

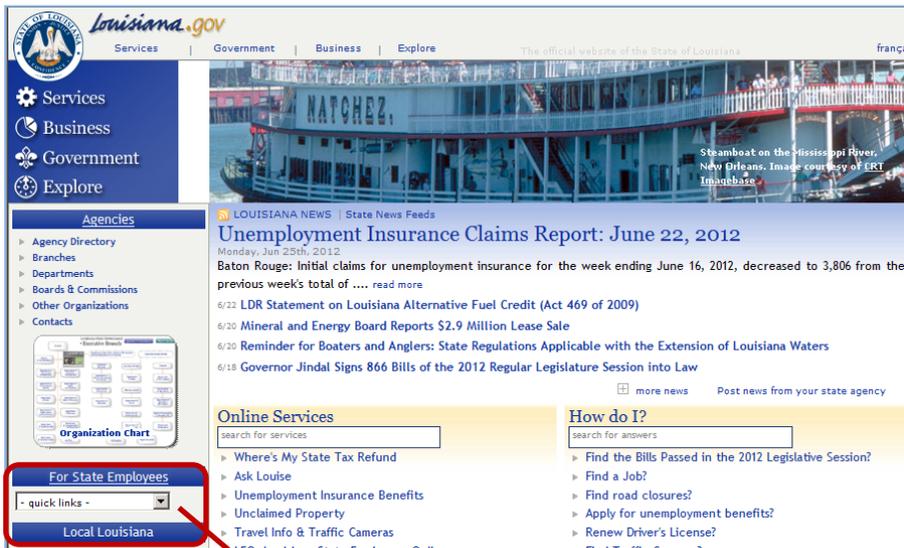
Quick!

Business Objects Login

Easy!

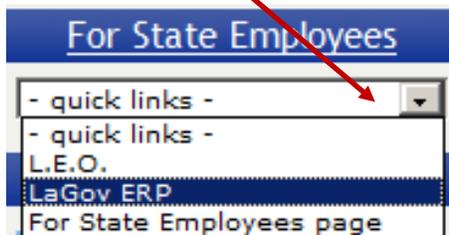
- ONE login screen
- ONE Password
- ONE User ID
- User can RESET own password

To Login to Business Objects:



Login to the State of Louisiana website:

<http://louisiana.gov/>



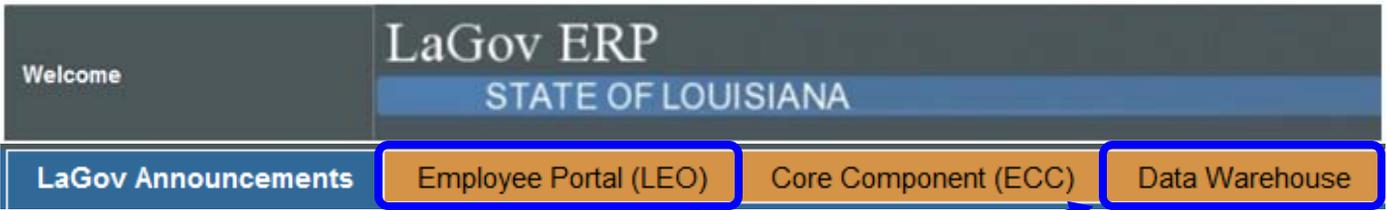
- Under **For State Employees** in left panel Click on the **-quick links-** drop down
- Select **LaGov ERP**



Use your LEO User ID and PW !

- LEO User ID = state personnel number (P + eight digits) or (H + eight digits)
- LEO Password = your secret password
- Click 

- You can reset your own password !



- Logging on this way allows you to work in **LEO** and **Business Objects** with one sign-on. Portal tabs are displayed according to your security roles (job responsibilities).
 Click on the **Data Warehouse** tab.

- The screen opens to the **ISIS BO Announcements Page**. **Business Objects** is part of the **LaGov Data Warehouse**.



The Announcements page contains beneficial information regarding:
 system downtime new reports links to HELP documents

- Your Business Objects Reports are located in the **InfoView** tab.



- InfoView** will open to the **Document List** view:

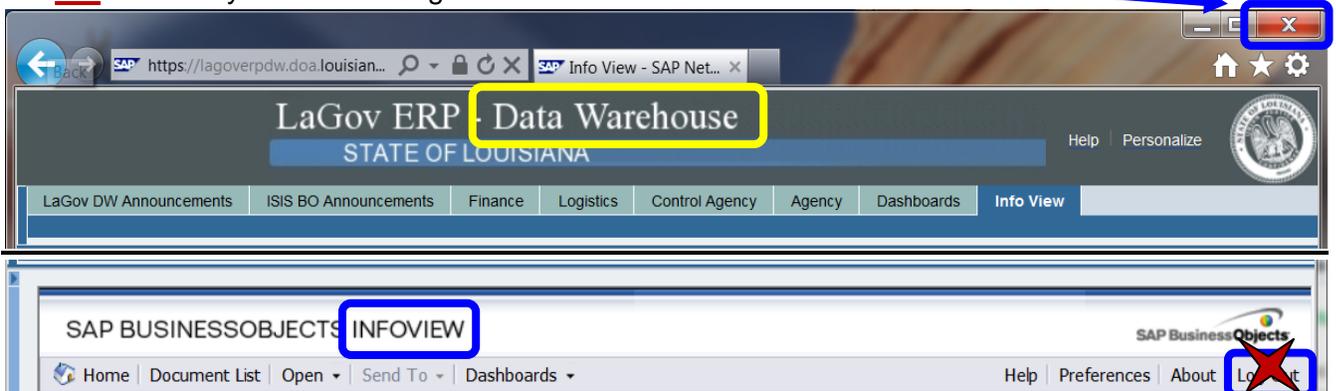


- Use the list as you would a Windows Directory. Drill down into the folder to find your report.

To Log Off of LaGov ERP:

You may have opened several windows while you were working. Please remember to close all windows and log off as instructed below.

- To log off of **InfoView** and/or **Data Warehouse**, click **X** to close the browser window. It is **not** necessary to click the Log Out button.



- To log off of **LEO**, click the **X** to close the browser window. It is **not** necessary to click the Log Out button.



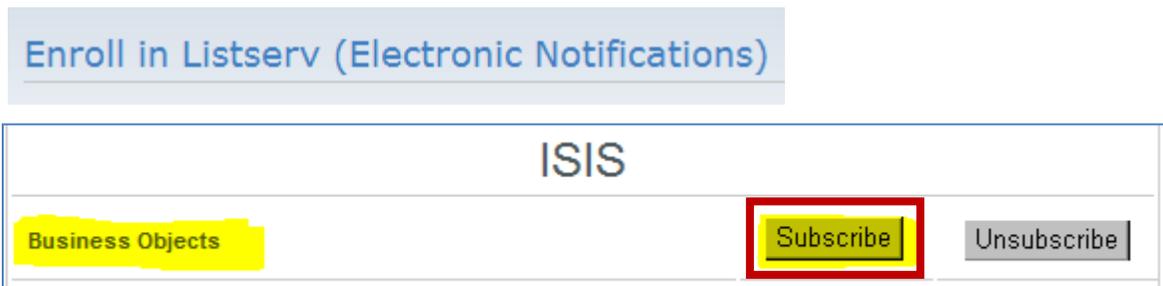
- To Log off of **LaGov ERP**, click **Log off**.

Answer **YES** to the question: Are you sure you want to log off ?



“Subscribe” to receive Business Objects emails:

Stay up-to-date with Business Objects activities. [Click here](#) to subscribe to Business Objects email notifications. **Note:** You must subscribe from your desktop PC in order to properly register your ID.



NOTE:

LaGov ERP is available to users on any public computer, so it's important to close all windows and **LOG OFF of LaGov ERP**.

Logging Off is critical to protecting your personal information in LEO.

Let us know if you need any assistance. Click this image to open a **Web HELP Ticket !**

