

Louisiana Employee Online (LEO)

Instructions:

1. Go to website: <https://leo.doa.louisiana.gov/irj/portal>
2. First Time Users must register, if applicable
3. You need your ISIS Personnel Number
(You may contact Cheryl Ivory at ivorycc@gram.edu if you don't have your ISIS Personnel Number)
4. Click on My Training
5. Go to the Find-Search Term on the left hand side
6. Enter the Course you are searching for (EX: OSP Travel)
7. Press enter
8. Click on the course needed:
[OSP Travel Card Cert for Approvers](#)
[OSP Travel Card Cert for Cardholder](#)
[OSP Travel Card Cert for Prog Admins](#)
9. Once the course comes up, click on book this course, then start this course