



## STATECIVILSERVICE

# Louisiana Jobs (NEOGOV) User Access Request Form For Human Resources Staff



**PLEASE READ IMPORTANT NOTE:** This form is only for requesting access—if you are required to take the training, access will be granted after course completion.

<b>Name</b>	
<b>Email Address</b>	
<b>Agency</b>	
<b>Job Title</b>	
<b>What personnel area(s) does this user require access to? (Provide name and number)</b>	
<b>What is the approximate date this user attended the new user class (formerly CPTP- LA Careers or LA Careers new user training)? [MM/YY—Month and Year]</b>  Note: Employees can locate this info on their training transcript in LEO or in their learning history in Success Factors.	
<b>Did the user have previous access at another agency?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which agency:
<b>* Access is intended for staff within Human Resources. If the user is not part of the HR office, please explain the job function(s) that require access.</b>	

**Submit this completed form to: [SCS-LAJobsAdmin@civilservice.la.gov](mailto:SCS-LAJobsAdmin@civilservice.la.gov)**

*Please ensure that this form is sent to SCS by the supervisor of the user or higher level.*