

# CPTP Training Coordinator Webinar

## October 1, 2019

Guests: Taryn Miceli, Mary Olexy, and Dana LeBherz

### Updates:

- Please pay attention to low-enrollment emails
  - Especially in North Louisiana
  - Encourage employees to attend
- Pro Trainer Certificate Program
  - The old program is no longer available
  - If you took some of the old courses, you will get credit for the courses but not the program
  - Email Joan at ([Joan.Haase@la.gov](mailto:Joan.Haase@la.gov)) if you are interested and she will put you on the waitlist for the new Pro Trainer Certificate program
  - Cannot self-subscribe to the new program
  - We put people on the waitlist
  - Cohort starts in March
  - Graduation for 2018 cohort is on October 24, 2019 at the Policy Board meeting; all are invited

### Staff Changes

- Ammy left us a few weeks ago for a job in private industry
- Send all requests for PSH to [Anne-Marie.Davis@la.gov](mailto:Anne-Marie.Davis@la.gov)

### • Reminders

- Now is the time to start reminding employees to take their PSH & Ethics courses to avoid the year-end rush.
- If you do not receive credit on your transcript for completed courses, wait 24 hours before contacting us and 3 days on payroll Monday/Tuesday

### • Automatic Program Subscriptions

- Program is running on a 35-day lookback
- Based on change date of holder relationship
- Change date is the record tied to a position
- People who have become supervisors since 7/1/19 are run through the auto-subscribed program
- Determine change date from PA20 or ask your HR office

- **Coming Soon-Redesigned LaGov (Password Maintenance Application)**
  - 2-factor authentication
  - Cross browser compatibility (IE, Chrome, Safari, Firefox)
  - Mobile device support (Android, IOS)
  - Increased security question requirement (3 to 5)
  - More complex security questions
  - Updated password requirements
  - Additional email notifications
  - Accessible from all LaGov/LEO log in pages
  
- **Two-Factor Authentication**
  - Employees, including H ID's, will store a "verification email address"
  - Verification email account should be:
    - Trusted
    - Easily accessible
  - Will receive all application-generated notifications (password resets, locked ID alerts, password change status messages, etc.)
  - Will receive access codes
  - Only user can view this address and access a hint, if needed
  
- **Annual Mandatory Training Reminders**
  - Agency opt-in
  - Sent to the employee in October (valid email address stored in LaGov)
  - Sent to employee and supervisor in December
  
- **TC Mailbag**
  - CPTP FMLA-WBT course cannot be found in LEO
  - There has been some changes to FMLA law, so the course was taken down to update contents of the new law, then course will be available again.
  
- **How To:**
  - Finding ZP293 Report
    - Training Coordinator → LaGov Learners → CPTP Supv Trng-Auto Subscr Rpt
    - Easiest way: Run for Last # weeks. Enter. Dates will appear.
    - Can run by personnel area or personnel number
    - Will see all actions captured in those run dates and the result—subscribed, completed, alt completed, etc.

