**LaGov ERP / LEO**

**Log On Assistance**

**QUICK REFERENCE CARD**

**LEO was designed to be used with Internet Explorer Version 7.0 or higher.**

**To Access LaGov ERP Single Sign On Portal**

Connect to the Internet.

Type `https://lagoverp.doa.louisiana.gov` and press Enter.

**To Access the LEO Portal directly**

Connect to the Internet.

Type `https://leo.doa.louisiana.gov` and press Enter.

OR

From `louisiana.gov` (http://www.louisiana.gov/) under Online Services click the link LE0: Louisiana State Employees Online

**Log on With Current Password**

1. **Log on** page enter your **User ID**.
2. **Enter current Password**.
3. Click **Log on**.
4. **LaGov ERP ERP / LEO Home page** is displayed.

**After Logging On**

1. Navigate between the screens by selecting the screen tabs or items under Detailed Navigation.
2. If you receive message:
   - **Session Timed Out** – Select a menu item to continue, to restart your session, click any tab or item under Detailed Navigation.
3. If you need assistance, click **Help** in the upper right area of the screen, next click **LaGov ERP / LEO**, then select the quick reference card that covers the particular function for which you need help.

**Log Off of LaGov ERP / LEO**

1. Click **Log Off** (upper right corner).
2. Click **Yes**, “Are you sure you want to log off?”.
3. Click **X** (upper right hand corner) after the LaGov ERP / LEO main page displays.

**Unlock / Change Password**

Click the Unlock / Change Password link on the LaGov ERP / LEO logon screen and fill in the requested fields as presented in the password reset and registration application.

**First Time User?**

(Never logged onto LaGov ERP / LEO before)

Click the First Time User? link on the LaGov / LEO logon screen and fill in the requested fields as presented in the password reset and registration application.

**Tips:**

**User Id** consists of the letter **P** and your 8 digit personnel number (e.g. P00123456).

- If your personnel number is less than 8 digits, add zeros right after the P.
- If you don’t know your personnel number, check with the person who inputs your time (Time Administrator).

**Non LaGov User Id** consists of the letter **H** and your 8 digit external person number (e.g. H50423456).

- If you don’t know your external person number, check with the person who establishes which course(s) you should take (Training Coordinator).

**Unlock / Change Password** may be used at any time to change your password.

If **Password has expired** displays:

- Enter current password in Old Password field.
- Enter **new password**.
- **Re-enter** new password (for verification).
- Click **Change**.

If **User authentication failed** displays:

- Displays after the 5th failed attempt to log on.
- Click Unlock / Change Password to create a new password.

**Note:** Access to LaGov ERP / LEO may be terminated or limited if you’re: Retired, No Longer Employed, or have a new personnel number due to a Transfer. Contact your former Human Resources office for payroll/personnel information.

**Who to contact for help with LaGov ERP / LEO**

1. Click **My Help** displays your agency contact information.
2. Scroll across report to view all information. Find the contact for your particular need and location.

   **HR Employee Administrator:**
   Human Resources related questions-bank, tax, benefits, pay, etc.

   **LaGov ERP / LEO:**
   LaGov ERP / LEO questions including accessing pay statements, online time, and changing personal information.