



State of Louisiana
Division of Administration
Office of Information Services

August 19, 2008

ISIS Memorandum 09-003

To: ISIS Agency Liaisons
Training Coordinators
Human Resource Directors
Employee Administrators
LEO and LSO Contacts

Subject: Learning Solution (LSO) Implementation

The SAP Learning Solution (LSO) provides new training functionality that is integrated with the existing components of ISIS HR. This functionality has been used by OIS's centralized training staff to enroll students since December 2006 and by several pilot agencies since the beginning of June 2008. Implementation for remaining agencies is scheduled for **September 29, 2008**.

- The LSO allows learners (employees) to book themselves into web-based ISIS courses that appear in the LEO course catalog.
- If employee/supervisor relationships have been created in ISIS HR, learners may also book themselves into instructor-led ISIS courses with supervisor's approval.
- A consolidated view of all training activities and course completion information is readily accessible to employees within the LSO.
- Agency Training Coordinators have the ability to book, cancel and prebook employees who choose not to take advantage of LEO Learner Portal functionality.
- Training Coordinators can view all training activities and course completions using ISIS HR reports.

Currently, the course catalog includes ISIS courses (Human Resources, Procurement, Contracts, Financial, Travel Management, LEO, Business Objects), as well as ORM courses (Defensive Driving and Bloodborne Pathogens).

A presentation of the Learning Solution will be held in Baton Rouge on Thursday, September 4 from 1:30 p.m. to 4:00 p.m. in the [Claiborne Building](#), Louisiana Purchase Room 1-100.

As of September 29, 2008, OIS will no longer accept paper forms currently being processed to request instructor-led ISIS training, since this functionality will be available through the LSO. Information packets necessary for implementation will be distributed at the presentation.

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Training Coordinators and LEO Liaisons are encouraged to attend the presentation. If someone from your agency is unable to attend or if you have any questions, please contact the ISIS LEO Help Desk at (225) 342-2677.

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