



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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December 20, 2006

ISIS Memorandum 07-021

To: Employee Administrators
Training Coordinators

Subject: Learning Solution Conversion

Conversion to ISIS HR Learning Solution (ISIS Memorandum 07-019) is underway. Courses have been set up and students are being booked in the new system.

Duplicate Correspondence

As a result of the conversion process, some students may receive multiple email correspondences with booking information for a single class. This should only occur in December and January. Please ignore the additional emails.

Email Address Updates

We will be performing an update to the IT0105, subtype 0010 records for all employees on the Statewide Email system. Each employee's standard email address (firstname.lastname@la.gov) will be stored in that record. This will ensure that, for those employees, all LSO correspondence will be sent to the correct email address. All other agencies should verify that each employee's email address is correct before submitting a training request for them.

This is a one-time update. On an ongoing basis, all agencies should include instructions for using LEO to maintain this information in their new employee orientation procedures.

If you have any questions about these changes please call the ISIS Help Desk at 225-342-2677.

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