

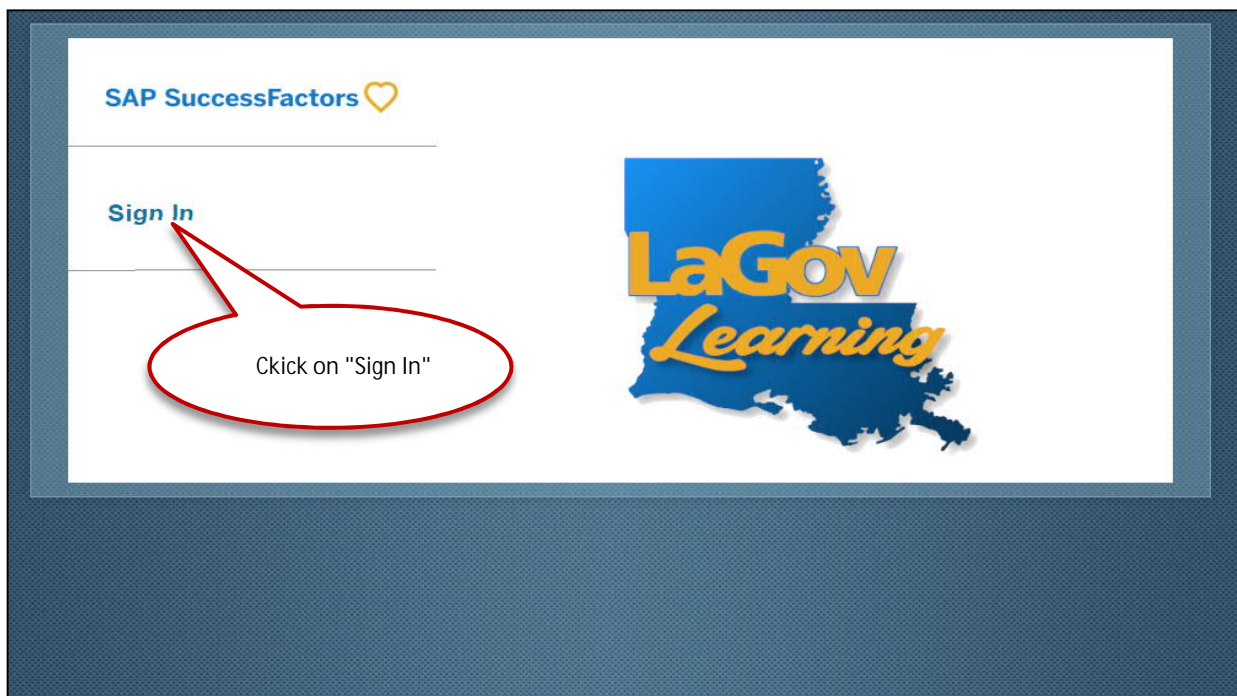
IMPORTANT!

To log into the training site, you will need to have a unique 9-character H#. Contact our p-card office (x5323 or pcard@selu.edu) if you have not received your H#.

1. Go to the State's LaGov Learning website:

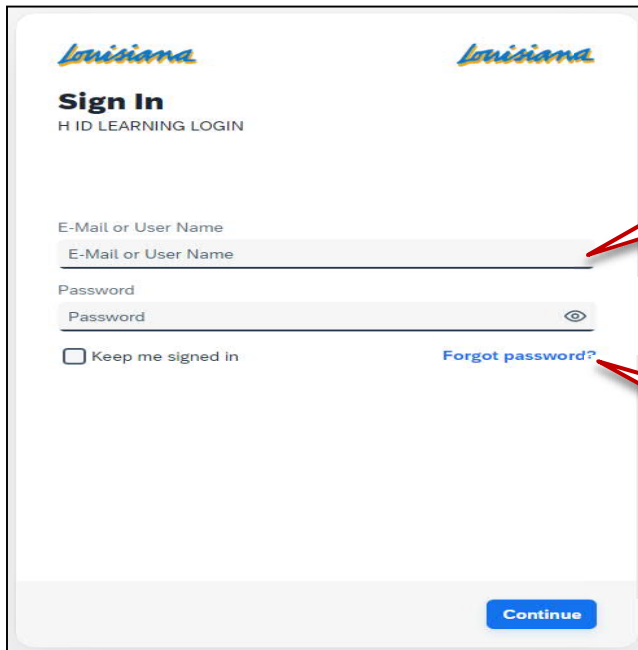
<HTTPS://LAGOVERP.DOA.LOUISIANA.GOV/LEARNINGEXT>

2. Click on the "Sign In" link.



TAKING THE STATE'S P-CARD TRAINING/CERTIFICATION

3. The LaGov Learning login page looks like this:

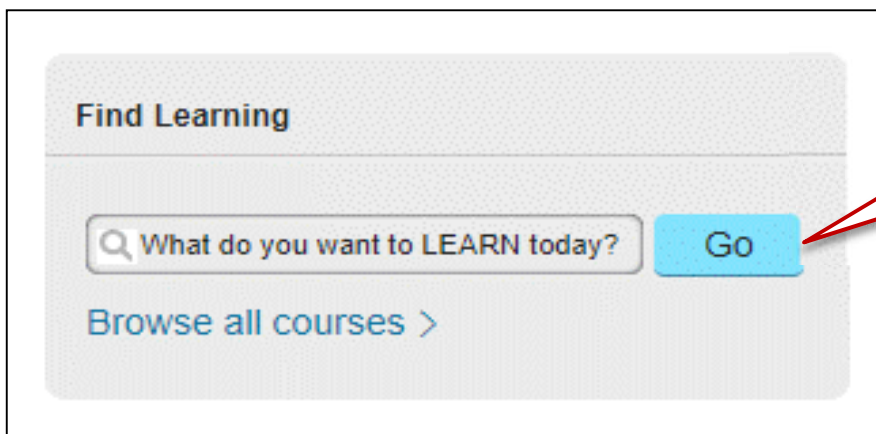


If you're not a first time user, enter your H# here... then your password

Click here if this is the first time you've logged in to the LaGov Learning site.

If you have already set up a LaGov Learning account, enter your H# and password. Otherwise click on the "Forgot password?" link and walk through the setup screens to create your password.

4. Look for the "Find Learning" search box and type in **LaCarte** then click "Go".

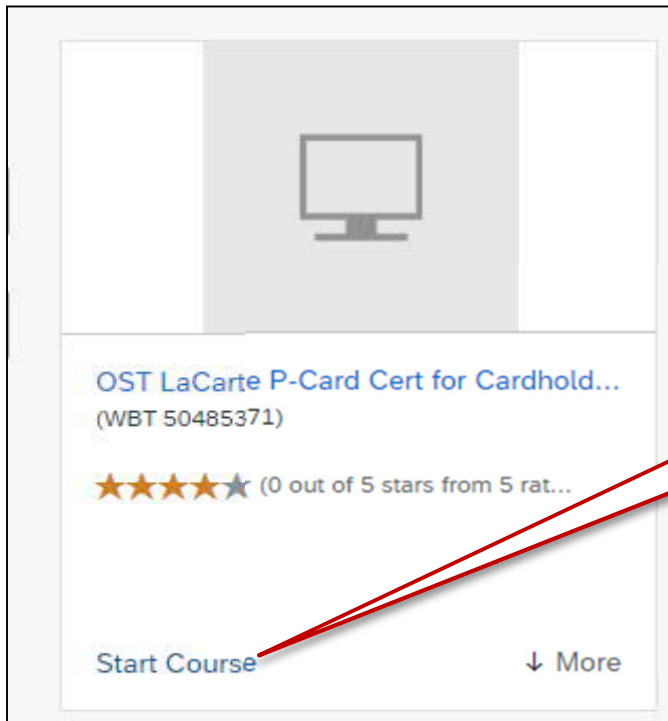


Type in **LaCarte** in the "Find Learning" search box and click "Go".

TAKING THE STATE'S P-CARD TRAINING/CERTIFICATION

- Next, you will choose the appropriate training course from the following list and click "Start Course" to begin the course:

OSP LaCarte P-Card Cert for Approvers
OSP LaCarte P-Card Cert for Cardholders
OSP LaCarte P-Card Cert for Prog Admins

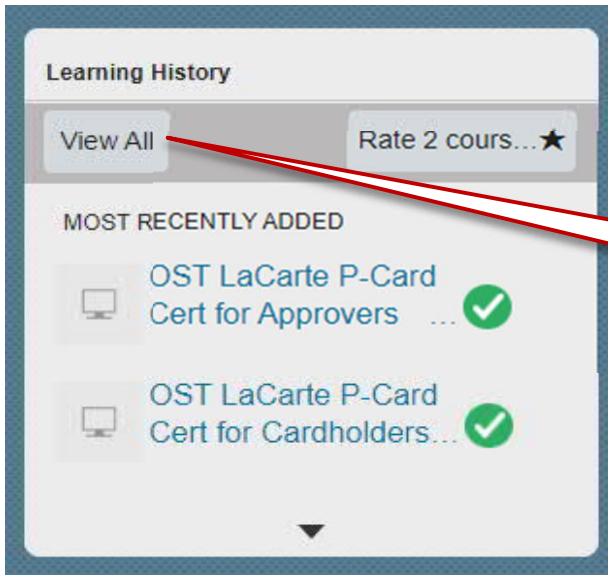


Click "Start Course"
to begin the course.

At the end of the course and quiz (assuming you finished and passed with a score of 90% or higher), you will need to print a certificate. Print the certificate by following the next steps and submit it to Southeastern's p-card office (SLU 10800).

TAKING THE STATE'S P-CARD TRAINING/CERTIFICATION

- To print the training completion certificate go back to the home screen and click on "View All" under Learning History.



Click "View All"

- Click on the printer icon under action to print the training completion certificate.

