



**State of Louisiana**  
Division of Administration  
**Office of Information Services**

October 24, 2008

**ISIS Memorandum 09-010**

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

Subject: Learning Solution (LSO) Implementation Reminder

LSO will be implemented for all remaining State agencies on **November 10, 2008**. In preparation for implementation, there are several tasks that must be completed prior to this date. To assist you we are providing a link to the [LSO Presentation](#) and the [LSO Implementation Packet](#).

The following items in the implementation packet require your immediate attention if they have not already been completed:

1. Submit Letter of Understanding
2. Submit Online Request for Position Security
3. 1. Meet prerequisites in order to schedule instructor-led training
  - Complete HR Basic Navigation Course **OR**
  - Existing ISIS HR SAP User
3. 2. Submit [Online Training Request form](#) to attend instructor-led training
4. Submit [LEO form](#) designating your LSO Contact(s)

**As of November 10, 2008, OIS will no longer accept paper forms to request instructor-led ISIS training since this functionality will be available through the LSO.** In order to properly enroll your agency's employees in ISIS courses, the LSO instructor-led training course is recommended for Training Coordinators. If your agency's employees are not paid through the ISIS HR system, it is not necessary for you to attend the training.

If you have any questions, please contact the ISIS LEO Help Desk at (225) 342-2677.

AM/csl