
Accessing LEO Trainings

- What you need to get into LEO
 - P number
 - Email address
- Setting up account:
 - Go to: <https://leo.doa.louisiana.gov/irj/portal>
 - Go to first time user
 - Type in P number
 - Provide the requested information in the next sections
 - You will be asked to provide an email address to receive an access code
 - You will then be sent an access code to that email address
 - You will be asked to type in that code
- Log on to <https://leo.doa.louisiana.gov/irj/portal>
 - Type in your P number and password
 - Go to the My Learning tab
 - You should see a search engine box called Find Learning to locate each course.
 - You will need to take the following courses:
 - Ethics
 - Preventing Sexual Harassment
 - Defensive Driving
 - Blood Borne Pathogens
 - CPTP SCS ADA Compliance WBT
 - CPTP-SCS Cybersecurity WBT
 - To take a course, click on the link under Frequently Booked Courses
 - Then go down and click the Book This Course button
 - You will then be able to take the course
 - Some browsers do not display the trainings well, so we recommend using Google Chrome
 - Once a course is complete, you can go to Training Transcript on the left-hand side of the screen to see the courses you have completed and when
 - Print out this screen and give it to LaToya Wilson
 - Please get these courses completed within your first month
- If you have problems accessing your account, then contact LaToya Wilson at:
 - lmwilson@susla.edu
 - 318-670-9247