



Purchasing Department

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Purchasing Card (P-Card) LEO Certification Instructions

All Purchasing Card (P-Card) Program participants are required to complete the state's role-specific training course in LEO upon enrollment, and on an annual basis. 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.

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

With the switch from P-numbers to H-numbers effective July 1, 2019, all users will need to login using your H-number.

Send an [email](#) to Melissa Ducote in Human Resources to if you don't have or don't remember your H- number.

New users need to setup their account:

1. Go to: <https://leo.doa.louisiana.gov/irj/portal>
2. Click on: First Time User?
3. In the User ID box, enter your H-number
4. Click: NEXT
5. Enter the Last four digits of your Social Security Number
6. Enter Your date of birth in format of MM/DD/YYYY
7. Click: NEXT
8. Select your 3 security questions and enter your answers, as requested
9. Enter your mother's maiden name, as requested
10. Click to set new password
11. Return to the portal: <https://leo.doa.louisiana.gov/irj/portal>
12. Login using your H-number and the new password you just created

Once you log in to LEO, takes these steps:

1. Click on My Training
2. On the left-hand side Navigation tool bar, towards the middle, in the Find box, enter the Search Term "P-Card" and click Find (Note: if you don't see the Navigation tool bar, click on the box to expand the menu)
3. Click on the link for the 'OSP LaCarte P-Card Cert for' your role in the program *
4. Click on Book this Course
5. Scroll down in the window to click on the link to take the course
6. Do not complete the Agreement at the end of the course – use the one on the P-Card page of the ULM website

*** If you are both a P-Card Approver and a P-Card Cardholder, you only have to complete the Approver course**

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 print the certificate, available at the end of each course, and send it to Kelly Moravek, P-Card Program Administrator. A score of 90% or greater is required for a participant to continue to possess a card or to continue to be designated as an Approver.

If you have technical difficulties with completing the LEO course, open a ticket the ULM IT Help Desk to check your computer and [browser](#) settings. If you are still experiencing issues, open a ticket with the Office of Technology Services (OTS) [Help Desk](#).