



STATECIVILSERVICE

Louisiana Jobs (NEOGOV) User Access Request Form For Human Resources Staff



PLEASE READ IMPORTANT NOTE: This form is only for requesting access—if you are required to take the training, access will be granted after course completion.

Name	
Email Address	
Agency	
Job Title	
What personnel area(s) does this user require access to? (Provide name and number)	
What is the approximate date this user attended the new user class (formerly CPTP- LA Careers or LA Careers new user training)? [MM/YY—Month and Year] Note: Employees can locate this info on their training transcript in LEO or in their learning history in Success Factors.	
Did the user have previous access at another agency?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which agency:
* Access is intended for staff within Human Resources. If the user is not part of the HR office, please explain the job function(s) that require access.	

Submit this completed form to: SCS-LAJobsAdmin@civilservice.la.gov

Please ensure that this form is sent to SCS by the supervisor of the user or higher level.