

How to access LEO courses

1. Google **State of Louisiana LEO**. Choose the second listing or click the link below.

<https://leo.doa.louisiana.gov/irj/portal>

Step one: Setting your password



Enter in your P number as your userid. The number should start with a capital P and should be nine digits.

Click next. Then enter the last four digits of your social security number.

Answer the security questions and establish a password.

Write down and keep your userid (Pnumber) and password because it will be needed again.

After entering your password then click Next...Return to Portal.

Step two: Log in with your P number (userid) and password.

The screenshot shows the login interface for the State of Louisiana Employees Online system. On the left is a dark banner with the Louisiana state seal and the text "LEO" and a building image. The main content area has the title "STATE OF LOUISIANA" and "LOUISIANA EMPLOYEES ONLINE". Below this are two input fields: "User*" and "Password*", with an example "Ex: P00654321" next to the User field. A "Log On" button is positioned below the password field. To the right of the password field are the labels "Case sensitive" and a link "Forgot password? Locked?". At the bottom of the main area are links for "First Time User?", "Online Help", "System Availability", and "Technical Requirements". A blue callout box with a dashed border is positioned on the right side of the page, containing the text "Log in using your P number and password that you just created." A red arrow points from the callout box to the User input field.

Step three: Go to My Training and enter the course name into the Search box and click Find.



Step four: Book and Start the course.

When finished close the window. You should see Congratulations you have completed the course.