LEO Instructions

Per the Office of State Purchasing and Travel, it is now mandatory that all State Liability Travel Card cardholders and approvers take an online certification course. All participants must receive a minimum score of 90, and the course must be taken annually. Failure to take the test or score less than a 90 will disqualify an employee from participating in the program. The certification is taken on LEO, the State’s training website.

LEO can be accessed by using the following website: https://leo.doa.louisiana.gov/irj/portal. Each State employee is assigned an H Number. Accounts Payable will send each travel program participant their personal H Number via email. Please contact Accounts Payable if there is an issue with an H Number.

The screenshot below is LEO’s home page. If an account is already created, simply enter the H number and password and select the Log On box to enter LEO.

Most UNO employees will be first time users of the LEO system. If an employee is a first time LEO user, select the First Time User link to create an account. Once an account is created, the user will be prompted back to the home page. To log into LEO, enter the H Number as the User ID and the Password which was created when setting up the account. Select the Log On box.
Once successfully logged in, select the **My Training** tab on the top left side of the webpage. See the screenshot below.
The next step is to select the **Statewide Courses** link under the **Course Catalog** section located on left side of the page. See the screenshot below:
Next, select the **Office of State Purchasing and Travel** link in the **Assigned Subject Areas / Subject Area** section located in the middle of the page. See the screenshot below.
Select the **OSP Travel Card Certification** link in the **Assigned Subject Areas / Subject Area** section located in the middle of the page. See the screenshot below.
Choose the appropriate course in the **Assigned Course** section. If an employee’s role in the program is an approver, select the **Approvers Course**. If the role in the program is a cardholder, choose the **Cardholders Course**. Please note if an employee is a cardholder and approver, both courses must be taken. See the screenshot below.
Next choose the **Book Course** box in the **Book Section** (yellow box). A popup box will appear once Book Course is selected. Select **Yes** on the popup screen. See screen shot below.
To start the course, select **Start Course Now** (yellow box) located in the **Start Course Section**.

The first part of the course is a presentation which lasts an estimated 30 minutes. After the presentation, a test will appear which is completed online. As stated above, a minimum score of 90 must be obtained to participate in the program.