LEO Certification

In regards to the annual training certification for all P-Card and Travel Card Program participants, all training courses for ULM’s participants are now available in LEO > My Training, <https://leo.doa.louisiana.gov/irj/portal>.  First time users will need to registrar.  Please contact Chauncey Strange in Human Resources at 5143 or email strange@ulm.edu to obtain your employee personnel number.  Once on the system, go to Statewide Courses and click the appropriate training.

LEO is supported in Windows 7 by these browsers:  IE8 and IE9, all other browsers are limited.

Once Log-in on LEO takes these steps:

1. Click on My Training – top left of screen
2. Scroll to Course Catalog in the left column
3. Click on Statewide Courses
4. In the big square menu area, click on Office of State Purchasing and Travel
5. Subject Area shows three different certification courses. Click on OSP LaCarte P-Card Certification.
6. Click on the course for the role you are qualifying for. If you are a cardholder and an approver, you will need to take both courses.

Proof of course completion will appear on the employee’s Training Transcript, available in LEO, as well as on other training-related reports such as the Qualification Report.  You are required to send the certificate, available at the end of each course, to the program administrator, which is in the Purchasing Department, to show proof that the applicable certification class was taken and passed with at least a 90% score in order for a cardholder to continue to possess a card or to continue to be designated as an approver or program administrator for either program.

Any user that has not complied with the mandatory training, will not be able to use their card until a certificate of completion/passing score is received in the Purchasing Office.

Available courses are listed as follows:

OSP LaCarte P-Card Cert for Cardholders

OSP LaCarte P-Card Cert for Approvers

OSP LaCarte P-Card Cert for Prog Admins

OSP Travel Card Cert for Cardholders

OSP Travel Card Cert for Approvers

OSP Travel Card Cert for Prog Admins

Note:  It is imperative that the correct classes are taken depending on the program and the roles in which you participate.