

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)
(<http://www.louisiana.gov/>) under
Online Services click the link
LEO: Louisiana State Employees Online

Log on With Current Password

1. Log on page enter your User ID.
2. Enter current Password.
3. Click
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 , “Are you sure you want to log off?”.
3. Click (upper right hand corner) after the LaGov ERP / LEO main page displays.

Reminder: If you logoff LaGov ERP it closes all components **except** any active Core Component (ECC) sessions. To close, select **System** from the menu, then select **Log off** to close each active session.

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.



*Division of Administration
Office of Information Services
P. O. Box 94095
Baton Rouge, LA 70804-9095
Revised: 3/2012*

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 .

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.