

Non-LaGov Agency Checklist to Establish a New Training Coordinator

RESPONSIBLE PARTY	TASK DESCRIPTION	NOTES
<p>LSO Training Coordinator</p>	<p>Step 1: Confirm whether your Non-LaGov Learner H ID already has the LSO Training Coordinator security (or not).</p> <p>To verify: Log into LEO. If Training Coordinator tab is present, proceed to Step 2. If Training Coordinator tab is not present contact your <u>HCM Security Administrator for assistance and share this checklist with them.</u></p> <p>NOTE: To determine who your HCM Security Administrator is, go to the LEO Home Page and click the link for “Who do I contact for Help?”.</p> <p><u>HCM Security Administrator:</u> Run the Personnel Security Report (transaction ZS05) to verify that the Coordinator’s Non-LaGov Learner H ID does not already have the LSO Training Coordinator security role. Make note of any other ERP security roles assigned to this H ID.</p> <p>If the LSO role already exists be sure it is for your agency number. If that’s the case, the employee should see the Training Coordinator tab in LEO on the next business day. Basically, they must wait for an overnight security job to run.</p> <p>If the LSO role does not exist, the Security Admin. must log into the Remedy Security system and submit a request to have the LSO Training Coordinator role added to this Non-LaGov Learner H ID.</p> <p><u>Note:</u> When requesting a security update, not only add the new security role, but also include the security you wish to retain or maintain. Otherwise, it is possible those will be delimited.</p>	<p>A maximum of 4 Training Coordinators is permitted. Requests for additional should be submitted to CPTP along with justification.</p>

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LSO Training Coordinator	<p>Step 2: Confirm who is listed as LSO Training Coordinator on “Who do I contact for help?” link on the right side of LEO Home page.</p> <p>Log into LEO and click “Who do I contact for Help?” link. Check to be sure you are listed as either: LSO Training Coordinator – Primary or LSO Training Coordinator – Alternate</p> <p>If the designation is missing or incorrect submit a Help Desk ticket to request the information be added and/or corrected.</p>	
LSO Training Coordinator	<p>Step 3: Complete LSO-related Training courses.</p> <p>Complete the instructor-led LSO Training Coordinator Class. To book:</p> <ul style="list-style-type: none"> • Go to My Training. • Search for ‘coordinator’. • Select the LSO Training Coordinator course. If there are dates available you may <u>book</u> into the course. If not, click <u>Prebook</u>. When a new course date is created, you will receive an email with the new class date and you can then book yourself. <p>Other web-based training courses which may be helpful :</p> <ul style="list-style-type: none"> • My Training Non LaGov Quick Reference Card (there is also a version of this Quick Reference Card written specifically for Non LaGov agency Learners – My Training LaGov Quick Reference Card) • Course Programs (learn more about course programs and how to get credit once complete) <p>LSO Basic Portal Reporting (see NOTE to the right). This course is available in LEO > My Training. If there are dates available you may <u>book</u> into the course. If not, click <u>Prebook</u>.</p>	<p>Before class, if you need to perform actions, go to the Training Coordinator tab navigation – click on Other Links – and select the Quick Reference Card link for Non LaGov Training Coordinator. This card details how to perform in LEO the major tasks the TC will be handling.</p>
LSO Training Coordinator	<p>Step 4: Enroll in LEO Training Coordinator listserv.</p> <p>https://wwwprd.doa.louisiana.gov/LaGov/Listservs/electronicnotifications.htm</p>	
LSO Training Coordinator	<p>Step 5: Notify CPTP staff of Training Coordinator change.</p> <p>Send your name, email address & phone number to CPTPLSO.Coordinator@la.gov at State Civil Service.</p>	