

## **LEO INSTRUCTIONS FOR ONLINE TRAVEL CARD CERTIFICATION COURSE**

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.

1. LEO can be accessed by using the following website:  
<https://leo.doa.louisiana.gov/irj/portal>
2. Log in with your User ID and Password (if you do not know yours, contact our Human Resources office)
3. Click on the tab at the top left of the screen - "My Training"
4. Scroll down to "Course Catalog" on the left side of the screen
5. Click on "Statewide Courses"
6. Under "Assigned Subject Area" in the middle of the screen, click on "Office of State Purchasing and Travel"
7. Under "Assigned Subject Area" in the middle of the screen, click on "OSP Travel Card Certification"
8. Under "Assigned Courses" in the middle of the screen, choose the appropriate certification (either Cardholder or Approver)
9. Click on "Book This Course" and click on "OK"
10. Take the test
11. Print out your proof of course completion

Proof of course completion will appear on the employee's Training Transcript which is available in LEO. The certificate, available at the end of each course, must be sent to Bryan Doxey in the Office of the Comptroller along with your new purchasing card application and agreement forms 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.