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ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

September 15, 2008

ISIS Memorandum 09-005

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

Subject: Learning Solution (LSO) Presentations and Implementation - Rescheduled

The SAP Learning Solution (LSO) presentation previously scheduled for Thursday, September 4 that was cancelled due to Hurricane Gustav has been rescheduled. Two new presentations are being offered for your convenience. Presentations will be held from 1:30 p.m. to 4:00 p.m. in the [Claiborne Building](#) in Baton Rouge on the following dates:

- Thursday, October 2 - Louisiana Purchase Room 1-100
- Wednesday, October 8 - OIS Training Room 1-150

Please complete and submit the online form, [LSO Phase 3 Presentation Attendees](#), indicating all attendees from your agency and their desired presentation dates.

LSO implementation for your agency has been rescheduled for November 10, 2008. As of this date, 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.

Training Coordinators and LEO Liaisons are encouraged to attend the presentation. If the employees at your agency are not paid through the ISIS HR system, it is not mandatory for you 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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