Log into LEO
From the Louisiana.gov page, locate Online Services and click LEO: Louisiana State Employees Online or enter this address: https://leo.doa.louisiana.gov/ click Training Coordinator tab

**Prebook Participant for ILT Course (LSO_PV00)**

1) Click Maintain Bookings/Enrollment
2) Click in the Course Type field and click (Matchcode) button to search for a Course Type.
3) Enter a portion of the Course Name as a search string after the * for wildcarding in Search Term, click , select the appropriate course type from the Search list and click .
4) Click the icon, select External Person from the dropdown and enter the External Person number in External Person field.
5) Press Enter key to display available course offerings.
6) Click button if no course offerings available to suit the employee’s needs.
7) Enter a Prebooking End Date.
   **Note:** The Prebooking End Date should indicate date by which the employee must have the Course Type completed.
8) Click . Message “Participant prebooked for the course type” displays.
9) Click to close this iView window.

**Book Participant (LSO_PV00)**

1) Click Maintain Bookings/Enrollment
2) Click in the Course Type field and click (Matchcode) button to search for a Course Type.
3) Enter a portion of the Course Name as a search string after the * for wildcarding in Search Term, click , select the course type from the Search list and click .
4) Click the icon, select External Person from the dropdown and enter the External Person number in External Person field, or
   Click (Matchcode) to search. Select the employee from the search list that you want to have the seat and click .
5) Click the icon, select External Person from the dropdown and enter the External Person number in External Person field.
   or
   Click (Matchcode) to search. Select the employee from the list then click .
6) Click , select the course type from the Search list and click .
7) Press Enter for available Course Offerings to display.
8) Select the appropriate course date.
9) Click . Message “Participation was booked” displays.
10) Click to complete the booking and cancel the prebooking.

**Replace Participant (LSO_PV00)**

1) Click Maintain Bookings/Enrollment
2) Click in the Course Type field and click (Matchcode) to search for a Course Type.
3) Enter a portion of the Course Name as a search string after the * for wildcarding in Search Term, click , select the course type from the Search list and click .
4) Press Enter for available Course Offerings to display.
5) Click the icon, select External Person from the dropdown and enter the External Person number in External Person field of the person to be replaced.
   or
   Click (Matchcode) to search. Select the employee from the search list to be replaced and click .
6) Click , select the course type from the Search list and click .
7) Click .
8) On the Replace Participant iView enter H (External Person) for Typ and the external person number of the person you want to have the seat in the Attendee field.
   or
   Click (Matchcode) to search. Select the employee from the search list that you want to have the seat and click .
9) Click . Message “Participant was replaced” displays.
10) Click to close Prebook Data iView window.

**Cancel Participant from Course (LSO_PV00)**

1) Click Maintain Bookings/Enrollment
2) Click the icon, select External Person from the dropdown and enter the Person number in External Person field OR click (Matchcode) to search and enter the employee’s last name as a search string after the * for wildcarding in Search Term, click , select the course type from the Search list and click .
3) Click . Select the employee from the search list and click .
4) Click to close this iView window.
4) Select the entry (course) to be cancelled. Be careful to select the correct one.
5) Select a Reason Canceled from the dropdown list and click Cancel.
6) The message “Participation booking was cancelled” displays.
7) Click X to close this iView window.

Subscribe Learner to Course Program (LSO_SUBSCRIBE_CP)
1) Click Subscribe to Course Program.
2) Click in the Course Program field and click (Matchcode) button to search for a Course Program.
3) Enter the Course Program name or a portion of the Course program as a search string after the * for wildcarding in Search Term and click .
4) Double click on the correct Course Program.
5) Enter the Due Date by which the employee should complete the program.
6) Select the correct Language (English).
7) Click the icon, select External Person from the dropdown and enter the External Person number in External Person field. or Click (Matchcode) to search. Select the employee from the search list and click .
8) Click . Message “Course program was subscribed” displays.
9) Click X to close this iView window.

Change Course Program Subscription (ZP239)
1) Click .
2) Enter the employee’s personnel number in External Person field.
3) Click in the Course Program field and click (Matchcode) button to search for a Course Program.
4) Enter the Course Program name or a portion of the Course Program as a search string after the * for wildcarding in Search Term and click .
5) Double click on the correct Course Program.
6) Click .
7) Enter the new Due Date.
8) Click . Message “Subscription due date successfully updated” displays.
9) Click to close message and click X to close this iView window.

Cancel Course Program Subscription (ZP239)
1) Click Change Cancel Course Program Subscription.
2) Enter the employee’s personnel number in External Person field.
3) Click in the Course Program field and click (Matchcode) button to search for a Course Program.
4) Enter the Course Program name or a portion of the Course Program as a search string after the * for wildcarding in Search Term and click .
5) Double click on the correct Course Program.
6) Click .
7) Click . Message “Subscription successfully cancelled” displays.
8) Click to close message and click X to close this iView window.

Follow up Course Program for Learner
1) Click .
2) Enter the learner P or H number.
3) Click in the Course Program field and click (Matchcode) button to search for a Course Program.
4) Enter the Course Program name or a portion of the Course program as a search string after the * for wildcarding in Search Term and click .
5) Click .

Maintain External Person (update email address)
1) Click .
2) Enter the External Person Number.
3) Update the Email address.

Run Course Program Participation Report (ZP218) - Retrieves detail Course Program subscriptions.
Run Course Program Subscription Overview (ZP234) – Outputs courses required to complete programs for learners, by course type and by course program.
Run Training Activities Report (ZP175) – Outputs training statuses for employees in your agency. May be run to include prebookings, bookings, cancellations and/or completions.
Run Training Transcript (ZP219) - Retrieves an employee’s course/program completions and qualifications received in transcript form.
Run Course Information Report (LSO_RHSEM60) – Provides a listing of courses with dates, times, locations and instructors.
Run External Person Report (ZP208) - Provides a listing of external person information.

Message Types
- Stop - Error condition exists, Must be corrected.
- Changes are correct, No errors or warnings exist.
- Warning condition exists, Verify data

Pop-up blockers must be disabled and *.louisiana.gov address added as a trusted site to allow TC windows and Web-Based Courses to open correctly.

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