

LEO/LaGov User Manual



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LEO/LaGov User Manual

Table of Contents

Help.....	iv
Introduction	1
Responsibilities	1
Logging into LEO.....	3
Confirm E-mail Address	5
Terminology	8
The My Training Portal	9
Using the Course Catalog	12
How to Access Course Programs.....	17
How to Book and Take a Web-Based Course	21
How to Book an Instructor-Led Class.....	25
How to Prebook a Course.....	30
Cancelling an Instructor-Led Class	32
How to Get Credit for a Course Program	35
How to Check your Training Transcript	37
More Information.....	41
Glossary	43

Help

The District Training staff and Section ETRN Training Coordinators should be your first point of contact for questions and assistance.

If you still need help, email the DOTD LSO Support team.

Please do NOT turn in LaGov Help tickets for questions you have about Program subscriptions and scheduling courses in LEO.

To Report a problem: [Problem Report Form](#)

For Questions or Help: [email the DOTD LSO Support team at DOTDLSOSupport@LA.GOV.](mailto:DOTDLSOSupport@LA.GOV)

Introduction

This training manual will show you how to perform basic training related functions in LEO. We will start with how to log on to LEO and go through all of the things you can do in the **My Training** portal. At the end of the manual, there is a Glossary of Terms used frequently in the LEO training portals. **Review the glossary before beginning work in My Training.**

Each employee in the department has access to their training in LEO. As ETRN is phased into LEO, employees and their supervisors will assume more responsibility for reviewing required training, scheduling courses and meeting the training requirements.

This manual is designed to help students, training coordinators, and supervisors. It is not an official Division of Administration document and was created for use by DOTD employees only.

Responsibilities

Employees

- Make sure email address in LEO is accurate
- Receive email when subscribed to a training program or registered for a course
- Review transcript to be sure it is accurate
- Periodically review training requirements under “My Training”
- Take web-based courses at your own pace
- Register for instructor-led courses
- Pre-book for courses needed that are not available
- Must take courses in programs you are subscribed to
- May take other courses as decided with supervisor

Supervisors

- Periodically use “My Staff” in LEO to review employee training
- Approve or Reject employee requests to register for courses
- Work with employees to identify any additional courses that would be useful

District Training Offices

- Continue to use ETRN during transition period
- Additionally serve their District as a LEO Training Coordinator
- Run reports in the LSO system, monitor program assignments
- Assist Learners in scheduling courses, or schedule courses for them
- Receive emails and notify Learners/Supervisors without email

ETRN Section Training Coordinators

- Continue to use ETRN during transition period
- Refer Learners to their Supervisor or LTRC when LEO training records are needed.

LTRC Training Office

- Subscribes Learners to training programs
- Runs reports to monitor training
- No longer schedules DOTD employees for CPTP courses unless assistance is requested

Logging into LEO

From the **Louisiana.gov** page, locate Online Services and click LEO: Louisiana State Employees Online or enter this address: <https://leo.doa.louisiana.gov/>

Within DOTD, go to the Intranet and on the left hand side of the screen, under “Department Wide”, click on LEO (now LaGov).

You can also click on the LaGov Portal (login) at the top of the page under “LaGov Information”.

The screenshot displays the DOTD Intranet interface. At the top, there is a search bar labeled "Search DOTD" and a "Search" button. The main content area is divided into several sections:

- Administration:** Includes links for Compliance Programs, Empl Satisfaction Survey, Grievance/Complaint Process, QCIP, Satisfaction Survey Report, Fall 2011 State of DOTD, and 2010 Survey Results.
- Department Wide:** Includes Content Manager, Daily News Articles, Dept Policies/Manuals, EDMS, GIS - Position Information, **LEO (now LaGov)** (circled in red), Org. Chart, and Project/Highway Information.
- GIS:** Includes Benchmarks and LA DOTD GIS.
- DOTD's Mission:** To deliver transportation and public works systems that enhance quality of life and facilitate economic growth.
- LaGov Information:** Includes DOTD's LaGov Information Site (circled in red), LaGov Portal (login) (circled in red), LaGov Help / How To Documents, and DOTD's Business Processes.
- Bulletin Board Announcements:** Lists "Last 5 Announcements Added" with dates and topics such as Human Resources July newsletter, PARNELL, A. C. CHRIS37 Years, L-TEA ANNUAL LUNCHEON MEETING, Ascension Hurricanes Baseball 12U Jambalaya, and Replacement Blood Drive for AI Mix.
- Office of Engineering:** Includes Environmental Section and Transport Pre-Construction.
- Project Development:** Includes Bridge Design Section.
- I.T. Help:** (225) 379-1690. Includes links for Create a "Service Request", Outlook General Help, Single Sign-On QuickStart Guide, Client Services, Change a Password, and Hardware/Software Procurement.
- Management & Finance:** Includes Business Conference 2012, Administrative Manual, Asset Management, Audit & Quality Control, Budget Request Form, Business Services, Financial Services, Human Resources, Information Technology, Legal, Procurement, and Project Finance.

You will see this screen. Click on the **Employee Portal** tab.

Welcome CINDY THIBIER
LaGov ERP
STATE OF LOUISIANA
Help Personalize Log off

LaGov Announcements Employee Portal (LEO) Core Component (ECC) Data Warehouse
Welcome to LaGov

LaGov ERP Announcements Last Updated: 6/21/12

- Project Overview Report in Data Warehouse**
A new Project Overview Report is now available in the Data Warehouse under the Financial > Project Systems folder. Users can see a variety of information about a project on **one-page** like milestone, percent complete, budget and expenditures by phase, bridge/road data, etc. Review the [How To - Navigate the Project Overview Report](#) document to learn how to execute and print the new report.
- Linear Assets (AGILE) Upgrade Improvements**
The upgrade to the Linear Assets (AGILE) application will be moved into production the weekend of June 16th through June 17th. View the [Linear Assets AGILE Upgrade Improvements](#) document for some of the more notable improvements.
- ZF1526 - Operating Budget, Expenditure, and Commitment Report**
This new report is now available using transaction code ZF1526. It includes a real-time, high-level, summarized view of budget, expenditures, and remaining budget for selected operating funds or funds centers. A detail report descriptor is available from the Online Help or by clicking [ZF1526 - Operating Budget, Expenditure, and Commitment Report](#). For questions or assistance with this report, submit a **web ticket**.

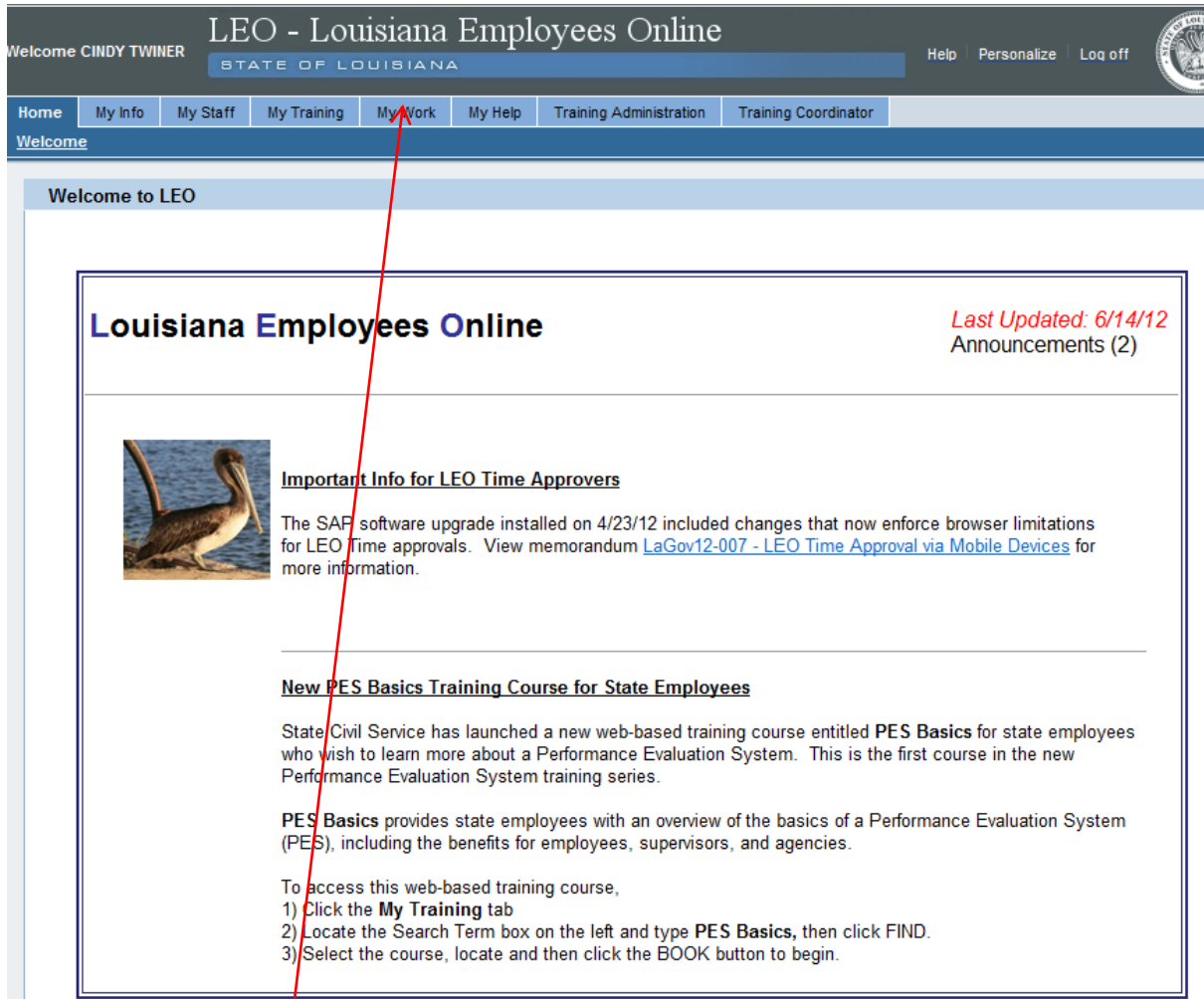
Important!!!
[LaGov ERP Update](#)

Help
Open a Web Ticket >

What's coming?
Need to find a Help Script or How-To?
[SLA Help](#)

[Reports Information and Index](#)
[Bulletin Board Articles](#)

You will see this screen. From this screen, you can do many things, including training. One thing that you can do that is very important is to confirm that your e-mail address and phone number are correct.



Welcome CINDY TWINER

LEO - Louisiana Employees Online

STATE OF LOUISIANA

Help | Personalize | Log off


Home | My Info | My Staff | My Training | **My Work** | My Help | Training Administration | Training Coordinator

Welcome

Welcome to LEO

Louisiana Employees Online

Last Updated: 6/14/12
Announcements (2)



Important Info for LEO Time Approvers

The SAF software upgrade installed on 4/23/12 included changes that now enforce browser limitations for LEO Time approvals. View memorandum [LaGov12-007 - LEO Time Approval via Mobile Devices](#) for more information.

New PES Basics Training Course for State Employees

State Civil Service has launched a new web-based training course entitled **PES Basics** for state employees who wish to learn more about a Performance Evaluation System. This is the first course in the new Performance Evaluation System training series.

PES Basics provides state employees with an overview of the basics of a Performance Evaluation System (PES), including the benefits for employees, supervisors, and agencies.

To access this web-based training course,

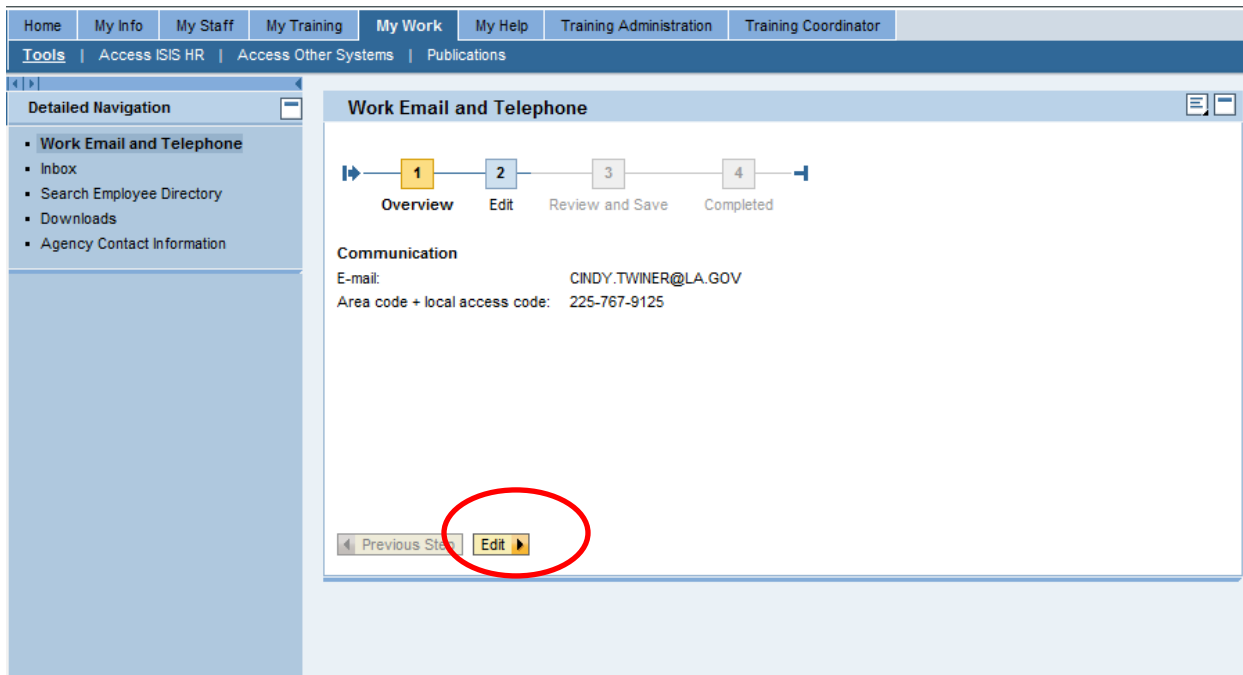
- 1) Click the **My Training** tab
- 2) Locate the Search Term box on the left and type **PES Basics**, then click FIND.
- 3) Select the course, locate and then click the BOOK button to begin.

Confirm Email Address

Prior to enrolling in a training class or just periodically, confirm you have a valid work e-mail address and work telephone number in order to receive correspondence regarding training and other information. It is important that your e-mail is correct because it's how you receive training correspondence from LEO.

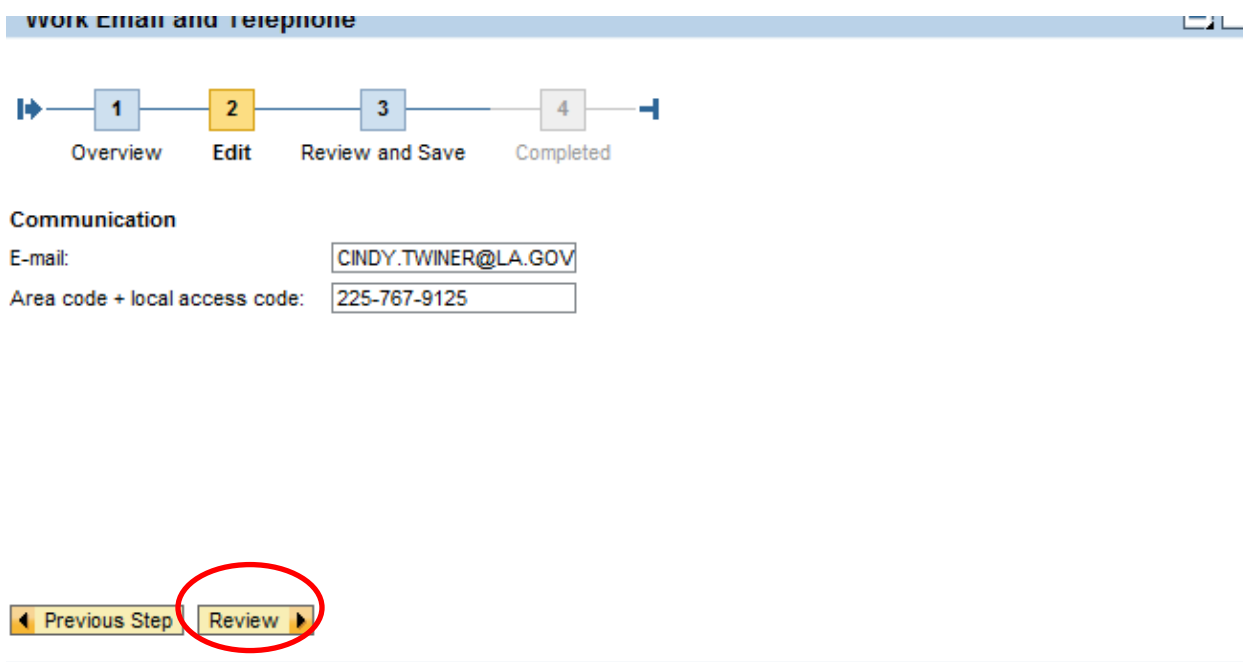
Click on the **My Work** tab.

Verify that your **Work Email and Telephone** is listed correctly under **Communication**.



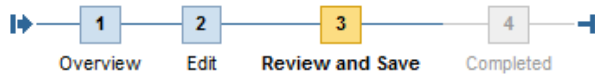
If it is incorrect, click on **Edit**.

Enter information and click **Review**.



Click **Save**.

Work Email and Telephone



Communication

E-mail: CINDY.TWINER@LA.GOV
Area code + local access code: 225-767-9125

◀ Previous Step Save

Terminology

Before we begin looking at training functions, let's review some common terms used in LEO/LaGOV.

We are all **LEARNERS** and use **My Training** in LEO to access our records.

Learners **PARTICIPATE** in a **COURSE** and can earn a **QUALIFICATION** when finished.

Course name and **Qualification** name do not have to be exactly the same.

Courses can have **PREREQUISITE** Courses. The prerequisite course's **QUALIFICATION** must have been earned for the prerequisite to be met.

COURSE PROGRAMS consist of **BLOCKS** that contain **COURSES**.

Blocks can be sequenced or non-sequenced.

Courses within a block can be sequenced or non-sequenced.

Learners are **SUBSCRIBED** to a **COURSE PROGRAM** and are given a **DUE DATE**.

Learners can print their own **TRANSCRIPT** from My Training in LEO.

Supervisors can print **TRANSCRIPTS** for their employees using LEO-My Staff.

SUBSCRIPTIONS to programs appear at the top of the Transcript.

Training activities are categorized by their **DELIVERY METHOD**. These are:

- **WEB-BASED TRAINING (WBT)**
- **CLASSROOM** Courses, sometimes called Instructor-Led Training (ILT)

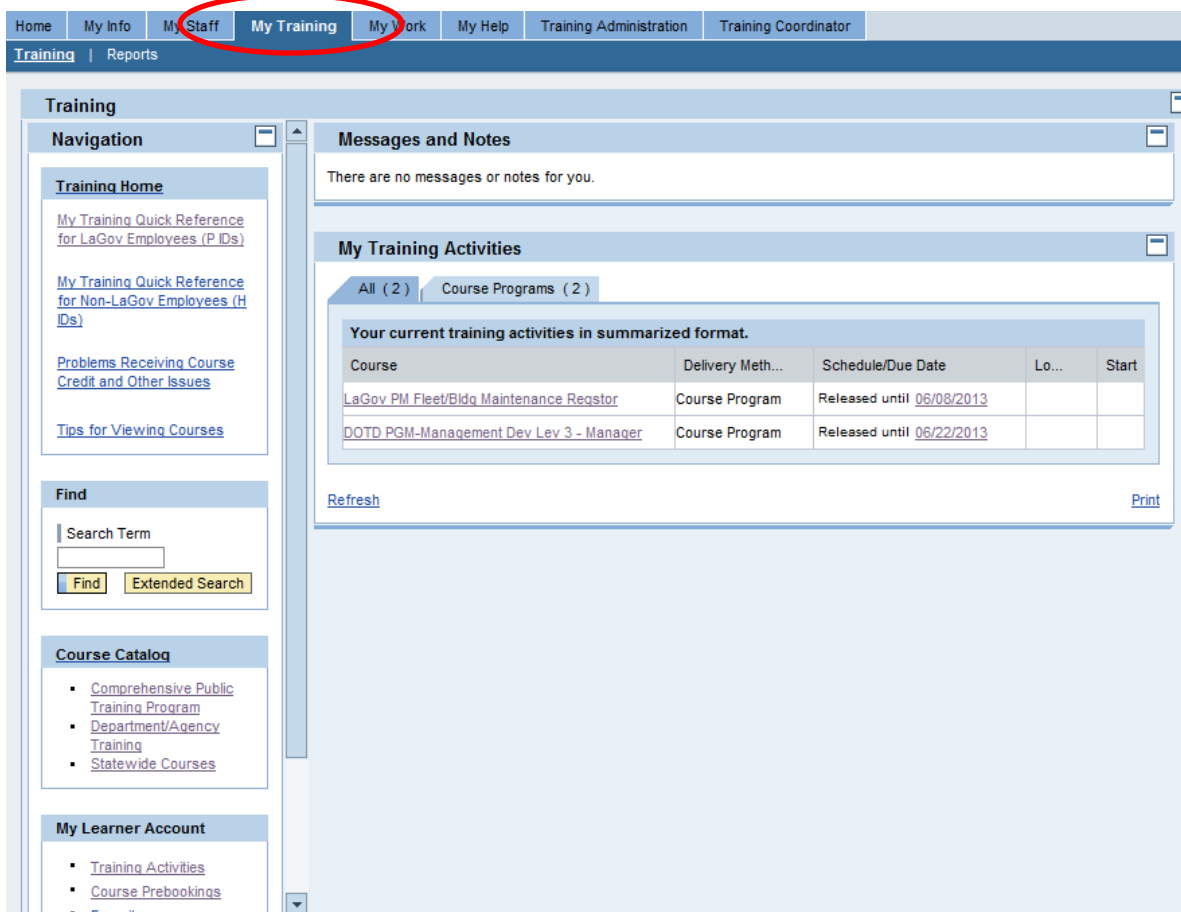
Learners will **BOOK** a web-based course before they can **PARTICIPATE** in it. After it is finished, the learner must click the **GET CREDIT button** for the course to receive the **QUALIFICATION**.

Learners can **SELECT DATES** for a Classroom course and **REGISTER** for it. If there are no available dates or available dates the learner can attend, learner can **PRE-BOOK** the course and will be emailed when dates become available. *Always pre-book classroom courses without available dates since this is how the provider knows there is demand for the course.* The **QUALIFICATION** for a Classroom course is given after the Instructor has "followed-up" on the course (submitted the roster for entry into LEO).

After all courses in a Course Program are **COMPLETE**, a **GET CREDIT button** should appear near the top of the web page for the Course Program. The Learner **MUST** click on this button for the **QUALIFICATION** to be given.

The My Training Portal

Once you have determined that your e-mail and phone are correct, click on the **My Training** tab. You will see this screen.



The screenshot displays the 'My Training' portal interface. The top navigation bar includes tabs for Home, My Info, My Staff, My Training (highlighted with a red circle), My Work, My Help, Training Administration, and Training Coordinator. Below the navigation bar, the 'Training' section is active, showing a 'Messages and Notes' area with no messages, and a 'My Training Activities' section. The 'My Training Activities' section displays a table of current training activities in summarized format.

Course	Delivery Meth...	Schedule/Due Date	Lo...	Start
LaGov PM Fleet/Bldg Maintenance Reqstor	Course Program	Released until 06/08/2013		
DOTD PGM-Management Dev Lev 3 - Manager	Course Program	Released until 06/22/2013		

My Training is where you will perform training functions such as:

- Scheduling classes
- Pre-booking classes
- Viewing you training transcript
- Viewing you training activities

You will use the **Navigation Pane** to find the information you need to schedule, take, and track your training.

The screenshot displays the Training Administration web application. At the top, there is a navigation menu with tabs for Home, My Info, My Staff, My Training (selected), My Work, My Help, Training Administration, and Training Coordinator. Below this is a sub-menu with Training and Reports. The main content area is divided into several sections. On the left, the **Training** pane is highlighted with a red border and contains a **Navigation** section with links for Training Home, quick reference guides, and a search box. The **My Training Activities** section on the right shows a table of current training activities. An orange arrow points from the text above to the Navigation Pane, and a red arrow points from the text below to the 'Training Activities' link in the Navigation Pane.

Course	Delivery Method	Schedule/Due Date	Loc...	Start
DOTD PGM-Management Dev Lev 2 - Staff	Course Program	Released until 06/30/2015		

Let's start with **My Training Activities**. You will see this when you open the **My Training** tab. This area of the page shows a summary of the training in which you are currently participating. To see more, click on **Training Activities**, which you can find under *My Learner Account* on the **Navigation Pane**.

Training Activities lists all courses or programs by type (Web-based, classroom training, etc.) that you are currently participating in or have booked or pre-booked. Additionally, it groups all completed courses and cancelled courses, if that's of interest to you.

Training

Navigation

Training Home

[My Training Quick Reference for LaGov Employees \(P IDs\)](#)

[My Training Quick Reference for Non-LaGov Employees \(H IDs\)](#)

[Problems Receiving Course Credit and Other Issues](#)

[Tips for Viewing Courses](#)

Find

Search Term

Find **Extended Search**

Course Catalog

- Comprehensive Public Training Program
- Department/Agency Training
- Statewide Courses

My Learner Account

- Training Activities
- Course Prebookings

My Training Activities

All (2) **Course Programs (2)**

This is a list of all the training activities in which you are currently participating or for which you are booked. Click on a course to display details of the course, to cancel your booking, or to set the course to 'completed'.

Your current training activities in summarized format.

Course	Delivery Meth...	Schedule/Due Date	Lo...	Start
LaGov PM Fleet/Bldg Maintenance Regstor	Course Program	Released until 06/08/2013		
DOTD PGM-Management Dev Lev 3 - Manager	Course Program	Released until 06/22/2013		

Completed Courses

All (31) **Classroom Training (16)** **Web-Based Training (15)**

You already participated in these courses in the past.

Course	Deliver...	Schedule	Location	Start
CPTP Bldg Better Perf Thru Skill Devlpm	Classroom	10/31/2011 - Unlimited		
CPTP Conducting Effective Job Interviews	Classroom	10/31/2011 - Unlimited		
CPTP Improve Empl Perf Through Coaching	Classroom	10/31/2011 - Unlimited		
CPTP Managing & Improving Work Processes	Classroom	10/31/2011 - Unlimited		
LSO Training Coordinator	Classroom	Start 11/07/2011 At 08:00 End 11/07/2011 At 04:30	Baton Rouge	
LaGov LSO Training Administration-Part 1	Classroom	Start 04/24/2012 At 08:00 End 04/25/2012 At 04:30	Baton Rouge	
CPTP Developing Effective Teams Pt 1	Classroom	04/30/2012 - Unlimited		
CPTP Developing Effective Teams Pt 2	Classroom	04/30/2012 - Unlimited		

You can check which courses are booked and the dates and what type of course it is, such as web-based or classroom training.

Using the Course Catalog

If you want to search for a particular course or program, you can use the **Course Catalog**. It's located in the middle of the **Navigation Pane**.

The screenshot displays the 'Training' section of a web application. On the left is a 'Navigation Pane' with several sections: 'Training Home' with links to quick reference guides and tips; 'Find' with a search box and 'Find'/'Extended Search' buttons; 'Course Catalog' with links to 'Comprehensive Public Training Program', 'Department/Agency Training', and 'Statewide Courses'; and 'My Learner Account' with links to 'Training Activities', 'Course Prebookings', 'Favorites', and 'Qualifications Profile'. A red box highlights the 'Find' and 'Course Catalog' sections. The main content area is titled 'My Course Prebookings' and contains a table of current prebookings.

Course	Delivery Method	Period	Language
PS - Project Systems	Classroom Training	03/01/2012 - 03/01/2013	English
Doing More with LaGov Reports-FV/Budget	Classroom Training	06/18/2012 - 06/18/2013	English

Buttons for 'Cancel Prebookings', 'Refresh', and 'Print' are also visible.

You can either search for the course or you can go to the portion of the catalog where you think the course may be located.

If you use the search function, you need to add the course title or key words in the title. For instance, you want to take Defensive Driving so you could type “Defensive Driving in the search box.

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes sections for Training Home, Find, Course Catalog, and My Learner Account. The Find section contains a search box with the text "Defensive Drivi" and buttons for "Find" and "Extended Search". The main content area includes Messages and Notes, My Training Activities, and a large empty space. A red oval highlights the search box and its associated buttons.

Navigation

Training Home

- [My Training Quick Reference for LaGov Employees \(P IDs\)](#)
- [My Training Quick Reference for Non-LaGov Employees \(H IDs\)](#)
- [Problems Receiving Course Credit and Other Issues](#)
- [Tips for Viewing Courses](#)

Find

Search Term
Defensive Drivi

Course Catalog

- [Comprehensive Public Training Program](#)
- [Department/Agency Training](#)
- [Statewide Courses](#)

My Learner Account

- [Training Activities](#)
- [Course Prebookings](#)
- [Favorites](#)
- [Qualifications Profile](#)
- [Settings](#)

Messages and Notes

There are no messages or notes for you.

My Training Activities

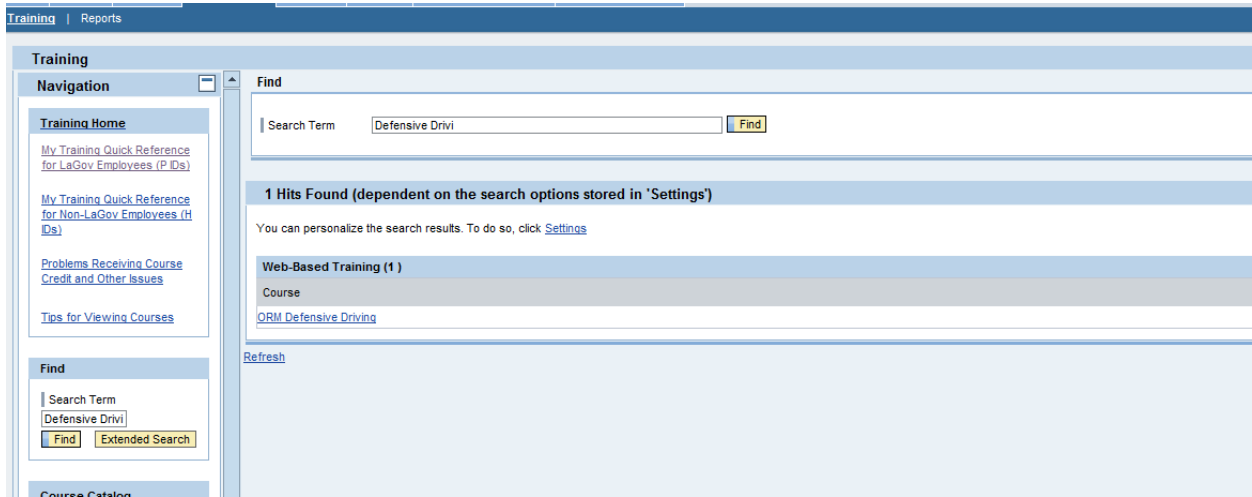
All (0)

Your current training activities in summariz

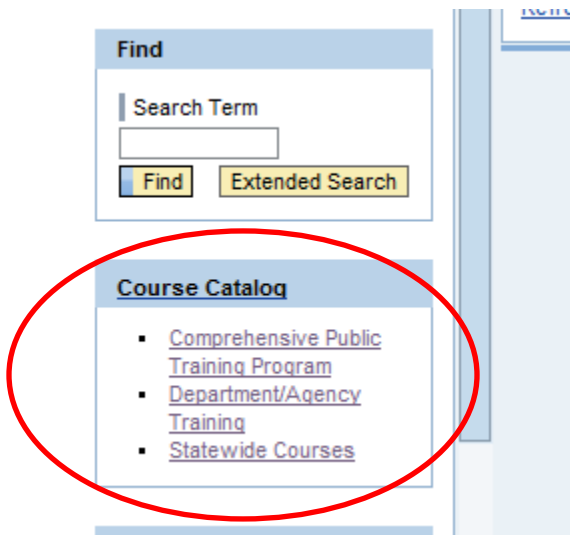
Course
The table does not contain any entries

[Refresh](#)

Click on **Find** and you'll see this.



You can also search by clicking one of the three areas listed under **Course Catalog**.



Click on **Department/Agency Training**. You will see this screen. All of the departments that have training on LEO will be listed here. You can see DOTD on this list.

The screenshot displays the 'Training Administration' interface. The top navigation bar includes links for Home, My Info, My Staff, My Training, My Work, My Help, Training Administration, and Training Coordinator. The main content area is titled 'Subject Area Department/Agency Training' and shows a list of assigned subject areas. A red arrow points to the 'Dept. of Transportation and Development' link in the list.

Navigation

Training Home

- [My Training Quick Reference for LaGov Employees \(P IDs\)](#)
- [My Training Quick Reference for Non-LaGov Employees \(H IDs\)](#)
- [Problems Receiving Course Credit and Other Issues](#)
- [Tips for Viewing Courses](#)

Find

Search Term:

[Find](#) [Extended Search](#)

Course Catalog

- [Comprehensive Public Training Program](#)
- [Department/Agency Training](#)
- [Statewide Courses](#)

My Learner Account

- [Training Activities](#)

Subject Area Department/Agency Training

[Course Catalog](#) > Department/Agency Training

Assigned Subject Areas

The following subject areas are assigned to the subject area currently displayed:

Subject Area
Dept. of Environmental Quality
Dept. of Health and Hospitals
Dept. of Transportation and Development
Division of Administration
Louisiana Workforce Commission
Pinecrest Support Services Center

Favorites

[Add Subject Area to Favorites](#)

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

Click on Dept of Transportation and Development and you will see this screen. You can click on courses or programs and see of the listings for DOTD.

The screenshot displays the 'Training Administration' web application interface. At the top, there is a navigation bar with links: Home, My Info, My Staff, My Training, My Work, My Help, Training Administration, and Training Coordinator. Below this is a sub-navigation bar with 'Training' and 'Reports'. The main content area is titled 'Training' and is divided into a left sidebar and a main right pane.

Left Sidebar:

- Navigation:**
 - Training Home
 - [My Training Quick Reference for LaGov Employees \(P IDs\)](#)
 - [My Training Quick Reference for Non-LaGov Employees \(H IDs\)](#)
 - [Problems Receiving Course Credit and Other Issues](#)
 - [Tips for Viewing Courses](#)
 - Find
 - Search Term:
 -
 - Course Catalog
 - [Comprehensive Public Training Program](#)
 - [Department/Agency Training](#)
 - [Statewide Courses](#)
 - My Learner Account
 - [Training Activities](#)
 - [Course Prebookings](#)
 - [Favorites](#)

Main Right Pane: Subject Area Dept. of Transportation and Development

Course Catalog > Department/Agency Training > Dept. of Transportation and Development

General description
Agency specific training for Dept. of Transportation and Development

Assigned Subject Areas
The following subject areas are assigned to the subject area currently displayed:
Subject Area
[DOTD Courses](#)
[DOTD Programs](#)

Assigned Courses
The following courses are assigned to the subject area currently displayed:

Course	Delivery Method
DOTD Ethics for Construction Personnel	Web-Based Training

Favorites
[Add Subject Area to Favorites](#)

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

- All DOTD Programs will begin with “DOTD PGM”.
- All DOTD Courses will begin with DOTD and usually be followed by a course group abbreviation such as MD for management development or HR for human resources.

How to Access Course Programs

If you have been subscribed to a program, you will receive an e-mail from TRAIN ADMIN LAGOV-ERP-SUPPORT@LA.GOV that looks like this.

DOTD PGM-Management Dev Lev 3 - Manager

LEARNER NAME: [REDACTED]

You have been subscribed to the above course program. Log on to LEO > My Training and click the link to this program. The program screen will include a description of the program, program due date, the courses you must take as well as links to course descriptions and booking screens. Once you have completed all required courses, do not forget to click on the Get Credit for Program link.

If you are receiving this email in lieu of the Learner, please print and provide to the Learner listed above as soon as possible.

If you have any questions, please contact your Agency Training Coordinator.

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

The **Program** will show up under your **My Training** tab.

Click on the **My Training** tab and you will see a screen with **My Training Activities**. Your programs subscriptions will be listed here.

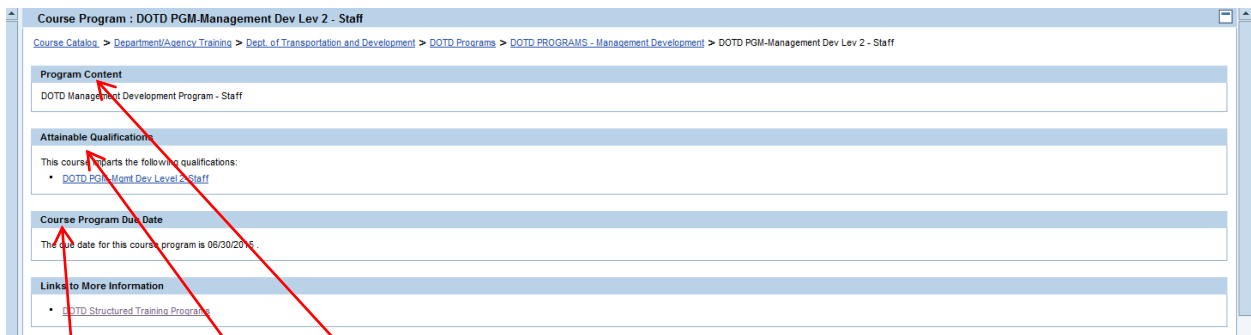
The screenshot shows the LEO/LaGov Training system interface. The top navigation bar includes links for Home, My Info, My Staff, My Training, My Work, My Help, Training Administration, and Training Coordinator. The main content area is titled 'Training' and features a 'My Training Activities' section. A red oval highlights the table of current training activities, which includes the following data:

Course	Delivery Method	Schedule/Due Date	Location	Start
DOTD PGM-Management Dev Lev 2 - Staff	Course Program	Released until 06/30/2015		

Under **My Training Activities**, you will see the program name, the Delivery Method (web-based or classroom) and the **Schedule/Due Date**. The **Due Date** is the date by which you must complete the program to meet your training requirements. It will say “Released until” and show a date.

Click on the course program to see the courses you must complete to receive a **Qualification** for the program.

There is a great deal of information on the **Course Program** screen so we’ll go through each level.



First, you will see the **Program Content** which in this case is DOTD Management Development Program – Staff.

Next, you will see **Attainable Qualifications**. This is the qualification you will get for the program. A qualification means that you have completed all requirements for a course or a Program. You will receive a qualification for each course in a Program as well as a qualification for the Program.

DOTD PGM-MGMT Dev Level 2- Staff is the name of this qualification and this is what you will see on your **Training Transcript**.

Course Program Due Date is the date by which you must finish all courses in the program.

Links to More Information is an area where the course owner can put further information about the courses or the program.

The next section of the **Course Program** screen is the **Blocks**.

Blocks are how the courses within a **Course Program** are organized. Each block represents a level of the program. As you can see, the Blocks can be courses that are Mandatory or Optional and **Blocks** can be in sequence or without sequence, just like courses.

Courses listed in Blocks have the following information attached to them:

- Sequence – the order the courses should be taken in – Without Sequence means you can take them in any order.
- Course name – this is the name of the course.
- Delivery Method – This lets you know if it's a web-based or classroom course.
- Action/Status – This lets you know if you have completed the course. If you have not completed the course, it will let you know if dates are available for the course or if you have to pre-book.
- Alternatives – If there is an alternative for a course, it will be listed here.

Blocks				
Execute the blocks and the courses contained in them in the prescribed sequence.				
(01) LaGov Introductory Web Courses (Mandatory)				
Sequence	Course	Del...	Action/S...	Alternatives
01	Introduction to LaGov ERP	WBT	Completed	
02	CoreComponent ECC Navi & Reporting	WBT	Completed	
Without Sequence	Introduction to StLA Help	WBT	Completed	
(02) LaGov Introduction to Financials (Mandatory)				
Sequence	Course	Delivery ...	Action/S...	Alternatives
Without Sequence	Introduction to Financials	WBT	Book	
(03) LaGov AP Process Vendor Invoices (Mandatory)				
	Course	De...	Action/Status	Alternatives
01	AP - Accounts Payable - Basic	WBT	Book	
02	AP - Accounts Payable-Basic Workshop	Classroom	No Dates Sched. - Click Course Name to Prebook	
LaGov Reporting FI Basic (Mandatory)				
Seq...	Course	Delivery ...	Action/St...	Alternatives
01	LaGov Reporting Basic	WBT	Book	
02	Doing More with LaGov Reports-FI/Budget	Classroom	Prebooked	LaGovRptProj Classroom

The remaining portion of the **Course Program** screen is shown below and just lets you know that unless you are a Training Coordinator designated by the Division of Administration, you cannot subscribe yourself or anyone else to a course program. Favorites let you add the Program to a list of favorites that can be accessed on the **Navigation Pane**.

The screenshot shows a web interface with two main sections. The first section, titled 'Subscribe', contains a message: 'You cannot subscribe/unsubscribe to this course program. Contact your Training Coordinator.' The second section, titled 'Favorites', contains a link labeled 'Add to Favorites'. At the bottom left of the interface is a 'Refresh' link, and at the bottom right is a 'Print' link.

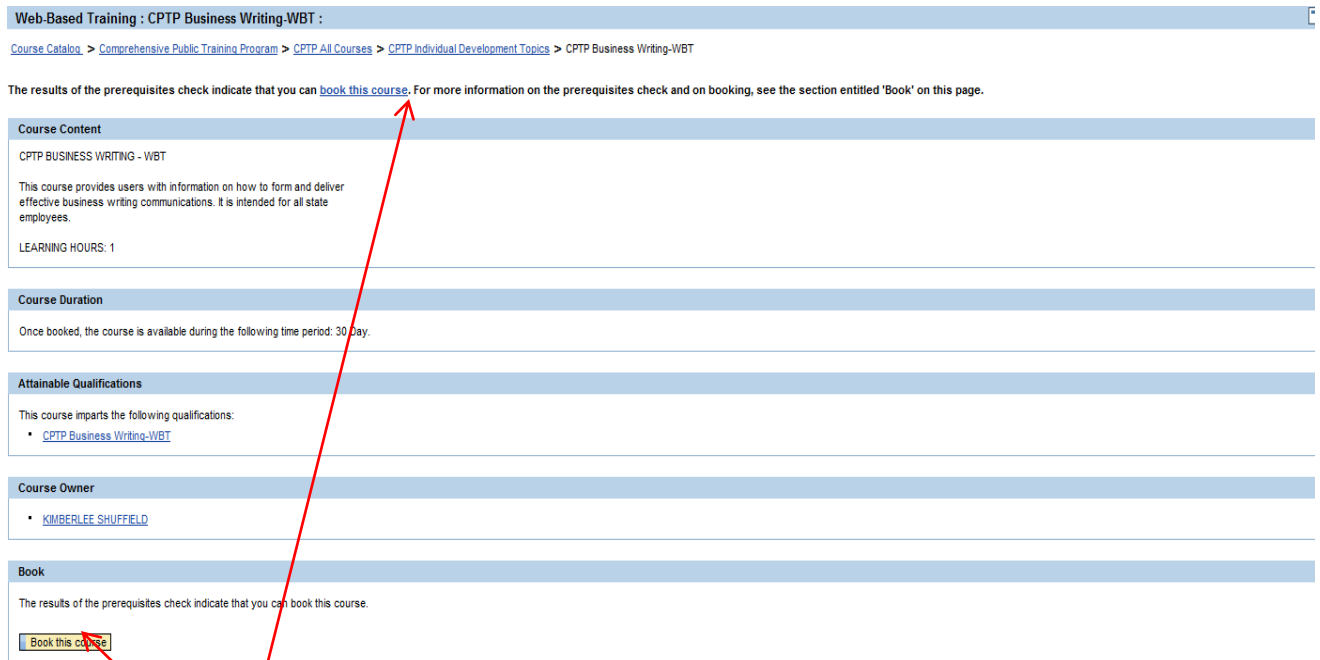
So you've been subscribed to a Course Program and now you must begin taking the courses. There will be several options depending upon the type of course. We'll go through each option.

How to Book and Take a Web-Based Course

Book a Web-Based Course

Click on one of the web-based courses in your program or enter a term in **Navigation** pane on the left in the **Search Term** field.

Click on course you want to take. For example, let's say you want to take CPTP Business Writing. Click on that course and you will see this screen.



The screenshot shows a web-based training page for 'CPTP Business Writing-WBT'. At the top, there is a breadcrumb trail: 'Course Catalog > Comprehensive Public Training Program > CPTP All Courses > CPTP Individual Development Topics > CPTP Business Writing-WBT'. Below this, a message states: '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.' The page is divided into several sections: 'Course Content' (CPTP BUSINESS WRITING - WBT, description, LEARNING HOURS: 1), 'Course Duration' (Once booked, the course is available during the following time period: 30 Day), 'Attainable Qualifications' (This course imparts the following qualifications: CPTP Business Writing-WBT), 'Course Owner' (KIMBERLEE SHUFFIELD), and 'Book' (The results of the prerequisites check indicate that you can book this course. A button labeled 'Book this course' is visible). Two red arrows originate from the text below: one points to the 'book this course' link in the message, and the other points to the 'Book this course' button.

There is a message at the top of the screen that lets you know if you have completed any prerequisites needed for the course. If you have it will give you the message that is shown. If not, you will get a message saying you have to take prerequisites before you can book the course. This says you can book the course so you would go down to the bottom of the screen and click on “Book this course”. You will see this screen.

Web-Based Training : CPTP Business Writing-WBT :

[Course Catalog](#) > [Comprehensive Public Training Program](#) > [All Courses](#) > [CPTP Individual Development Topics](#) > CPTP Business Writing-WBT

Participation was successfully booked.

[Start Course Now](#)

Course Content

CPTP BUSINESS WRITING - WBT

This course provides users with information on how to form and deliver effective business writing communications. It is intended for all state employees.

LEARNING HOURS: 1

Course Duration

The course is licensed from 07/05/2012 to 08/04/2012.

Attainable Qualifications

This course imparts the following qualifications:

- [CPTP Business Writing-WBT](#)

Course Owner

- [KIMBERLEE SHUFFIELD](#)

Learning Progress

Booking Date	07/05/2012
Course is licensed as of	07/05/2012
Course is licensed until	08/04/2012
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.

Start Course

[Start Course Now](#)

Cancel

Cancel my booking for the following reason: No longer needed [Cancel](#)

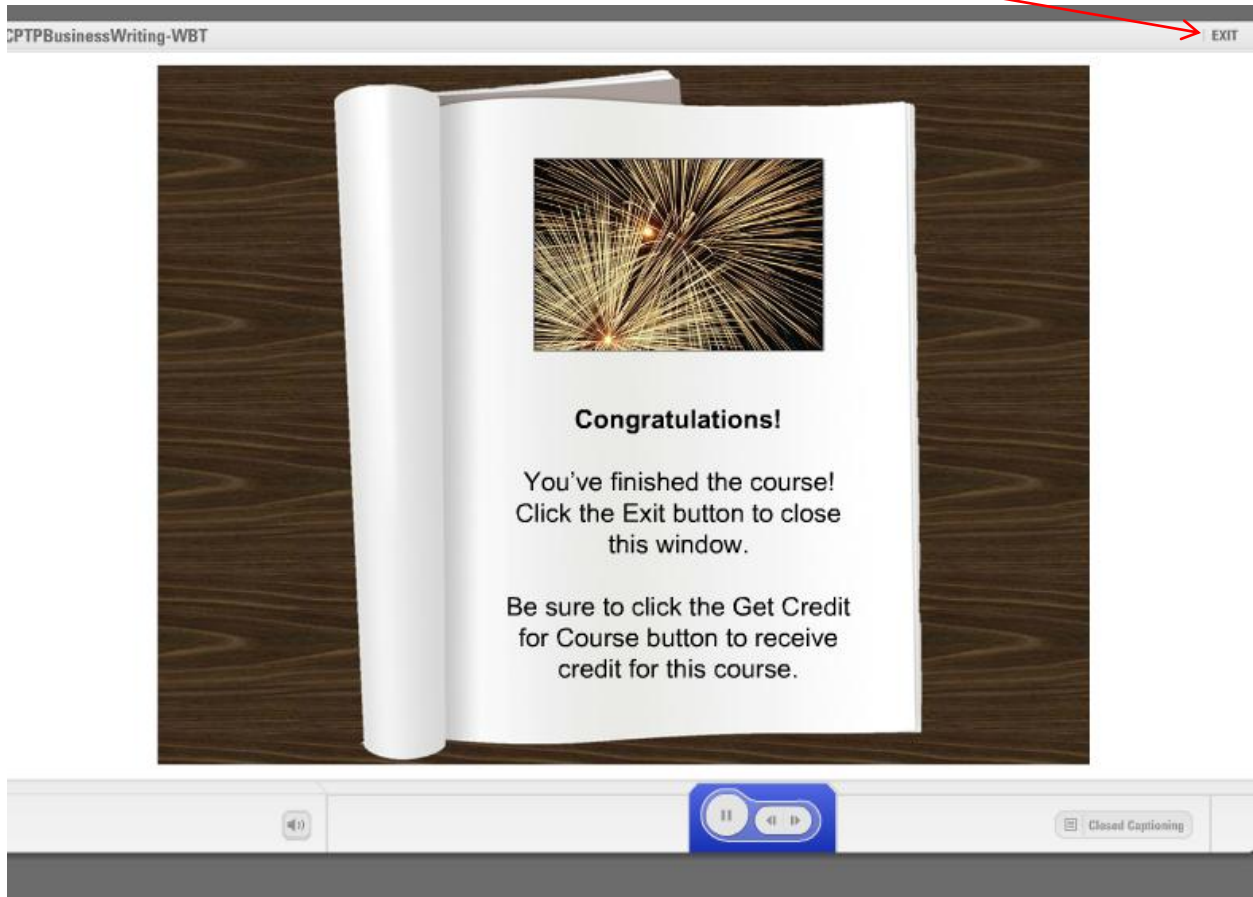
Favorites

[Add Course to Favorites](#)

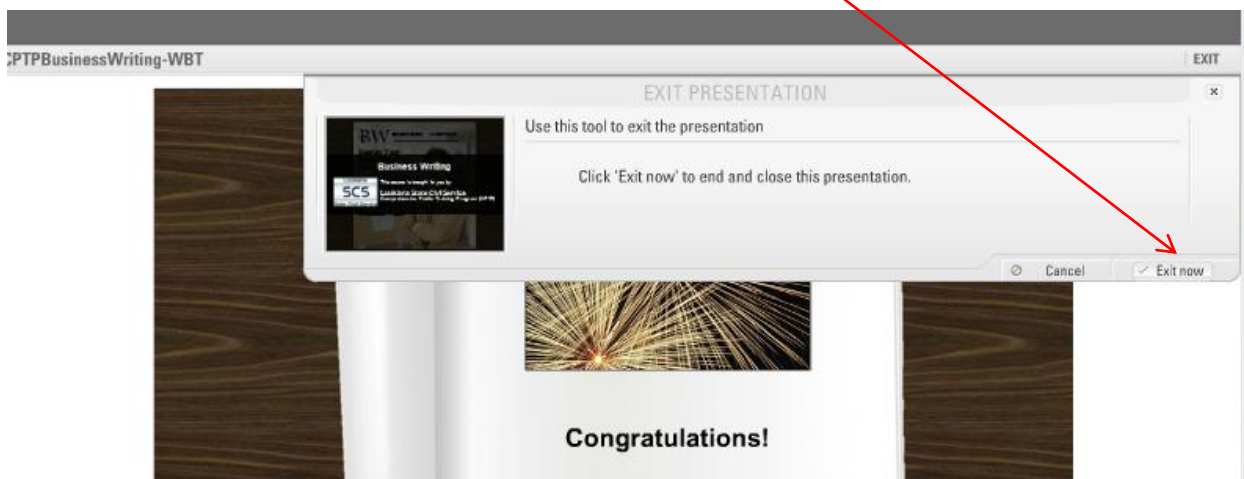
[Refresh](#) [Print](#)

Verify that the screen displays message, "Participation was successfully booked".
Click on "Start Course Now". You can click on the top or bottom "Start Course Now" button to start the course. The course should begin automatically.

When you finish the course, make sure you click on the exit button.



You will get an exit box and you must click on **Exit now**.



Verify you have completed all course requirements necessary to receive credit.
Click **exit** or **close course** to leave the course.

When you click on **Exit now**, you will be taken back to the LEO screen. You should see this message.

Web-Based Training : CPTP Business Writing-WBT :

Course Catalog > Complete Training Program > CPTP All Courses > CPTP Individual Development Topics > CPTP Business Writing-WBT

GET CREDIT FOR COURSE

YOU HAVE COMPLETED THIS COURSE, HOWEVER, YOU WILL NOT RECEIVE A QUALIFICATION FOR THE COURSE UNTIL YOU CLICK THE 'GET CREDIT FOR COURSE' LINK BELOW.

[GET CREDIT FOR COURSE](#)

Course Appraisal

[Perform Course Appraisal](#)

Course Content

CPTP BUSINESS WRITING - WBT

This course provides users with information on how to form and deliver effective business writing communications. It is intended for all state employees.

LEARNING HOURS: 1

Course Duration

The course is licensed from 07/05/2012 to 08/04/2012.

Attainable Qualifications

This course imparts the following qualifications:

- [CPTP Business Writing-WBT](#)

Make absolutely sure you click on **GET CREDIT FOR COURSE**. You **must** click on this to get the qualification for the course. You **will not** get a certificate to print. Your qualification for the course will immediately show up on your **Training Transcript** in LEO.

You can perform the course appraisal if you want to but it's not necessary to do it to get course credit. However, course owners appreciate feedback so you are encouraged to complete the appraisal.

If for some reason you cannot finish the course, it will stay open and you can click the **Start Course Now** button to continue or start over. You can retake a web-based course as many times as you want to but you will only get credit for one attempt.

How to Book an Instructor-Led Class

Find the class you want to attend by using the **Search** function on the **Navigation Pane** or you can click on the course in your program. Click on the course you want to take.

Verify the prerequisites check indicates you can request to participate in the course. If not, you will have to complete the prerequisites.

Let's say you want to take *Developing Teams Part 2*. Once you find the course and click on it, you will see this screen.

Classroom Training : CPTP Developing Effective Teams Pt 2

Course Catalog > Comprehensive Public Training Program > CPTP All Courses > CPTP Individual Development Topics > CPTP Developing Effective Teams Pt 2

Course Content

DEVELOPING EFFECTIVE TEAMS, PART 2

This 1-day course is designed to help participants identify their personality preferences and thus to better understand themselves and others. The concept of personality preference is used in this course to encourage participants to explore how this concept might relate to them as individuals and as members of teams. Participants will analyze the impact of perceptions on team effectiveness, apply strategies to make use of individual differences to improve teamwork, and learn how to use communication strategies in work situations based on individual preferences. Participants will examine their self-perception and complete a self-assessment to determine their preferences for the ways in which they interact and work with others. They will also compare and contrast the different preferences that people may have. This process will help participants appreciate their own strengths and the strengths of other team members and become more flexible when working with others. This course is based on Jung's personality preferences that serve as the foundational research for the Myers-Briggs Type Indicator (MBTI). The MBTI is a nonjudgmental instrument in which there are no "rights and wrongs."

Learning Objectives:

- Analyze the impact of perceptions (of self and others) on team effectiveness
- Apply strategies to make use of individual differences to improve teamwork
- Adapt and demonstrate communication strategies in work situations based on individual preferences

Job Outcomes:

- Adjusts styles tone, and level of communication to fit the audience and situation
- Considers and responds appropriately to the needs, feelings, and capabilities of all individuals
- Treats all individuals with sensitivity and respect
- Create a climate in which everyone is respected and recognized for their contributions

TRAINING HOURS: 6

Notes

Completion of Developing Effective Teams, Part 1 is required before taking Part 2.

Extended course text

This class is open to all levels of management and to those with special permission from their agencies.

Course Duration

Number of Hours: 7.25 on Number of Days: 1

Prerequisites

The prerequisite qualifications for this course are:

- [CPTP Developing Effective Teams Pt 1](#)

Attainable Qualifications

This course imparts the following qualifications:

- [CPTP Developing Effective Teams Pt 2](#)

Course Dates

Course dates for the next 180 days: [Refresh Course Dates](#)

Schedule	Course	Location	Time	Free Places	Action/Status
07/18/2012 - 07/18/2012	CPTP Developing Effective Teams Pt 2	Bossier City	08:15 - 03:30	18	To Registration
09/06/2012 - 09/06/2012	CPTP Developing Effective Teams Pt 2	Baton Rouge	08:15 - 03:30	0	To Registration
10/23/2012 - 10/23/2012	CPTP Developing Effective Teams Pt 2	Alexandria	08:15 - 03:30	25	To Registration

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

Course Owner

- [ROSAINA MARNIO](#)

Links to More Information

- [Course Manual](#)

Favorites

[Add Course to Favorites](#)

You will see a course description, the **Qualification** you will receive and any prerequisites needed. You can see that this course does have a prerequisite that must be completed before you can book this course.

Schedule	Course	Location	Time	Free Places	Action/Status
07/18/2012 - 07/18/2012	CPTP Developing Effective Teams Pt 2	Bossier City	08:15 -03:30	18	To Registration
09/08/2012 - 09/08/2012	CPTP Developing Effective Teams Pt 2	Baton Rouge	08:15 -03:30	0	To Registration
10/23/2012 - 10/23/2012	CPTP Developing Effective Teams Pt 2	Alexandria	08:15 -03:30	25	To Registration

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

Look at the dates for the course. If you see one that you like, click on **To Registration**. You will see this screen. It will give you information about the course date you chose.

Day	Date	From	To
Tuesday	10/09/2012	08:15	03:30
Wednesday	10/10/2012	08:15	03:30

Course Duration
Number of Hours: 14.50 on Number of Days: 2

Room
BW6 Conference Room 3rd Floor
825 Kaliste Saloom Road
70508 Lafayette
Louisiana

Location
Lafayette, LA

Links to More Information
• [Course Manual](#)

Favorites
[Add Course Date to Favorites](#)

Book
Approver: SAMUEL COOPER, Jr
The result of the prerequisites check indicates that you may submit a course registration request
[Request Participation](#)

At the bottom of the screen you will see the name of the person who will approve your participation in this course. This is usually your supervisor. You must have a designated approver/supervisor in LaGov or you will not be able to book an instructor-led class. If the approver is missing or incorrect, notify your agency contact. Your approver has 48 hours to approve or reject the request. If no action is taken, you will be automatically removed from the class and you will have to book it again.

Click on the button **Request Participation** to start the process. You will get a pop-up box asking “Do you want to request participation in this course? Click on OK.

After booking a course, you will receive two e-mail notifications. One will advise that self-enrollment requires approval by your supervisor and another will advise you of your supervisor's decision. See examples of the e-mails below

State of Louisiana
Learning Solution

Enrollment Booking Notice

Student: [REDACTED]
Course: CPTP Eff Problem Solving & Decision Mkg
Start Date/Time: October 09, 2012 08:15
End Date/Time: October 10, 2012 15:30
Location: Brandywine VI State Office Building Room: CONF RM
825 Kaliste Saloom Road
Lafayette, LA 70508
Course Owner Email: CPTPLSO.COORDINATOR@LA.GOV
If you require any special accommodation, please contact the course owner listed above.

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.

This is an e-mail from your approver.

Your course attendance request for CPTP Eff Problem Solving & Decision Mkg from 10/09/2012 to 10/10/2012 has been approved.

If changes are necessary, you must first cancel the existing training request using LEO and create a new request.

Sometimes, you may want to book a course and click on the date of your choice, only to find this message.

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Search

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Location

Baton Rouge

Links to More Information

- [Course Manual](#)

Favorites

[Add Course Date to Favorites](#)

Book

Approver: KAREN CORDELL

The result of the prerequisites check indicates that you may submit a course registration request

[Request Waitlist Booking](#)

[Refresh](#)

Click on [Request Waitlist Booking](#) if you want to be put on the waiting list. You will see this screen. It tells you that your request has been submitted.

Classroom Training : CPTP Eff Conflict Resolution Strategies 10/09/2012 - 10/09/2012 :

[Course Catalog](#) > [Comprehensive Public Training Program](#) > [CPTP All Courses](#) > [CPTP Individual Development Topics](#) > [CPTP](#)

The participation request was submitted.

Attainable Qualifications

This course imparts the following qualifications:

- [CPTP Eff Conflict Resolution Strategies](#)

Schedule

Day	Date
Tuesday	10/09/2012

You will get an e-mail like this one.

State of Louisiana
Learning Solution

Waitlist Notice

Student: ██████████
Course: CPTP Eff Conflict Resolution Strategies
Start Date/Time: October 09, 2012 08:15
End Date/Time: October 09, 2012 15:30

You have been added to the waitlist for the above course. If another student cancels, you will be enrolled. A separate booking notice with the training location information will be sent to you.

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


Your supervisor will get an e-mail to approve or not approve your request.

This is another message you may see when booking a course.

Book

Approver: SAMUEL COOPER Jr

You cannot book this course currently for the following reasons:

 The waiting list has reached maximum capacity

[Refresh](#)

[Print](#)

In this case, there is nothing you can do but choose another date.

How to Prebook a Course

You may also see this message. This means you must pre-book. Click on prebook.

Course Dates

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

No courses were found scheduled in the time period specified.

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

You will see this screen. All a date range for when you would like to be notified of any classes being held. Click on **Prebook**.

Training

Navigation

- [Training Home](#)
- [My Training Quick Reference for LaGov Employees \(PIDs\)](#)
- [My Training Quick Reference for Non-LaGov Employees \(HIDs\)](#)
- [Problems Receiving Course Credit and Other Issues](#)
- [Tips for Viewing Courses](#)

Find

Search Term:

[Find](#) [Extended Search](#)

[Course Catalog](#)

Prebook

[Course Catalog](#) > [Comprehensive Public Training Program](#) > [CPTP All Courses](#) > [CPTP Individual Development Topics](#) > [CPTP Effective Listening](#)

If you can find no suitable course date for the course [CPTP Effective Listening](#), you can prebook yourself for other dates. To do so, select the time period in which you would like to participate in the course. Confirm by choosing 'Prebook'.

Note:
Bear in mind that only one prebooking may exist for a given course in any one period. If time periods overlap, existing prebookings will be changed to reflect the new data entered.

Start: End:
Language:

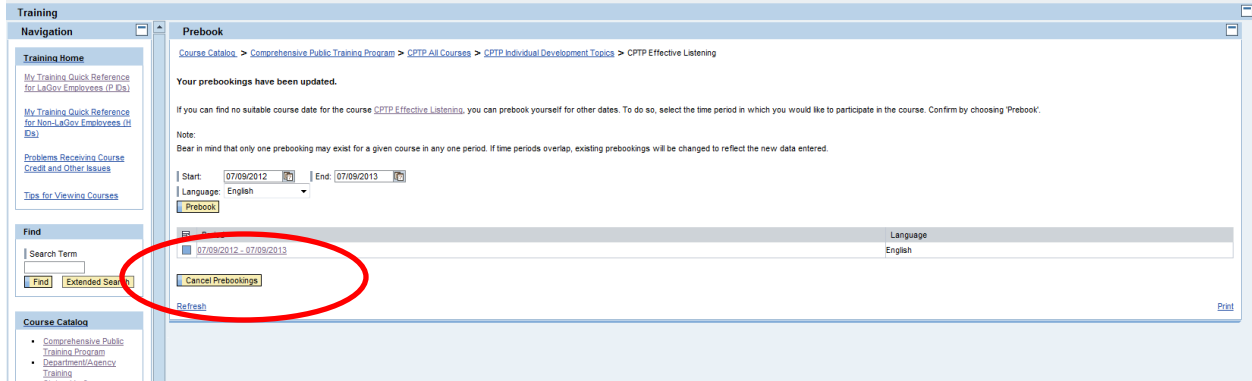
[Prebook](#)

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

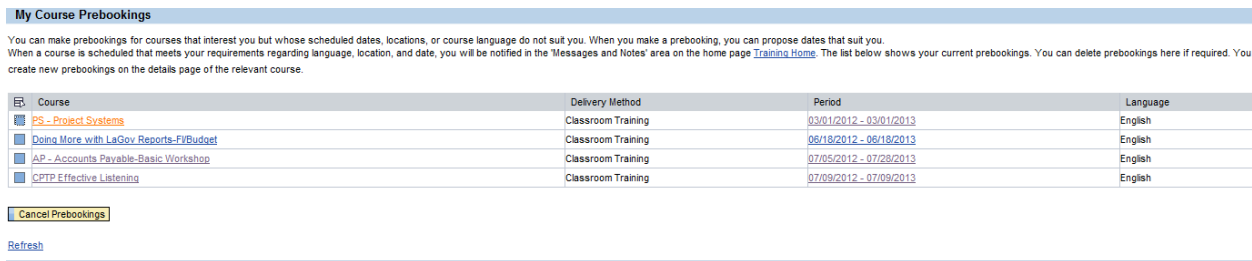
You will see this screen that shows you've been prebooked. This is all you have to do, you'll be notified by e-mail when course dates are scheduled.

Canceling a Prebooking

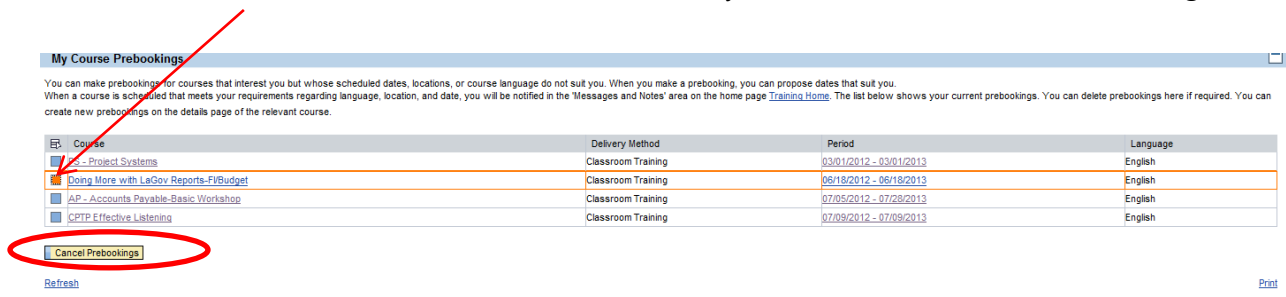
If you change your mind while you're still on the screen, you can cancel your prebooking.



If you change your mind later on, you can cancel your prebooking by going to the My Training tab and clicking on Course Prebooking under My Learner Account. It will take you to this screen.



Click on the blue box next to the name of the course you want to cancel. It will turn orange.



Click on the **Cancel Prebookings** button. You will see a message that your request is being processed and the course will disappear from the screen.

Canceling an Instructor-Led Class

Sometimes, after booking a class, it may be necessary to cancel it. To cancel an instructor led class, go to your **My Training Activities** screen by clicking on **Training Activities** in the **Navigation Pane**. Click on the course you want to cancel. Let's say you want to cancel *CPTP Effective Problem Solving & Decision Making*. Click on the course.

The screenshot displays the 'My Training Activities' page. On the left is a 'Navigation' pane with links for 'Training Home', 'Find', and 'Course Catalog'. The main content area shows a list of current training activities in a table format. Below this is a section for 'Completed Courses'.

My Training Activities

All (6) | Classroom Training (1) | Web-Based Training (3) | Course Programs (2)

This is a list of all the training activities in which you are currently participating or for which you are booked. Click on a course to display details of the course, to cancel your booking, or to set the course to 'completed'.

Your current training activities in summarized format.

Course	Delivery Met...	Schedule/Due Date	Location	Start
CPTP Eff Problem Solving & Decision Mkg (Partic. Requested)	Classroom	Start 10/24/2012 At 08:15 End 10/25/2012 At 03:30	Baton Rouge	
LEO Approving a Time Request	WBT	Released until 07/12/2012		
LEO Creating & Canceling a Time Request	WBT	Released until 07/12/2012		
CPTP Business Writing-WBT	WBT	Released until 08/04/2012		
DOTD PGM-Management Dev Lev 2 - Staff	Course Program	Released until 06/30/2015		
LaGov AP Vendor Invoice Processor	Course Program	Released until 08/31/2012		

Completed Courses

All (32) | Classroom Training (16) | Web-Based Training (15) | Course Programs (1)

You already participated in these courses in the past.

It will bring you to the course screen. Scroll to the bottom of the screen and you will see a **Request Cancellation** button with a drop down box next to it. When you cancel a course, you must provide some reason for the cancellation. Click on the most appropriate reason.

Classroom Training : CPTP Eff Problem Solving & Decision Mkg 10/09/2012 - 10/10/2012 :

[Course Catalog](#) > [Comprehensive Public Training Program](#) > [CPTP All Courses](#) > [CPTP Individual Development Topics](#) > [CPTP Eff Problem Solving & Decision Mkg](#) > 10/09/2012 - 10/10/2012

You are booked for this course date. You can cancel your participation under 'Cancel' below.

Attainable Qualifications

This course imparts the following qualifications:

- [CPTP Eff Problem Solving & Decision Mkg](#)

Schedule

Day	Date	From	To
Tuesday	10/09/2012	08:15	03:30
Wednesday	10/10/2012	08:15	03:30

Course Duration

Number of Hours: 14.50 on Number of Days: 2

Room

BWG Conference Room 3rd Floor
825 Kaliste Saloom Road
70508 Lafayette
Louisiana

Location

Lafayette, LA

Links to More Information

- [Course Manual](#)

Favorites

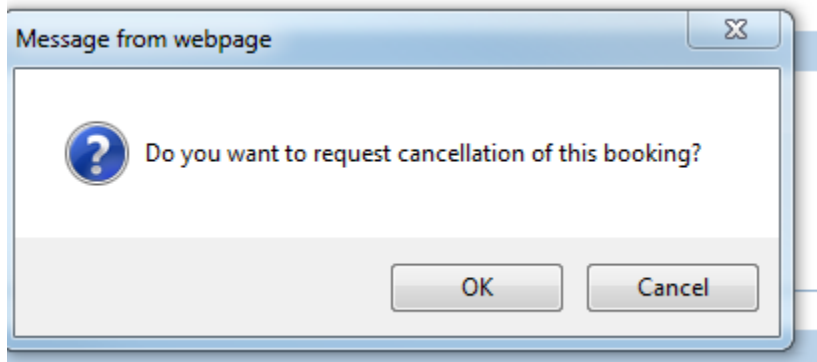
[Add Course Date to Favorites](#)

Cancel

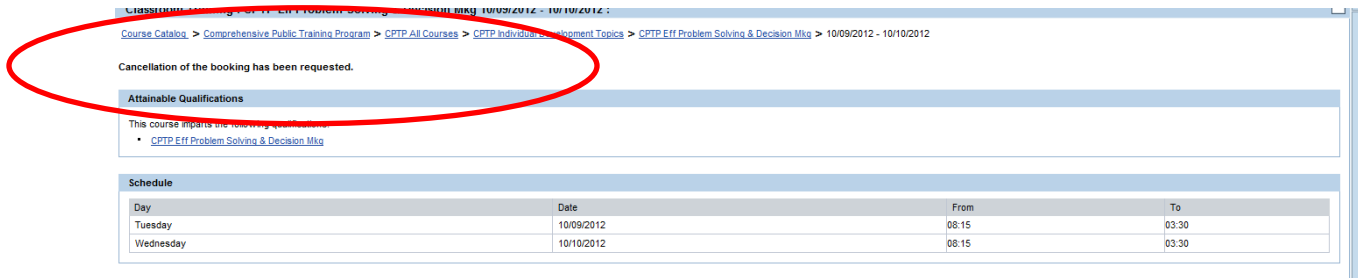
Cancel participation for the following reason: No longer needed

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

You will get this message. Click OK.



You will see this message at the top of the page. That means you have successfully cancelled the course booking.



The screenshot shows a breadcrumb trail: [Course Catalog](#) > [Comprehensive Public Training Program](#) > [CPTP All Courses](#) > [CPTP Individual Enrollment Topics](#) > [CPTP Eff Problem Solving & Decision Mkg](#) > 10/09/2012 - 10/10/2012. Below the trail, a message states "Cancellation of the booking has been requested." This message is circled in red. Underneath, there is a section for "Attainable Qualifications" and a "Schedule" table.

Day	Date	From	To
Tuesday	10/09/2012	08:15	03:30
Wednesday	10/10/2012	08:15	03:30

You will receive an e-mail that looks like this. If you check your **Training Activities** screen, you will see that the course is no longer listed.

State of Louisiana
Learning Solution

Cancellation Notice

Student: [REDACTED]
Course: CPTP Eff Problem Solving & Decision Mkg
Start Date/Time: October 09, 2012 08:15
End Date/Time: October 10, 2012 15:30
Location: Brandywine VI State Office Building Room: CONF RM
825 Kaliste Saloom Road
Lafayette, LA 70508
Course Owner Email: CPTPLSO.COORDINATOR@LA.GOV

Your enrollment for the course listed above has been cancelled. The reason for the cancellation is:

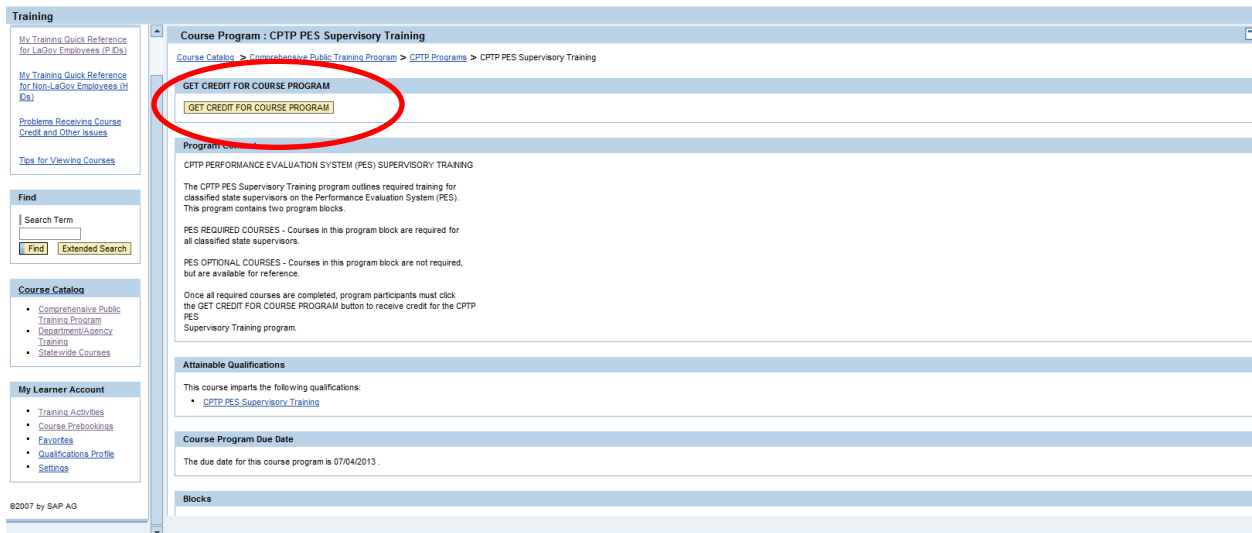
No longer needed

If a special accommodation was requested, please inform the course owner listed above of this cancellation.

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

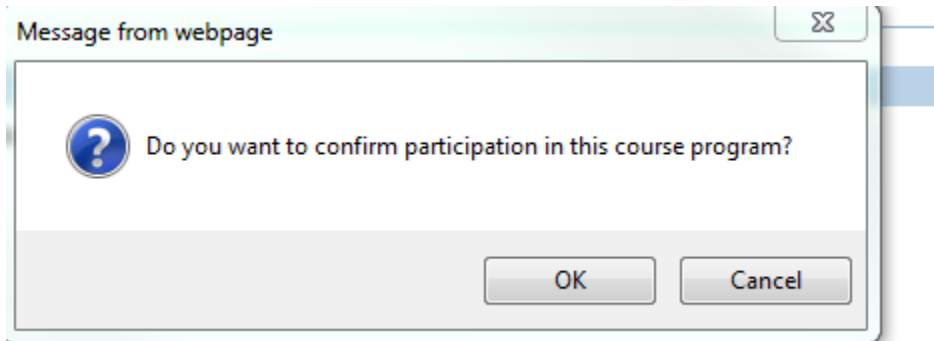
How to Get Credit for a Course Program

Once you finish all of the courses in your program, you have a final step to perform. Go to the **Course Program** screen. You will see a button that says GET CREDIT FOR COURSE PROGRAM. You must click on this button if you want to receive credit for the program and receive the qualification. You will not see a qualification on your training transcript with a completion date for the program until you click on this button.



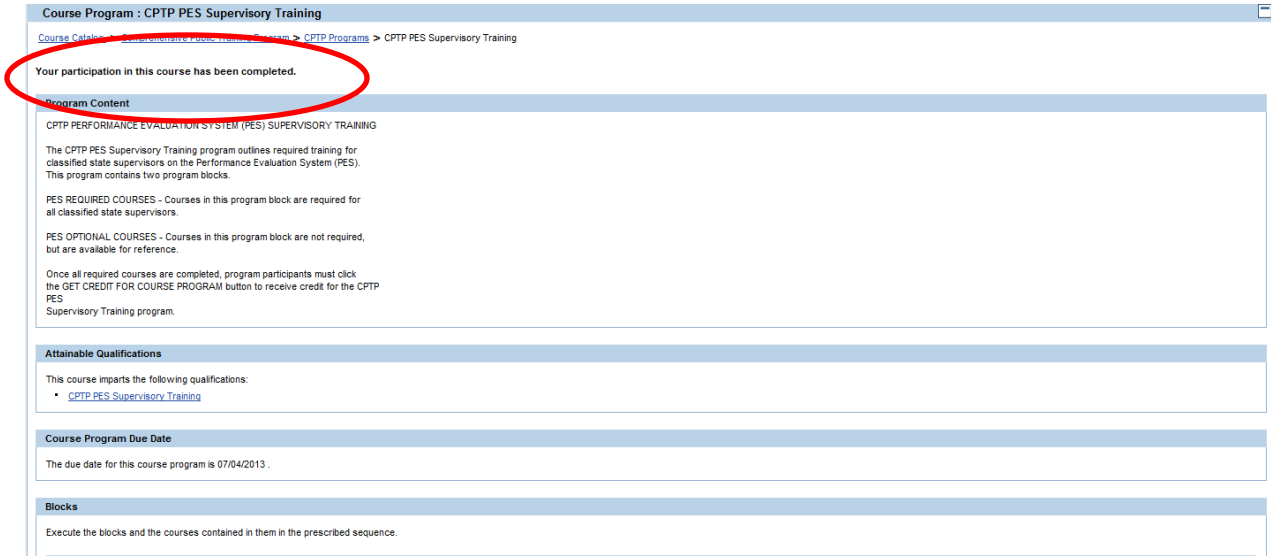
The screenshot displays the SAP LMS interface for the 'Course Program : CPTP PES Supervisory Training'. The breadcrumb trail is 'Course Catalog > Comprehensive Public Training Program > CPTP Programs > CPTP PES Supervisory Training'. A red circle highlights the 'GET CREDIT FOR COURSE PROGRAM' button. Below this, the program details are shown, including 'CPTP PERFORMANCE EVALUATION SYSTEM (PES) SUPERVISORY TRAINING', a description of the program, and a list of 'Attainable Qualifications' which includes 'CPTP PES Supervisory Training'. The 'Course Program Due Date' is listed as 07/04/2013.

When you click on the button, you will see this message. Click OK.



The screenshot shows a confirmation dialog box titled 'Message from webpage'. The dialog contains a question mark icon and the text 'Do you want to confirm participation in this course program?'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

You will see this message.



The screenshot shows a web application interface for a course titled "CPTP PES Supervisory Training". At the top, a blue header bar contains the course title. Below it, a breadcrumb trail reads "Course Catalog > Supervisory Course Training > CPTP Programs > CPTP PES Supervisory Training". A red circle highlights a message: "Your participation in this course has been completed." Below this message are several sections: "Program Content" with detailed text about the training program, "Attainable Qualifications" listing the course as a qualification, "Course Program Due Date" stating the due date is 07/04/2013, and "Blocks" with instructions to execute blocks in sequence.

Course Program : CPTP PES Supervisory Training

Course Catalog > Supervisory Course Training > CPTP Programs > CPTP PES Supervisory Training

Your participation in this course has been completed.

Program Content

CPTP PERFORMANCE EVALUATION SYSTEM (PES) SUPERVISORY TRAINING

The CPTP PES Supervisory Training program outlines required training for classified state supervisors on the Performance Evaluation System (PES). This program contains two program blocks.

PES REQUIRED COURSES - Courses in this program block are required for all classified state supervisors.

PES OPTIONAL COURSES - Courses in this program block are not required, but are available for reference.

Once all required courses are completed, program participants must click the GET CREDIT FOR COURSE PROGRAM button to receive credit for the CPTP PES Supervisory Training program.

Attainable Qualifications

This course imparts the following qualifications:

- [CPTP PES Supervisory Training](#)

Course Program Due Date

The due date for this course program is 07/04/2013 .

Blocks

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

This means you have successfully completed everything you need to do to get credit for your course program.

How to Check your Training Transcript

Your **training transcript** is very important because it's the record of all training you have taken in LEO and it has due dates for all training that is tracked in LEO. Your transcript may be one page or several pages long.

To view your transcript, click on the **My Training** tab. Look at the top left of the page, under the tabs, you will see **Reports**.

Welcome CINDY TWINER

LEO - Louisiana Employees Online
STATE OF LOUISIANA

Home My Info My Staff My Training My Work My Help Training Administration Training Coordinator

Training Reports

Training

Navigation

Training Home

[My Training Quick Reference for LaGov Employees \(PIDs\)](#)

[My Training Quick Reference for Non-LaGov Employees \(H](#)

Messages and Notes

There are no messages or notes for you.

My Training Activities

All (5) Web-Based Training (3) Course Programs (2)

Click on **Reports**. You will see this screen. This is your transcript.

Welcome CINDY TWINER

LEO - Louisiana Employees Online
STATE OF LOUISIANA

Home My Info My Staff My Training My Work My Help Training Administration Training Coordinator

Training Reports

Detailed Navigation

Training Transcript

Print Preview of PDF

Menu Back Cancel Exit System Archive Print and Archive Zoom +10% Zoom -10%

Page: 1 / 4

State of Louisiana - LaGov System
Training Transcript
AS OF 07/10/2012 to 07/10/2012

Emp. No.: 005575
Emp. ID: [REDACTED]
Emp. Name: [REDACTED]
Emp. Title: [REDACTED]
Emp. Job: [REDACTED]
Org. Unit: S33V006-TRAINING / TT&T

Training Program Subscriptions

Description	Due Date	Completion Date
DOTD POM-Management Dev Lev 2 - Staff	06/30/2016	04/30/2012
CPTP PES Supervisory Training	07/04/2013	07/06/2012
LaGov AP Vendor Invoice Processor	08/31/2012	

Qualification Name	Date	Valid Until	Test
Provider			
2012 Code of Ethics for Public Servants	02/01/2012	12/31/9999	
CPTP Cert Teaching and Learning	03/14/2003	12/31/9999	
CPTP PES Basics-WBT	03/12/2012	12/31/9999	
CPTP PES Evaluation Process-WBT	05/21/2012	12/31/9999	
CPTP PES Planning Process-WBT	05/21/2012	12/31/9999	
CPTP Supervisory Group 1	06/30/2011	12/31/9999	
CPTP Supervisory Group 2	06/30/2011	12/31/9999	
DOTD 2012 Ethics for Construction Permit	03/12/2012	12/31/2012	
DOTD POM-Mgmt Dev Level 3-Manager	04/30/2012	12/31/9999	
LEO Approving a Leave Request	03/12/2012	12/31/9999	
LEO Creating & Canceling a Leave Request	04/04/2011	12/31/9999	
LaGov HCM Basic Navigation	06/28/2011	12/31/9999	
LaGov Introduction to SILA Help	05/13/2011	12/31/9999	
LaGov LSO Training Administrator-Part 1	04/25/2012	12/31/9999	
LaGov LSO Training Coordinator	11/07/2011	12/31/9999	
LaGov-Core Comp ECC Nav and Reporting	03/12/2012	12/31/9999	
LaGov-Introduction to LaGov ERP	06/22/2010	12/31/9999	

If you move your mouse to the bottom of the screen, you will see a box appear and you can print your transcript by clicking on the printer icon.

Let's look at the transcript. The top will show your personal information and your **Program** subscriptions.

Page: 1 / 4



State of Louisiana - LaGov System
Training Transcript
AS OF 07/10/2012 to 07/10/2012

Employee Number: [REDACTED]
Employee Name: [REDACTED]
Pers Area/Agcy: D [REDACTED]
Job Title: TRAINING [REDACTED]

Org. Unit: S33/G006-TRAINING / TT&T

Training Program Subscriptions

Description	Due Date	Completion Date
DOTD PGM-Management Dev Lev 2 - Staff	08/30/2015	04/30/2012
CPTP PES Supervisory Training	07/04/2013	07/09/2012
LaGov AP Vendor Invoice Processor	08/31/2012	

Next to the subscriptions, you will see a **Due Date** and a **Completion Date**. The **Due Date** is the date by which you must complete all courses in the program. The **Completion Date** is the date that you received the **Qualification** for the **Program**.

The next section shows your **Qualifications** for the courses you have completed.

Qualification Name Provider	Date	Valid Until	Test
2012 Code of Ethics for Public Servants	02/01/2012	12/31/9999	
CPTP Cert Teaching and Learning	03/14/2003	12/31/9999	
CPTP PES Basics-WBT	03/12/2012	12/31/9999	
CPTP PES Evaluation Process-WBT	05/21/2012	12/31/9999	
CPTP PES Planning Process-WBT	05/21/2012	12/31/9999	
CPTP Supervisory Group 1	08/30/2011	12/31/9999	
CPTP Supervisory Group 2	08/30/2011	12/31/9999	
DOTD 2012 Ethics for Construction Personl	03/12/2012	12/31/2012	
DOTD PGM-Mgmt Dev Level 3-Manager	04/30/2012	12/31/9999	
LEO Approving a Leave Request	03/12/2012	12/31/9999	
LEO Creating & Canceling a Leave Request	04/04/2011	12/31/9999	
LaGov HCM Basic Navigation	09/28/2011	12/31/9999	
LaGov Introduction to StLA Help	05/13/2011	12/31/9999	
LaGov LSO Training Administrator-Part 1	04/25/2012	12/31/9999	
LaGov LSO Training Coordinator	11/07/2011	12/31/9999	
LaGov-Core Comp ECC Navi and Reporting	03/12/2012	12/31/9999	
LaGov-Introduction to LaGov ERP	09/22/2010	12/31/9999	

You will see the **Qualification Name**, which may be slightly different from the course name. The **Date** is the date you received the **Qualification**. It may not be the same as the date you completed the course. It will be the date you received credit in LEO. **Valid Until** is the expiration date of the course. If it doesn't have an expiration date, you will see 12/31/9999. If there was a test with the course, there will be an indication if you passed or failed the test.

If you are in the Management Development Structured Training Program or the Civil Service Supervisory series and took courses prior to October 31, 2011, they will show up in the last portion of the **Transcript** which is your History. It will show the course number, the name, the date you finished, the number of credit hours, and whether or not you passed the test.

****Comprehensive Public Training Program (CPTP) completions prior to 10/31/2011**

Course CD	Course/Certificate Name	Date	Hours	Test
MGT111	"DEVELOPING EFFECTIVE TEAMS, PART 1"	03/05/2001	9.00	
MGT112	"DEVELOPING EFFECTIVE TEAMS, PART 2"	04/16/2001	9.00	
MGT113	"DEVELOPING EFFECTIVE TEAMS, PART 3"	10/22/2001	9.00	
MGT112T	"TEST - DEVELOPING EFFECTIVE TEAMS, PART	04/17/2001	0.00	P
MGT113T	"TEST - DEVELOPING EFFECTIVE TEAMS, PT 3	10/23/2001	0.00	P
JSS006	ADULT LEARNING STRATEGIES	09/10/2001	12.00	
JSS002	ASSESSING LEARNING NEEDS	08/27/2001	8.00	
MGT121	BUILDING BETTER PERFORMANCE THROUGH EMPL	04/21/2004	12.00	
HRP028	CIVIL SERVICE ESSENTIALS FOR SUPERVISORS	07/11/2003	8.00	
JSS003	COLLECTING INFORMATION IN ORGANIZATIONS	11/27/2001	8.00	
HRP026	COMMON MYTHS THAT AFFECT GOOD SUPERVISIO	05/06/2003	6.00	
MGT142	CONDUCTING AN EFFECTIVE JOB INTERVIEW	02/04/2002	9.00	
MGT016	CONDUCTING ON-THE-JOB TRAINING	10/01/1996	6.00	
MGT122	CONDUCTING PRODUCTIVE EMPLOYEE PERFORMAN	03/14/2002	6.00	
MGT114	DEVELOPING A MOTIVATED WORK GROUP	07/14/2004	9.00	
MGT143	DEVELOPING AN EFFECTIVE PLANNING PROCESS	04/12/2002	6.00	
HRP008	DOCUMENTING FOR PERFORMANCE & DISCIPLINE	10/14/2003	6.00	

All of your prior course completions should be listed here.

More Information

For more information, you can go to **ETRN – on the Web**.

Go to the DOTD Intranet. Click on Employee Training Records (ETRN) under the LTRC heading.

The screenshot shows the DOTD Intranet homepage. The left sidebar contains a navigation menu with the following categories and links:

- Administration**
 - Compliance Programs
 - Empl Satisfaction Survey
 - Grievance/Complaint Process
 - QCIP
 - Satisfaction Survey Report
- Department Wide**
 - Content Manager
 - Daily News Articles
 - Dept Policies/Manuals
 - EDSMs
 - EIS - Position Information
 - LEO (now LaGov)
 - Org. Chart
 - Project/Highway Information
- GIS**
 - Benchmarks
 - LA DOTD GIS
 - Proposed / Active Construction Projects
 - Training
- Resource Center**
 - Business Cards
 - DOTD Letterhead
 - DOTD Interdepartmental
 - DOTD Image Gallery
 - Federal Authorization Funding Request
 - Federal Funding Grandfather List
 - Project Delivery Manual
 - Project Number Request Forms
 - Warehouse Inventory
- Miscellaneous**

The main content area includes:

- DOTD's Mission**: To deliver transportation and public works systems that enhance quality of life and facilitate economic growth.
- LaGov Information**
 - DOTD's LaGov Information Site
 - LaGov Portal (login)
 - LaGov Help / How To Documents
 - DOTD's Business Processes
- Bulletin Board Announcements**
 - Last 5: Carpools, Causes, Notices, Promot., Retire., Events, Surplus
 - Last 5 Announcements Added:
 - 7/10/2012 - Eye Glasses
 - 7/10/2012 - MOSS, GRACE D.
 - 7/9/2012 - Items Found in Parking Lot
 - 7/9/2012 - Jambalaya dinners to benefit fellow state emp...
 - 7/9/2012 - HUGHES, LETHA
- Office of Engineering**
 - Environmental Section
 - Trns-Port Pre-Construction
- Construction**
 - Construction Home Page
- Contract Services**
 - Consultant Contracts Services
 - Contracts & Specifications
 - Plans and Proposals
 - Project Control
- LTRC**
 - Employee Training Records (ETRN)
 - LTRC (internet page)
 - LTRC Training Opportunities
- Materials Lab**
 - Material Testing System Queries
- Project Development**
 - Bridge Design Section
 - CADD
 - Design Programs & Documents
 - ProjectWise Request Forms
 - Example Title Sheets with H Numbers
 - Real Estate Section
 - Road Design Section
- Project Management**
 - Project Management Section
 - PPMS - Program & Project Management System
 - PPMS - ETS - Environmental Tracking System
 - PPMS - URTS - Utilities Relocation Tracking System
 - PPMS - AARS - Appraisal, Acquisition, & Relocation System
- Traffic Engineering**

The right sidebar contains:

- I.T. Help** (225) 379-1690
 - Create a "Service Request".
 - Outlook General Help
 - Single Sign-On QuickStart Guide
 - Client Services (225) 379-1690 or 3-1690, Workdays 7:45 am - 4:15 pm
 - Change a Password
 - Hardware/Software Procurement
- Management & Finance**
 - Business Conference 2012
 - Administrative Manual
 - Asset Management
 - Audit & Quality Control
 - Budget Request Form
 - Business Services
 - Financial Services
 - Human Resources
 - Information Technology
 - Legal
 - Procurement
 - Project Finance
- Multimodal Planning**
 - Aviation
 - Demo Fact Sheets
 - Highway Functional Classification
 - Highway Safety
 - Intermodal Transportation
 - Marine & Rail
 - Ozone Action Program
 - Pavement Management
 - Port Priority Program
 - Stage 0 Studies
- Operations**
 - 511 Entrv (CARS3)

You will see this screen. You don't have to log on with a User ID.

DOTD Training System

DOTD
Louisiana Department of Transportation and Development

My Records

[ETRN Training Home](#)
[Dist-Sect Coordinators](#)
[Access & Job Titles](#)
[Training Courses](#)
[Training Programs](#)

Workforce Development
PPM 59

[A Leadership](#)
[B Engr Techn](#)
[C Maintenance](#)
[E HR required](#)

Other Info
[ETRN User](#)
[agen](#)

[TRC Training](#)
[o ladotmet Home](#)

ETRN -- on the Web

Data on this web site comes from the LaDOTD Education & Training System.
This site is best viewed with a display setting of 1024x768 in a maximized window.

Welcome to the DOTD Employee Training Records web site. This web site can be used by employees to view their own training records and general information about DOTD's Workforce Development PPM 59. If you have any questions or problems, please contact your Dist-Sect Training Coordinator, whose name and phone number can be found in [Dist-Sect Coordinators](#).

My Records
As a DOTD employee you may look at their own information with this option. If you can login to CICSPROD, use the same user id to access your records here. If not, you will need to request a mainframe userid.

ETRN to LSO (My Training in LEO)
[View Details as of July 5, 2012](#)
[DOTD Quick Reference for LSO My Training in LEO](#)
Employees must now self-register for CPTP courses in LEO-My Training. New DOTD training programs were activated in LSO on July 1, 2012 and replace the DOTD Leadership program and supervisory training requirements.

PPM 59 - Workforce Development
[View requirements for DOTD Management Development and CPTP Supervisory Programs](#)
[View DOTD Training Requirements by Career and Title](#)
**** As of July 1, 2012, policy is being revised and some programs have moved to LSO. ****

Web-Based Training Available in LEO
-- Office of Risk Management - Defensive Driving and Bloodborne Pathogens
-- La Ethics Commission Course Required by all employees. [View instructions for taking the course](#).
-- LaGov ERP Courses
-- CPTP PES Courses Supervisors should take by 8/31/2012.
-- CPTP web-based courses replaced Mindleaders courses (7/2/2012)

LAST UPDATES from ETRN
Personal information is updated in ETRN from SAP HR every Friday night.
CPTP courses as of 06-30-2012. CPTP courses will no longer be added to ETRN.
Def Driving/Bloodborne training courses as of 06-18-2009.
All databases are rebuilt nightly.

The highlighted areas will bring you to information that you may find useful such as:

- Current details of Phase I of the move from ETRN to LEO
- Quick reference guides for learning about training in LEO
- The requirements for the DOTD Management Development and CPTP Supervisory Programs
- A list of management training requirements by career and title

GLOSSARY

Course - A Course is a specific scheduled class. It can be instructor led or web based. Courses are created from course types which are a compilation of the entire supporting master data required for the training.

Course Groups - Course Groups are used to logically group a set of Courses that belong to the same subject area. If appropriate, subgroups may be used within a Course Group. Course Groups enable learners to narrow down their searches to easily find their selected Courses in the catalog.

Course Programs – Bundle of **Course Groups** and/or individual **Course Types** that a Learner should complete (same as an STP in ETRN). There will be a Due Date for the program if it is mandatory and an end-of-time due date (displayed as 12/31/9999) if there is no set deadline to complete. Once an employee is subscribed to a Course Program, all Course Types within that program are shown on the Learner's **My Training** tab, along with a completion status for each individual course.

Notification E-Mail - An e-mail is sent to the Learner when an Instructor led course is:

- Booked
- Moved up from the Waitlist to a Normal Booking
- Prebooked
- Cancelled
- Firmly booked (this is a reminder notice)
- Changed (room or time change/course is cancelled)

- Prebook** – When a Learner expresses interest in a specific **Course Type** and there is currently no **Courses** (dates) available at all or nothing that meets their needs, **Prebooking** is useful for tracking interest in or demand for particular Course Types. Learner and Supervisor receive an email the following day after a new Course date is added to LSO for that Course Type. This prevents the need for the Learner to have to log into LEO daily to watch for new class dates.
- Qualifications** – An employee is awarded a qualification for each course they complete. The qualification has a start date equal to the course end date (if ILT) or for web courses, the date the employee successfully completes the course and clicks the “Get Credit for Course” button. Qualification end date is 12/31/9999 if non-expiring. If expiring, Qualification end date would be based on what was specified for that Course Type (e.g., 3 years from completion, 18 months, etc.).
- Waitlisting** – Learners can be put on a **waitlist** when a class is full. If a booked learner cancels, the vacated seat is given to the first person who was added to the waitlist. Waitlists are setup to be a certain percentage of the optimum capacity. When a learner is added to the waitlist, they cannot be prebooked into the same course type at the same time. If the waitlisted individual does not get a spot in the class, they will have to be put back on a prebook list.