

HID Login Instructions for LaGov Learning



- To log into LAGOV LEARNING, use the URL below
<https://lagoverp.doa.louisiana.gov/learningext>

or scan this QR code:



- Once this screen appears, select “Sign In”.

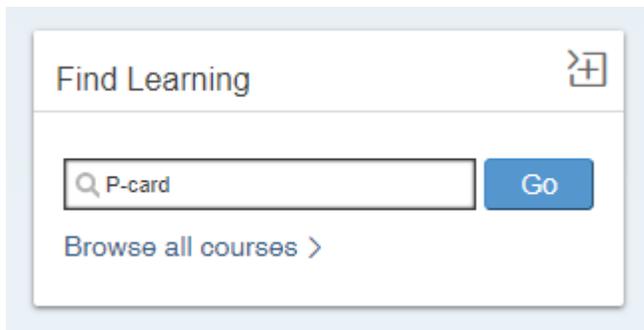


- Next, type in your HID.

A screenshot of the HID Learning Login screen. At the top, it says "Louisiana" in a stylized font. Below that is "Sign In" and "H ID LEARNING LOGIN". There are two input fields: "E-Mail or User Name" and "Password". The password field is masked with dots and has an eye icon to toggle visibility. At the bottom, there is a checkbox for "Keep me signed in" and a link for "Forgot password?".

Forgot or need to create an initial Password? Click the [Forgot password?](#) link at the bottom of the Login screen.

- In the search bar, under the Find Learning section, type “P-card” and click Go.



Find Learning

P-card

Go

[Browse all courses >](#)

- Select the course which is applicable to your P-card program participation level and assign it to yourself by clicking the “Assign to me” button:

[Assign to Me >](#)

- If you are a Cardholder, select the Cardholder course
 - If you are an Approver, select the Approver course
 - **If you are both a Cardholder and an Approver, you will only be required to take the Approver course; so please select the Approver course.**
- Once your training is complete. Please print the completion certificate and turn it in to the P-Card Program Administrator.