



## Purchasing Department

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### Purchasing Card (P-Card) LEO Certification Instructions

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 send an [email](#) to Melissa Ducote and Naomi Mitchell in Human Resources to obtain your employee personnel number. Once on the system, go to Statewide Courses and click the appropriate training.

LEO is supported by these [browsers](#). All other browsers may not work.

Once you log in to 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 Program Administrators

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