## LEO CERTIFICATION FOR TRAVEL PROGRAM INSTRUCTIONS

The annual training certification for all Travel Card Program participants, including all training courses for ULM's participants, are available in SAP SuccessFactors LaGov Learning, see link below.

https://lagoverp.doa.louisiana.gov/learningext

All first-time users on the new system will need to registrar.  You will need to obtain your employee personnel number (H########).  Once on the system, search for "OST" select the appropriate training. Your new password should work after that.

Proof of course completion will appear on the employee's training transcript, available in LEO.  You are required to send the certificate, available at the end of each course, to the travel program administrator, who is in the Controller's Office General Accounting area, to show proof that the applicable certification class was taken and passed with at least a 90% score for a cardholder to continue to possess a card or to continue to be designated as an approver (or program administrator).

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 Controller's Office.

Available courses are listed as follows:

OST Travel Card Cert for Cardholders
OST Travel Card Cert for Approvers
OST Travel Card Cert for Prog Admins

Related, and also available:

OST LaCarte P-Card Cert for Cardholders
OST LaCarte P-Card Cert for Approvers
OST LaCarte P-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.