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ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

June 4, 2009

ISIS Memorandum 09-026

To: LSO Contacts
Human Resource Directors
Employee Administrators

Subject: Obtaining Credit for LSO Online Courses

Effective Friday, June 5, 2009, changes will be made to the **CONFIRM PARTICIPATION** section of the Learning Solution (LSO) web-based training screens. It seems that learners are forgetting to click on this hyperlink, thus they fail to get credit for a course they complete.

Both the CONFIRM PARTICIPATION section and hyperlink will be renamed: **CLICK HERE FOR COURSE CREDIT.**

This requires minor content changes to some web courses. Employees have until Thursday, June 4, 2009 at 4:00 p.m. to complete and Confirm Participation for web-based courses they are currently taking such as:

- ORM-Defensive Driving
- ORM-Blood Borne Pathogens
- LEO-Creating and Canceling a Time Request
- LEO-Approving a Time Request.

As of Friday morning, June 5th, all previous course bookings will be cancelled and employees must then BOOK the newest version of the course.

Please continue to send us suggestions for improving Learning Solution and the LEO Training portal. Submit your suggestions to [DOA-OIS-HR TOPHAT](#).

MO/ef