

## LaGov Agency checklist to Establish a New Training Coordinator

| RESPONSIBLE PARTY                      | TASK DESCRIPTION   | NOTES   |
|--|--|---|
| <p><b>LSO Training Coordinator</b></p> | <p><b>Step 1: Confirm whether your position already has the LSO Training Coordinator security (or not).</b></p> <p>The Training Coordinator security role is placed on a <b>position</b> therefore it is likely that as a new Training Coordinator, you may already have the necessary access in Learn.</p> <p>To verify:<br/>           Log into LEO.<br/>           Click on SuccessFactors<br/>           If <b>Learning Administration</b> tile is present, proceed to Step 2.<br/>           If <b>Learning Administration</b> tile is <b>not present</b> <u>contact your HCM Security Administrator for assistance and share this checklist with them.</u></p> <p>NOTE: To determine who your <b>HCM Security Administrator</b> is, go to the LEO Home Page and click the link for <b>“Who do I contact for Help?”</b>.</p> <p><b><u>HCM Security Administrator:</u></b><br/>           Run the <b>Personnel Security Report (transaction ZS05)</b> to verify that the Coordinator’s Non-LaGov Learner H ID does not already have the LSO Training Coordinator security role. Make note of any other ERP security roles assigned to this H ID.</p> <p>If the LSO role already exists be sure it is for your agency number. If that’s the case, the employee should see the Learning Administration tile in Learn on the next business day. Basically, they must wait for an overnight security job to run.</p> <p>If the LSO role does not exist, the Security Administrator must log into LEO and click the Security Admin tab and submit a request to have the LSO Training Coordinator role added to this Non-LaGov Learner H ID.</p> <p><u>Note:</u> When requesting a security update, not only add the new security role, but also include the security you wish to retain or maintain. Otherwise, it is possible those will be delimited.</p> | <p>A maximum of 4 Training Coordinators is permitted. Requests for additional should be submitted to CPTP along with justification.</p> |

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| <b>LSO Training Coordinator</b> | <p><b>Step 2: Confirm who is listed as LSO Training Coordinator on “Who do I contact for help?” link on the right side of LEO Home page.</b></p> <p>Log into LEO and click “<b>Who do I contact for Help?</b>” link. Check to be sure you are listed as either:</p> <ul style="list-style-type: none"> <li>• LSO Training Coordinator – Primary or</li> <li>• LSO Training Coordinator – Alternate</li> </ul> <p>Inform your Human Resources office if this designation is missing or incorrect and share this checklist with them. They will have authorization to update this information.</p> <p><b><u>HCM Security Administrator:</u></b><br/>Request to add a new Training Coordinator by submitting an ISF048 form in the <u>My Security</u> tab in LEO.</p> |   |
| <b>LSO Training Coordinator</b> | <p><b>Step 3: Complete LSO-related Training courses.</b></p> <p>Complete the instructor-led LSO Training Coordinator Class. To book:</p> <ul style="list-style-type: none"> <li>• Go to My Learning.</li> <li>• Search for ‘coordinator’.</li> <li>• Select the LaGov-ES-Learning Coordinator Training. If there are dates available you may book into the course. If not, click <u>Assign to Me</u>. When a new course date is created, you will see the offering in the Available Classes box on your learning home page and you can then book yourself.</li> </ul>  | <p>Before class, if you need to perform actions, you can locate the Learning Coordinator Manual <a href="#">here</a>. This manual details how to perform the major tasks the TC will be handling.</p> |
| <b>LSO Training Coordinator</b> | <p><b>Step 4: Enroll in LEO Training Coordinator listserv.</b><br/><a href="https://wwwprd.doa.louisiana.gov/LaGov/Listservs/electronicnotifications.htm">https://wwwprd.doa.louisiana.gov/LaGov/Listservs/electronicnotifications.htm</a></p>   |   |
| <b>LSO Training Coordinator</b> | <p><b>Step 5: Notify CPTP staff of Training Coordinator change.</b><br/>Send your name, email address &amp; phone number to <a href="mailto:SCS-CPTP@la.gov">SCS-CPTP@la.gov</a> at State Civil Service. CPTP will then add you to their mailing list and send you a link to register for the TC Webinar.</p>  |   |