



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

October 29, 2004

**ISIS Memorandum 05-020**

To: ISIS Agency Liaisons  
Security Administrators  
Employee Administrators  
HR Security Administrators

Subject: ISIS Security Publications

In an effort to limit unnecessary outside access to security-related documents, several OIS publications have been removed from the OIS website. Those documents have now been published in LEO and are available by selecting **My Work** from the first level toolbar and then selecting **Publications** on the second level toolbar.

The ISIS Publications that are currently available in LEO have been divided into two categories, Security Guides and Quick Reference Cards.

- The **ISIS AFS / AGPS / CFMS / LaPAC** and the **ISIS HR Security Guides** are intended to be used by the agency security related personnel to assist them in submitting security related forms to OIS via the ARWeb Remedy system.
- The **ISIS UserID/Password Security (AFS/AGPS/CFMS)** and the **LEO Password Maintenance, Logon & Logoff Quick Reference Cards** are available to assist users with establishing passwords and logging on to the ISIS Mainframe and LEO.

Please inform all appropriate agency personnel of this new feature that is now available in LEO. As additional features are implemented and the use of LEO increases, we anticipate that other ISIS documents will be published in this same manner.

Questions may be directed to the ISIS Help Desk at (225) 342-2677, option 3, option 2.

SV/dak

c. Whit Kling, Deputy Undersecretary