fportal_c

Display Course Catalog

Valid From/To 03/29/2011 - 03/28/2012

Search for Course by

Search in Course Catalog

Keyword Search

Find

Search Term: [Show Advanced Search](#)

LSO Training Coordinator Portal Search Results / Select a Course

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https://leoqas.doa.louisiana.gov/?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fstate.la.port - Windows Internet Explorer

History Back Forward

Display Course Catalog

Valid From/To 03/29/2011 - 03/28/2012

Search for Course by

- Search in Course Catalog
- Keyword Search

Find

Search Term: [Show Advanced Search](#)

Search Results

Personalize

Result	Type	Delivery Method	Start Date	End Date	Location	Places Available	Internal Price	Internal Price Currency Key	External Price	External Price Currency Key	Object Type	Object ID	Status	Visibility	Course Duration
CS Essentials for Supervisor	Course Type	Classroom Training	04/01/2011	12/31/9999							D	50414680		<input type="checkbox"/>	Days 1 / Hours: 7.25
CS Essentials for Supervisors	Course	Classroom Training	05/04/2011	05/04/2011	Baton Rouge	13 Places Available					E	50414681	Active	<input type="checkbox"/>	Days 1 / Hours: 7.25
CS Essentials for Supv Traditional	Course	Classroom Training	06/15/2011	06/15/2011	Baton Rouge	9 Places Available					E	50414683	Planned	<input type="checkbox"/>	Days 1 / Hours: 7.25
CS Essentials for Supv Traditional	Course	Classroom Training	08/16/2011	08/16/2011	Baton Rouge	24 Places Available					E	50414761	Planned	<input type="checkbox"/>	Days 1 / Hours: 7.25
CS Essentials for Supvs -- tst extra tex	Course	Classroom Training	05/25/2011	05/25/2011	Baton Rouge	23 Places Available					E	50414682	Planned	<input type="checkbox"/>	Days 1 / Hours: 7.25

LSO Training Coordinator Portal

Add, Cancel, Replace, Rebook

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https://leoqas.doa.louisiana.gov/?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fstate.la.port - Windows Internet Explorer

Manage Course Participation | History | Back Forward

Manage Course Participations [Help](#)

E 50414692 | Status: Planned | Start Date/End Date: 06/14/2011 - 06/14/2011 | Location: Baton Rouge | Course Owner: KAREN PUCKETT | Delivery Method: Classroom Training
Course Duration: 7.25 Hours on 1 Days | Language: English | Places Available: 5

[Close](#)

[Participants](#) | [Basic Data](#) | [Rooms and Materials](#) | [Instructors](#) | [Qualifications and Target Groups](#) | [Prices and Costs](#) | [Links](#) | [Control Parameters](#) | [Contacts](#) | [Status Overview](#)

Capacity
Minimum: 1 | Optimum: 20 | Maximum: 25

[Booked Participants \(20\)](#) | [Cancelled participants \(0\)](#) | [Prebookings \(1\)](#) | [Waitlist \(0\)](#)

[Book Additional Participants](#) | [Change Participation](#) | [Cancel Participation](#) | [Replace Participant](#) | [Rebook Participant](#) | [Change Fees For All](#)

Type	Participant	Company	Booking Priority	Places	Fee	Currency	Settlement Method	Settlement Details
P	BLANCHARD-HENDERSON, KATHY	DIV OF HUMAN RESOURCE, TRAIN & STAFF DEV	Normal Booking	1	0.00		Free of Charge	
P	COVINGTON, MARIANNE	DIV OF HUMAN RESOURCE, TRAIN & STAFF DEV	Normal Booking	1	0.00		Free of Charge	
P	GRAY, SANARETHA	DIV OF HUMAN RESOURCE, TRAIN & STAFF DEV	Normal Booking	1	0.00		Free of Charge	
P	HENDERSON, CAROL	DIV OF HUMAN RESOURCE, TRAIN & STAFF DEV	Normal Booking	1	0.00		Free of Charge	

LSO Training Coordinator Portal Employee Communication Record

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Maintain Communication Record

Create Communication (0105)

Menu | Save | Back | Exit | Cancel | System | Previous record | Next record | Overview

Personnel No	201	Name	LAURA NOR	Status	Active
EE group	A Full Time Salary	Personnel ar	0107	Gov-Div of Administration	
EE subgroup	01 Class Ex				
Start	05/23/2011	to	12/31/9999		

Communication

Type	0010 E-mail
ID/number	laura.normand@1a.gov

LSO Training Coordinator Portal Reports folder

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Welcome TRAINING COORDINATOR

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- Participation
- Reports

Services

Reports

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- [Training Activities Report](#)
- [Communication IT0105 Report](#)
- [Course Information](#)

Reports

Select a link from the **Services** section on your left.

LSO Training Coordinator Portal Employee Qualification Report

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Employee Qualification Report

History Back Forward

Employee Qualification Report

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in Descending Order Set Filter Total Subtotals... Excel View Word Processing... Local File... Page Break Set More...

STATE OF LOUISIANA ISIS HR

Report ID: ZP174 Employee Qualification Report

Run Date & Time: 05/26/2011 at 10:42:54

From: 05/26/2011 To: 05/26/2011

PA	PersNo	Last name	First name	Organization Unit Text	Job Title	ObjectID	Qualification Text	Start date	Expires on
0107	201	NORMAND	LAURA	ERP ENTERPRISE READINESS	IT STATEWIDE SYS PGM ANL	50379402	LaGov Reporting - Basic	10/24/2008	12/31/9999
						50389564	ORM Bloodborne Pathogens	12/08/2008	12/07/2011
						50403836	DOA Ethics Administration	11/18/2009	11/17/2013
						50406028	Customer Service - The Service Mentality	04/30/2010	12/31/9999
						50407639	LaGov-Introduction to LaGov ERP	07/26/2010	12/31/9999
						50407640	LaGov-Core Comp ECC Navi and Reporting	08/20/2010	12/31/9999
						50407650	LaGov-FI-Imprest Acct Mgmt	10/29/2010	12/31/9999
						50407668	LaGov-LOG-Inventory Request	11/02/2010	12/31/9999
						50407705	Customer Service - Listening Skills	07/30/2010	12/31/9999
						50407865	CPTP Civil Service Essentials for Supv	05/01/2011	12/31/9999
						50409930	Customer Service-Questioning Techniques	11/23/2010	12/31/9999
						50411486	Customer Service - Handle an Irate Cust	01/07/2011	12/31/9999
						50413836	Introduction to StLA Help	05/09/2011	12/31/9999
						50370423	LaGov HCM NonPaid Agcy Employee Admin	12/01/2006	12/31/9999
						50370451	HR Basic Reporting	12/01/2006	12/31/9999

LSO Training Coordinator Portal

Training Activities Report - Prebookings

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Training Activities Report

History Back Forward

Training Activities Report

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in Descending Order Set Filter Total Subtotals... Excel View Word Processing... Local File... Page Break Set More...

PREBOOKINGS

Report ID: ZP175 Training Activities Report

Run Date & Time: 05/26/2011 at 10:44:05

From: 05/26/2011 To: 12/31/9999

PA	Org Unit Text	PersNo	Last name	First name	Job Title	Course Type Text	Start date	End date	Del.	Pref Loc	Prebk date	Prereqs	QualID
0107	ERP ENTERPRISE READI	201	NORMAND	LAURA	IT STATEWIDE SYS PGM A	Documenting for Perform & Discipline	05/23/2011	12/31/2011	1		05/23/2011	Y	

LSO Training Coordinator Portal

Training Activities Report - Bookings

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Training Activities Report | History Back Forward

Training Activities Report

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in Descending Order Set Filter Total Subtotals... Excel View Word Processing... Local File... Page Break Set More...

BOOKINGS

Report ID: ZP175 Training Activities Report
 Run Date & Time: 05/26/2011 at 10:45:45
 From: 05/26/2011 To: 12/31/9999

PA	Organization Unit Text	No.	PersNo	Last name	First name	Job Title	Course Text	Start date	End date	Status
0107	ERP ENTERPRISE READINESS	0	201	NORMAND	LAURA	IT STATEWIDE SYS PGM ANL	AP - Accounts Payable - Basic			P
		1					Common Myths that Affect Good Supv Trad	06/14/2011	06/14/2011	B
		0					Grants Management Overview			P
		0					HR Basics of Time Administration			B
		1					HCM Employee Administration Paid	06/01/2011	06/03/2011	B
		0					HR Basic Navigation			P
		0					HR Intro to Organizational Management			P
		0					HR Reporting - Basic			P
		0					IM - Inventory Request			P
		0					Introduction to eProcurement (SRM)			P
		0					LEO Creating & Canceling a Time Request			P
		0					LaGov Reporting Basic			P
		0					ORM Blood Borne Pathogens			P
		0					ORM Defensive Driving			P
		1					PPR for Supervisors	08/17/2011	08/17/2011	B

LSO Training Coordinator Portal

Training Activities Report – Booking Cancellations

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Training Activities Report

History Back Forward

Training Activities Report

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in Descending Order Set Filter Total Subtotals... Excel View Word Processing... Local File... Page Break Set More...

CANCELLATIONS

Report ID: ZP175 Training Activities Report

Run Date & Time: 05/26/2011 at 10:46:33

From: 01/01/2011 To: 05/26/2011

PA	Org Unit Text	PersNo	Last name	First name	Job Title	Course Text	Start date	End date	Del.	Start	End time	Cancel Dt	Reason canceled
0107	ERP ENTERPRISE	201	NORMAND	LAURA	IT STATEWIDE SYS PGM	AAGPS / CFMS System Navigation	05/18/2011	05/18/2011	1	08:30:00	12:00:00	02/02/2011	Supervisor rejects
						HCM LSO Training Coordinator	05/02/2011	05/02/2011	1	08:00:00	12:00:00	05/11/2011	No-show
						HCM Practice Using PTMW Works	06/06/2011	06/06/2011	1	08:00:00	11:00:00	04/26/2011	No-show
						ORM Blood Borne Pathogens			3	00:00:00	00:00:00	03/15/2011	No longer needed
						TRV Single Trip			3	00:00:00	00:00:00	03/01/2011	No longer needed

LSO Training Coordinator Portal

Training Activities Report – Completed ILT and Web courses

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Training Activities Report

History Back Forward

Training Activities Report

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in Descending Order Set Filter Total Subtotals... Excel View Word Processing... Local File... Page Break Set More...

COMPLETED COURSES

Report ID: ZP175 Training Activities Report
Run Date & Time: 05/26/2011 at 10:47:26

From: 01/01/2011 To: 05/26/2011

PA	Org Unit Text	PersNo	Last name	First name	Job Title	Course Text	Start date	End date	Del.	Location	Follow-up	Pass
0107	ERP ENTERPRISE READI	201	NORMAND	LAURA	IT STATEWIDE SYS F	DHH Driver Safety	05/09/2011	05/09/2011	3		X	P
						How to Handle an Irate Customer (DOA)	01/07/2011	01/07/2011	3		X	P

LSO Training Coordinator Portal Communication Report

Communication IT0105 Report

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in Descending Order Set Filter Total Subtotals... Excel View Word Processing... Local File... Print Preview More...

STATE OF LOUISIANA ISIS HR

Report ID: ZP152 Communication IT0105 Report
Run Date & Time: 05/26/2011 at 10:48:21

From: 05/26/2011 To: 05/26/2011

^PersNo.	^Last name First name	Type	ID/number
201	NORMAND LAURA	0001	P00000201
		0010	LNORMAND@LA.GOV
		0020	225-342-0900
		MAIL	HR00000201@LA.GOV

LSO Training Coordinator Portal

Course Information

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Course Information

History Back Forward

Course Information

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in Descending Order Set Filter Total Subtotals... Print Preview Spreadsheet... Local File... Mail Recipient More...

Course Information

Selection Period 05/26/2011 - 12/31/9999

Start date	End date	Name Course	Location	Room: Name	≠No. places	≠Waitlist	≠Normal	MaxCap	Name Trainer	≠Days	Del.
05/26/2011	05/26/2011	PS - Federal Aid	Baton Rouge	LTRC Room 179	15	0	3	18	RHONDA BARBER	1	1
05/31/2011	05/31/2011	Clarifying Performance Expectations	Baton Rouge	1-136B Claiborne Building	24	0	0	24		1	1
06/01/2011	06/03/2011	HCM Employee Administration Paid	Baton Rouge		0	1	17	18	JADE NAKHLEH	3	1
	06/01/2011	Clarifying Performance Expectations	Baton Rouge	1-136B Claiborne Building	24	0	0	24		1	1
06/02/2011	06/02/2011	HCM Practice Using PTMW Workshop	Baton Rouge	1-146 Claiborne Building	10	0	0	10	JO BLADES	1	1
	06/02/2011	HCM Organizational Management	Baton Rouge	1-150 Claiborne Building	18	0	0	18	DAVID COARSEY	1	1
06/03/2011	06/03/2011	Common Myths that Affect Good Supv Trad	Baton Rouge		25	0	0	25		1	1
06/06/2011	06/06/2011	HCM Practice Using PTMW Workshop	Baton Rouge		8	0	2	10	JADE NAKHLEH	1	1
06/14/2011	06/14/2011	Common Myths that Affect Good Supv Trad	Baton Rouge	1-153 Claiborne Building	5	0	20	25	TODD PRICE	1	1
06/15/2011	06/15/2011	CS Essentials for Supv Traditional	Baton Rouge	1-153 Claiborne Building	9	0	15	24	GWENDOLYN PARKER	1	1
	06/15/2011	AGPS Orders	Baton Rouge	1-150 Claiborne Building	8	0	10	18	ALZATTA COX	1	1
06/16/2011	06/16/2011	Controlling Absent & Tardiness Tradition	Baton Rouge	1-153 Claiborne Building	25	0	0	25	KAREN PUCKETT	1	1
06/20/2011	06/20/2011	Controlling Absent & Tardiness Non-Trad	Baton Rouge	1-186 Claiborne Building	25	0	0	25	KAREN PUCKETT	1	1
	06/20/2011	Building Blocks of Correctional Supervis	Baton Rouge	1-153 Claiborne Building	25	0	0	25	TAMMY LEBLANC	1	1
06/21/2011	06/21/2011	Effective Comm Skills for Corr Supv	Baton Rouge	1-153 Claiborne Building	25	0	0	25	TAMMY LEBLANC	1	1
06/22/2011	06/22/2011	Eff Perform Feedback Skills for Corr Sup	Baton Rouge	1-153 Claiborne Building	25	0	0	25	TAMMY LEBLANC	1	1
06/23/2011	06/23/2011	Coaching Skill for Correctional Supv	Baton Rouge	1-153 Claiborne Building	25	0	0	25	TAMMY LEBLANC	1	1
06/24/2011	06/24/2011	Corr Supv Role in Empl Skill Development	Baton Rouge	1-153 Claiborne Building	25	0	0	25	TAMMY LEBLANC	1	1
06/27/2011	06/27/2011	Handling Conflict for Corr Supv	Baton Rouge	1-153 Claiborne Building	25	0	0	25		1	1



Instructor Portal

Let's now look at what an Instructor can do.

Instructor Portal Work Overview

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Welcome LSO INSTRUCTOR

LaGov ERP - Louisiana Employees Online (LEO)

STATE OF LOUISIANA

Help Personalize Log off

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Overview

Detailed Navigation

- Work Overview

Services

- [Add/Replace/Cancel Students](#)
- [Print Course Roster](#)
- [Review Course Appraisals](#)

Instructor's Work Center

Active Queries

Current and Planned Courses [Next 4 Weeks \(3\)](#) [Next 3 Months \(2\)](#)

Past Courses [Courses for Follow-up \(3\)](#)

Current and Planned Courses - Next 4 Weeks

[Change Query](#) [Define New Query](#) [Personalize](#)

View [Standard View] | [Display](#) | [Follow-Up](#) | [Print Version](#) | [Export](#) | [Filter Settings](#)

Course	DelMethod Long	Start Date	Start Time	End Date
Common Myths that Affect Good Supv Trad	Classroom Training	06/14/2011	08:15:00	06/14/2011
CS Essentials for Supv Traditional	Classroom Training	06/15/2011	08:15:00	06/15/2011
Controlling Absent & Tardiness Tradition	Classroom Training	06/16/2011	08:15:00	06/16/2011

Last Refresh 05/26/2011 10:56:44 CST [Refresh](#)

Instructor Portal Course Follow-Up

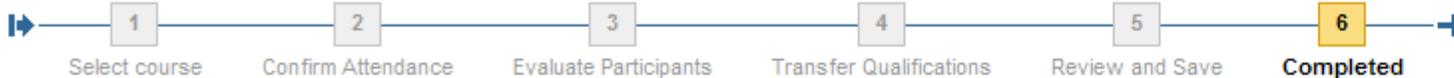
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Follow Up Completed Course

History Back Forward

Your course follow-up was saved

Course Follow-Up



Selected Course CS Essentials for Supervisors

What do you want to do next?

[Select another course to follow-up](#)

Participants									
Type	Participant	Attendance	Participant Assessment	Reason for Not Passing	Qualification	Proficiency	Start Date	End Date	
P	DOUGLAS KOPP	Present	Course Passed		CPTP Civil Service Essentials for Supv	Completed	05/04/2011	12/31/9999	
P	ELIZABETH DAVIS	Present	Course Passed		CPTP Civil Service Essentials for Supv	Completed	05/04/2011	12/31/9999	
P	PEGGY MATHERNE	Present	Course Passed		CPTP Civil Service Essentials for Supv	Completed	05/04/2011	12/31/9999	
P	KIM HATFIELD	Present	Course Passed		CPTP Civil Service Essentials for Supv	Completed	05/04/2011	12/31/9999	
P	RAFAEL JARPA	Present	Course Passed		CPTP Civil Service Essentials for Supv	Completed	05/04/2011	12/31/9999	

The End

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Welcome LAURA NORMAND

LaGov ERP - Louisiana Employees Online (LEO)
STATE OF LOUISIANA

Help Personalize Log off

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Welcome

Welcome to LEO

Louisiana Employees Online



Announcements (1)

Last Update 12/06/2010

Direct Deposit Transactions Labeled "LA GOV"

Effective November 15, 2010, all direct deposit transactions will be labeled "LA GOV". These were previously labeled "ISIS HR PAID". You may see this change on your bank statements and/or online banking.

Any Questions?