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GENERAL CIRCULAR NUMBER 2025-049

DATE: November 5, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: **CORRECTION: SuccessFactors Learning Management System Availability**

CORRECTION: This General Circular has been updated to reflect the correct login instructions for employees with H-numbers. Employees should log into SuccessFactors Learning using the [H-ID login instructions](#).

State Civil Service, in coordination with the Division of Administration – Office of Technology Services, is pleased to announce that all unclassified Non-LaGov (“Interface Agency”) state employees will have access to SuccessFactors Learning beginning Wednesday, November 5, 2025. Previously, this access was available only to classified Non-LaGov state employees. Employees with H-numbers can log in to SuccessFactors Learning using the [H-ID login instructions](#).

SuccessFactors Learning serves as the central hub for all required state employee training, including Preventing Sexual Harassment, Code of Governmental Ethics, Cybersecurity, and Office of Risk Management courses. It also provides additional professional development opportunities, such as the State Civil Service CPTP Leadership Academy, critical skills courses such as dealing with conflict, team dynamics, and professionalism, and other resources to support employees in their personal and professional growth.

Access to SuccessFactors Learning is determined based on weekly interface reports submitted to State Civil Service each Friday. These reports include the agency’s current employee roster and work email information, which are required to generate H-numbers.

If you believe you should have access to SuccessFactors Learning but do not currently have an H-number, please contact your agency’s human resources office, which will work with State Civil Service to research your issue.

If you have questions about the H-number process, please contact [Jason Chapman](#), SCS Applications and Data Management Division Administrator.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director