



Dear SOWELA Employee;

Welcome to SOWELA Technical Community College! As a state employee you must complete training requirements mandated by the State of Louisiana and the Office of Risk Management. Although some of these trainings may be delivered by another office at the college, such as the Office of the Vice Chancellor for Finance or the Office of the Director of Facilities Planning and Management, etc., it is the function of SOWELA-HR to document all professional development training at the college, starting with the mandated trainings.

Below you find a listing of the required trainings for all faculty and staff of the State of Louisiana:

**PREVENTING SEXUAL HARASSMENT** – Louisiana State Law (2012 Senate Concurrent Resolution No. 107) requires that all public servants (state employees) must obtain this training **within 30 days of employment** and on an **annual basis** thereafter. The learning objectives of this one-hour course includes understanding the definition of Sexual Harassment, identifying and preventing potentially harassing behaviors, and best practices for dealing with sexual harassment. Also included are supervisory best practices for handling sexual harassment complaints. A course exam is provided at the end of the course allowing participants to test their knowledge of Sexual Harassment. A passing score of 70% is required to receive credit for the course.

**CODE OF ETHICS FOR PUBLIC SERVANTS** – Louisiana State Law (R.S. 42.1170 Code of Government Ethics) requires that all public servants (state employees) must obtain this training **within 30 days of employment** and on an **annual basis** thereafter. This one-hour course will provide instruction and information to public servants (state employees) and is intended to educate them about the particular ethics laws to which they are subject and the procedures by which such laws are enforced.

**CYBERSECURITY AWARENESS** – Louisiana State Law (2020 Regular Session House Bill 633 – Act 155) requires that all state and local employees must obtain this training **within 30 days of employment**. This course explains some of the most common cyber-attacks and the countermeasures you can take to avoid being a victim.

**BLOOD BORNE PATHOGENS** – is being required by the Office of Risk Management **within 90 days of employment** and every **five years** thereafter. If a Blood Borne Pathogens event occurs, the employees within that department are **REQUIRED** to be retrained within 60 days following the incident. Why do you need this training? – To protect your health and that of other employees, to gain a basic understanding of BBP, common modes of transmission, methods of prevention and other pertinent information.

**DEFENSIVE DRIVING** – is being required by the Office of Risk Management **within 90 days of employment** and every **three years** thereafter. This training is to provide a systematic method of screening, training and accountability for employees and supervisors required to assign or drive state owned vehicle or personal vehicles on state business.

Attached please find instructions on how to access the training. Please complete these trainings ASAP and provide the HR staff with a copy of your **completion certificates or training transcript**.

# Mandated Training Instructions

Go to <https://leo.doa.louisiana.gov/iri/portal> webpage

## Log into LEO

**For NEW Employees:** Contact HR for your External Person (H) Number and enter it as your User ID. Click on “First Time User” to set your password.

**For employees returning** to the site, your User ID is your External Person Number that starts with an H. If you don’t remember it, contact HR. If you have your number, but can’t remember your password, click on “change password.”



## To Access the Courses:

Click the **My Training Tab**

LEO Louisiana Employees Online

Search:

Home My Training My Work

Home Page

Home > Home Page

### Announcements

February 4, 2019

#### 2018 ACA Forms

IMPORTANT UPDATE: State Mail has begun printing and mailing the 2018 1095-C Forms. Employees and covered individuals should receive their form by Friday, February 15, 2019. Questions regarding the information on your Form 1095-C should be directed to your agency's Human Resources Office.

#### Shortcuts

- View/Print Pay Statement
- Create a CATS Time Request
- LaGov App for Mobile Devices
- Who do I contact for Help?
- LaGov/LEO Help Website
- System Requirements
- Learn More About LEO
- Statewide Email
- DOA Mainframe Access
- State Employee Links

Scroll down the left side bar to locate **Frequently Booked Courses**

Navigation

Training Home

- Training Transcript
- My Training Quick Reference for LaGov Employees (P IDs)
- My Training Quick Reference for Non-LaGov Employees (H IDs)
- Training Location Maps
- Who can help me with My Training?

Find

Search Term

Find Extended Search

#### Frequently Booked Courses

- Ethics
- Preventing Sexual Harassment
- Preventing Sexual Harassment Supv
- Defensive Driving
- Blood Borne Pathogens
- LASERS Your Retirement System
- Intro to LaGov Apps
- CATS Time Entry

Course Catalog

- Comprehensive Public Training Program
- Department/Agency

Messages and Notes

There are no messages or notes for you.

#### My Training Activities

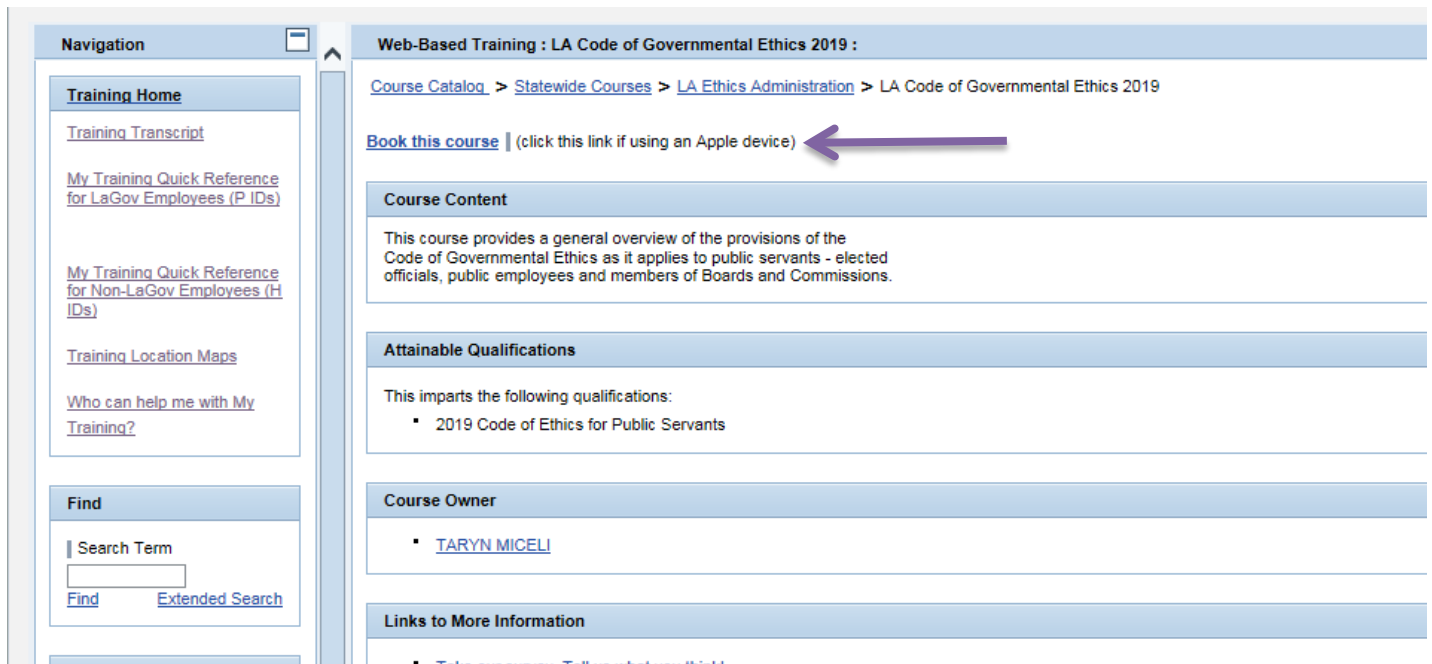
All (1) Web-Based Training (1)

Your current training activities in summarized format.

Course	Delivery Method	Schedule/Due Date
CPTP SCS Prevent Sexual Harassment 2019	WBT	Released until Unlimited

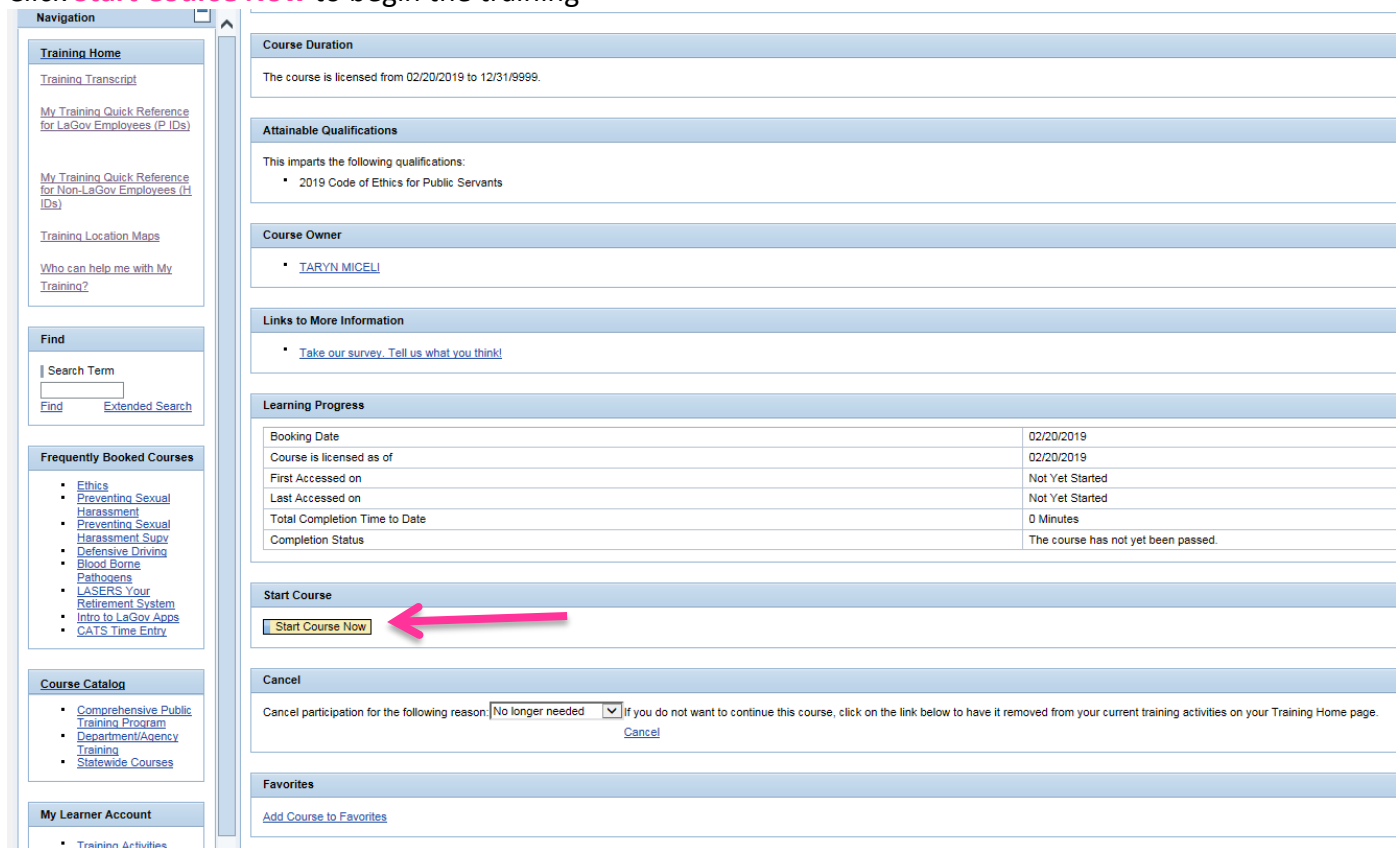
Refresh

Select the course you need to complete, and the link will bring you the course page to book the course. Click **Book this course**



A dialog box will pop up on your screen. It will say “Click okay to book this course.” Click okay, and the screen will refresh to allow you to begin the course.

Click **Start Course Now** to begin the training



Learning Progress	
Booking Date	02/20/2019
Course is licensed as of	02/20/2019
First Accessed on	Not Yet Started
Last Accessed on	Not Yet Started
Total Completion Time to Date	0 Minutes
Completion Status	The course has not yet been passed.

To access your training transcript for LEO courses, locate **Training Transcript** at the top of the left side bar. Print the transcript when it loads. If you submit your entire transcript, you do not need to send the certificates for each individual training.

**Navigation**

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**Frequently Booked Courses**

- [Ethics](#)
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- [LASERS Your Retirement System](#)
- [Intro to LaGov Apps](#)
- [CATS Time Entry](#)

**Course Catalog**

- [Comprehensive Public Training Program](#)
- [Department/Agency Training](#)
- [Statewide Courses](#)

**My Learner Account**

- [Training Activities](#)

**Course Duration**

The course is licensed from 02/20/2019 to 12/31/9999.

**Attainable Qualifications**

This imparts the following qualifications:

- 2019 Code of Ethics for Public Servants

**Course Owner**

- TARYN MICELI

**Links to More Information**

- [Take our survey. Tell us what you think!](#)

**Learning Progress**

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**Start Course**

[Start Course Now](#)

**Cancel**

Cancel participation for the following reason:  If you do not want to continue this course, click on the link below to have it removed from your current training activities on your Training Home page.

[Cancel](#)

**Favorites**

[Add Course to Favorites](#)

If you have any questions regarding these trainings,  
please contact SOWELA's CPTP Training Coordinator –

Brandi Schulz at 337-421-6912

[brandi.schulz@sowela.edu](mailto:brandi.schulz@sowela.edu)

You may also contact any of the SOWELA-HR staff at 337-421-6510

[humanresources@sowela.edu](mailto:humanresources@sowela.edu)