

Registration Information

Civil Service Training Programs



How to View and Register for Civil Service Programs:

1. Visit Civil Service website: www.civilservice.louisiana.gov
2. Click on 'Comprehensive Public Training Program (CPTP)' under "Quick Links"
3. Click on 'CPTP Course Schedule' (excel spreadsheet will open)
4. Select Baton Rouge from the 'Course Location' drop down box
5. Select class and date
6. Email your Training Coordinator, Chynsia Jenkins with your selected class and date at cjenki8@lsu.edu
7. Confirmation e-mail will be sent with registration information and instruction manual

How to View and Register for Civil Service E-course:

To register and complete an online course you must login to Louisiana Employees Online (LEO) using your unique ID/H- number. To receive your H-number email Chynsia Jenkins at cjenki8@lsu.edu.

To Access LEO

Visit <https://leo.doa.louisiana.gov>

1. To log into LEO for the first time click on [First Time User](#) and follow the prompts to set up a password and security questions.
2. Your User ID will be your unique H Number: Please save this ID number.
3. To find e-course catalog: Click on **My Training** tab> **Training**> **Comprehensive Public Training Program in Course Catalog**> **CPTP web courses**> **Web Courses**>
 - CPTP PES Basics (15-20 minutes)
 - CPTP PES Planning Process (45-60 minutes)
 - CPTP PES Evaluation Process (45-60 minutes)
 - CPTP PES Forms



Register for an E-Course

1. Go to **My Training** tab, in your **Navigation** pane on the left, look for links under **Course Catalog**. Click the **Comprehensive Public Training** Program link.
2. Click **CPTP Web Courses**
3. Choose which class you would like to attend first. Click on the course.
4. Click **Book this Course**.
5. Click **OK** at "Do you want to book this course?"
6. Verify screen displays message, "Participation was successfully booked"
7. Click **Start Course Now**. The course will open in a separate window.
8. Verify you have completed all course requirements necessary to receive credit.
9. Click **Exit or Close Course** to leave the course.
10. Click **OK** at "Do you really want to exit the course?" pop box or Click **YES** at "Are you sure you want to exit?" message. *Note:* The course will close and the web-based training screen will be displayed.
11. Verify screen displays message "Your participation in this course has been completed."

Don't forget to
complete the
Course
Appraisal!

View Training Transcript

Training certificates are not available. Instead your training history is available on your Training Transcript. Be sure to allow up to two weeks for credit from instructor-led training to appear. To view a report that includes all courses completed in LSO and previously completed CPTP courses or programs:

1. Click **Reports** tab under My Training
2. Your Training Transcript will display on the right side of your page

Note: As additional courses or programs are completed, this report will automatically update with the additional information.
