INSTRUCTIONS
Accessing LEO to Take Online Web-Based Courses
"CPTP Preventing Sexual Harassment 2016"
"2016 Code of Ethics for Public Servants"

Technical Specifications: LEO prefers the web browser Internet Explorer 8 or above and the courses require Adobe Flash Player 9 or above.

1. Access https://leo.doa.louisiana.gov/ this takes you to LEO-Louisiana State Employees Online
2. Click "First Time User" (If you are not a first time user, go to step 6)
3. Enter your User ID – this is the 8 digit number located on the label affixed to the top of the training memo with the letter P in front of it **(Always starts with the letter P, and always followed by 8 numerical digits)**
4. Follow the instructions to set-up a password. Be sure to make note of this password for future use to take other online web based courses
5. Then go back to https://leo.doa.louisiana.gov/
6. Login to LEO by entering your User ID and Password – this takes you to the LEO screen
7. Click the "My Training" box located in the top left corner of the page
8. Under Training Navigation- this is in the blue section on the left side of the screen. Find "Frequently Booked Courses" which is highlighted in blue.
9. Click on the "Preventing Sexual Harassment" Course or the "Ethics" Course – whichever course you wish to take first
10. Click on "Book this course"
11. On the next screen click "Start Course Now"
12. Follow the specific instructions to take each course
13. After you complete the preventing sexual harassment course **(course contains 4 sections)** and take the course exam, you will get the results. A passing score of 70% is required to receive credit for the course. Then Click on "How to Get Credit in LEO" and follow the instructions given. You will then be directed back to the course start page. Do not click anything for a few minutes. The screen will refresh; and you will see at the top of the page "Congratulations, Credit Received".
14. After you complete each section of the ethics course **(course contains 3 sections)** you will take each of the sectional exams. Then Click on "How to Get Credit in LEO" and follow the instructions given. You will then be directed back to the course start page. Do not click anything for a few minutes. The screen will refresh; and you will see at the top of the page "Congratulations, Credit Received".
15. On the left hand side of the screen in the blue area under Training Home, click Training Transcript. Your training transcript will be displayed and you may verify that you have received credit for both courses.

If you have problems with accessing LEO, creating a password, or taking this course, or receiving credit for the course, you may contact Sherri Crawford in Human Resources at 257-2235.

ETHICS & SEXUAL HARASSMENT TRAINING FAQ'S

Are Ethics and Sexual Harassment two separate courses? **YES**

Am I required to take Ethics and Sexual Harassment training every year? **YES**

Do the State of Louisiana and Office of Risk Management mandate that these courses must be completed every year? **YES**

Is it mandatory to complete both of these training courses in LEO? **YES**

Will my User ID for LEO always start with the letter P? **YES**

Will my User ID for LEO always have 8 numerical digits following the letter P? **YES**

Will my User ID for LEO always have a total of 9 characters? **YES**

Will my User ID for LEO ever change? **NO**

Will I need to keep my User ID for LEO written down so that I can use it every year? **YES**

Does LEO have a preferred web browser? **YES (Internet Explorer 8 or above)**

Will I need to print off a certificate of completion for each of these courses and forward to Human Resources? **NO (Human Resources can run reports in LEO to determine who has completed the training)**

Will live training still be offered for employees without access to computers at their workplace? **YES**

What is the deadline for completion of both of these training courses for 2015? **May 31, 2016**