

From: NSU Purchasing Office

This LaCarte training must be completed by July 30. All cardholders, approvers and program administrators must complete this certification with a passing score of 90% to be in compliance with The Louisiana State Office of Purchasing and Travel requirements. Thank you and if you have any questions, please do not hesitate to contact us.

In order for Northwestern State University to be in compliance with OSP LaCarte PPM **every** cardholder, approver and program administrators **must** participate in the State Purchasing and Travel developed online course entitled, *OSP LaCarte P-Card Certification*. This course can be accessed at the State of Louisiana LEO (Louisiana Employees Online) system: <https://leo.doa.louisiana.gov/irj/portal>

You must know your LaGov number (P number) in order to access the LEO system. If you do not have that number, please contact Human Resources at 357-6266.

1. Click LEO Login Access
2. Enter User #(PIN) and Password

If you have never logged into the LEO system, you will have to first generate a password using the “First- Time User?” link.

Once you have logged into the system, please follow the process below: After you log in,

click the tab “My Training” at the top left of the screen

- Select My Training from the toolbar and then Training
- Enter LaCarte in the find block located in the left side column and click Find
- The list of courses should populate on your screen
- Select the OSP LaCarte P-Card Cert for Cardholder, Approver or Program Administrator.
- Select Book this course
- Click OK in the pop up
- Select Start Course Now

Note: Any Cardholders that also have approver responsibilities must complete both courses to be in compliance.

Please allow yourself time to participate fully in this course as there will be an exam at the end of the course. A passing score of 90% is required to receive credit. Please complete the necessary agreement form during the LEO course and print it as well as your certification certificate to be submitted to the NSU P-Card Administrator.

Please do not use the Agreement form from the LEO site. Go to <http://businessaffairs.nsula.edu/purchasing/> and select the appropriate Cardholder, Approver or Program Administrator Agreement form.

If you have any questions, please do not hesitate to contact Ashlee Grayson (357-6474 or graysona@nsula.edu) Dale Martin (357-5030 or dale@nsula.edu) at your convenience. Thank you for your time.

Dale Martin, Director of Purchasing