

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

March 15, 2010

ISIS Memorandum 10-021

To: Human Resource Directors
Employee Administrators
Time Administrators
Training Coordinators
ISIS Travel Coordinators

Subject: LEO Password Maintenance Enhancement

***** Please distribute this important information to all state employees *****

On Monday, March 15, 2010 a new version of LEO Password Maintenance was implemented. This enhancement will reduce the number of employees who get locked in Password Maintenance thus requiring them to contact the LEO Help Desk. Employees working nights, weekends and holidays will be better served.

The initial setup in the new Password Maintenance is still the same. Employees will authenticate their identity against data stored in ISIS. **Employees will not be required to use the new Password Maintenance or set up their new information at this time.** This set-up can be done at any time, or when password issues are experienced.

A new link entitled **Log On Assistance** will be added to the LEO Log On screen. By clicking on this link employees can access additional help with LEO User IDs and Passwords.

Once logged into LEO, the **My Help** tab is available to locate names and contact information for agency staff available to answer your LEO questions. Also, utilize the LEO Help Website link to access quick reference cards for assistance with LEO functions.

If you have any questions concerning this new functionality, please forward them to the LEO Help Desk via [web ticket](#).

c: ISIS Technical Coordinators

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