

## A. Getting To LEO

1. Connect to the Internet.
2. In the field at the top of the page next to **Address**, type **https://leo.louisiana.gov** and press the **Enter** key.


**OR**

3. From the **Louisiana.gov** page, click once with your left mouse button on the **LEO: Louisiana Employees Online** link under the Online Services section (left side of page).

## B. Create Desktop Shortcut to LEO

1. Connect to the Internet.
2. From the **Louisiana.gov** page, click once with your **right** mouse button on the **LEO: Louisiana Employees Online** link under the Online Services section (left side of page).
3. Select **Copy Shortcut** from the pop-up.
4. Go to your desktop, click with your **right** mouse button and select **Paste Shortcut** from the pop-up.

## C. Add a Bookmark / Favorite to LEO




1. Connect to the Internet.
5. From the **Louisiana.gov** page, click once with your **right** mouse button on the **LEO: Louisiana Employees Online** link under the Online Services section (left side of page).
2. Select **Add to Favorites...** from the pop-up.
3. Click  on **Add Favorite** pop-up box.

## D. First Time Logon Or Locked Userid

*(Personal Question/Answer Not Previously Stored)*

1. Click on **Password Maintenance (Set-up/Unlock id)**.
2. Click in the field to the right of **Personnel Number**, and type in your LEO userid.

**Note:** Your LEO userid 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 after the **P**. If you do not know your personnel number, check with the person who inputs your time sheet (time administrator).

3. Click  .
4. Verify **your** name is displayed at the top.  
**Note:** If **your** name is not displayed, click  and repeat steps 1 thru 4.
5. The first time that you use Password Maintenance for the LEO portal the **Identity Validation Page** will be displayed.
  - Click in the fields to the right of **Date of Birth MM/DD/YYYY**: and select your Month, Day and Year of Birth from the dropdowns.
  - Click in the field to the right of **Last 4 digits of SSN (XXXX)**: and enter the last 4 digits of your Social Security Number.
  - Click  .
6. The **Store Personal Question** page will be displayed.
7. Select a personal questions from the list displayed to the right of **Select your question**:  
**Note:** The one word answer to the Personal Question you select must contain at least **four** (4) characters.

### Available Questions:

**What was your first car?**

**What is your Mother-in-law's maiden name?**

**What was the name of the first school you attended?**

**Where did you meet your spouse?**


**What was your favorite teacher's name?**




**What was the name of your first pet?**

**What was the name of your childhood best friend?**

**What was your father's middle name?**



**When is your mother's birthday (use MMDD format)?**

- Click on the  next to the available question you have chosen.
- Click in the field to the right of **Enter one word answer**: and type in the one word answer to the personal question you selected. You can omit spaces to combine words and/or numbers into "one word".

- Click in the field to the right of **Re-enter one word answer**: and type the one word answer to the personal question you selected again.
  - Click in the field to the right of **Enter mother's maiden name**: and enter your mother's maiden name.
  - Click in the field to the right of **Re-enter mother's maiden name**: and enter your mother's maiden name again.
  - Click  .
8. The **Store New Password** Page is displayed. Select a new password following the guidelines in Section **F**.
    - Click in the field to the right of **Enter new password**: and type in the new password you selected.
    - Click in the field to the right of **Re-enter new password**: and type the new password you selected again.
    - Click  .
  9. Click  to return to the **LEO Entry** page. You are now ready to logon with your new password. Go to Section **G**.

## E. Forgotten Password Or Locked Userid

*(Personal Question/Answer Previously Stored)*

1. Click on **PASSWORD MAINTENANCE**.
2. Click in the field to the right of **Personnel Number**, and type in your LEO userid.
3. Click  .
4. Verify **your** name is displayed at the top.
  - Click in the field to the right of **Enter one word answer**: and type answer to your personal question.**Note:** Your answer **does not have any spaces**.
  - Click  .**Note:** You are allowed **3** attempts to answer your personal question before receiving a locked message. Contact the LEO Help Desk to have your userid unlocked.

5. The **Store New Password** page is displayed. Select a new password following the guidelines in Section F.

- Click in the field to the right of **Enter new password:** and type in the new password you selected.
- Click in the field to the right of **Re-enter new password:** and type the new password you selected again.
- Click .

6. Click  to return to the **LEO Entry** page. You are now ready to logon with your new password. Go to Section G.

#### F. Password Restrictions & Guidelines

Passwords:

- Must be at least **eight** (8) characters.
- Must be no more than **forty** (40) characters.
- Must contain both **letters** and **numbers**.
- Must **not** begin with a sequential series (e.g., AGCDEFG, 123456, etc.).
- Must **not** begin with characters repeated sequentially (e.g., 1111, AAA, etc.).
- Must be different than the last **5** passwords assigned to your User ID.
- Must **not** begin with abbreviations for months (e.g., JAN, MAR, JUL, etc.).
- Must **not** be computer or system related terms (e.g., COMPUTER, KEYBOARD, PASSWORD, TERMINAL, etc.).
- Are **case sensitive** (e.g., Baton2007, baton2007)
- Should be protected to ensure your information remains secure.

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#### G. Logon With Current Password

1. Access the **LEO Entry** page.
2. Type in the field to the right of **Personnel Number**, your LEO userid.

**Note:** Your LEO userid 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 after the **P**. If you do not know your personnel number, check with the person who inputs your time sheet (time administrator).

3. Press the tab key to move to the field to the right of **Password** and enter your current password.
4. Click .
5. The LEO Home page will be displayed.

**Note:** If the **LEO Entry** page is displayed again with the message **User authentication failed**, verify and reenter your **Personnel Number** and **Password**.

If you still receive the message **User authentication failed** after the 3rd attempt to logon, you will need to store a new password. Click on the **Password Maintenance** link.

#### H. Logoff of LEO

1. Click on **Log Off** in the upper right corner, under your name.
2. The **Microsoft Internet Explorer** pop-up box appears, and asks “**Are you sure you want to log off?**”
3. Click  if you want to log off of **LEO** now.
4. Click  in the upper right hand corner to close the window after the LEO main page is displayed.

**Note:** After logging off of LEO it is always a good idea to close all open Internet Explorer windows to ensure your connection to LEO is securely closed.



### LOUISIANA EMPLOYEES ONLINE PASSWORD MAINTENANCE, LOGON & LOGOFF QUICK REFERENCE CARD

**Logon ID:** \_\_\_\_\_  
(P and system assigned 8 digit personnel number)  
**Employee Administrator:**

**EA Phone No.:** \_\_\_\_\_

*LEO was designed to be used with Internet Explorer. Version 5.5 or higher must be used.*

What Do You Want To Do?	See
Getting to LEO.....	<a href="#">A</a>
Create Desktop Shortcut to LEO .....	<a href="#">B</a>
Add a Bookmark / Favorite to LEO.....	<a href="#">C</a>
First Time Logon (Personal Question/Answer Not Previously Stored) .....	<a href="#">D</a>
Forgotten Password Or Locked Userid (Personal Question/Answer Previously Stored .....	<a href="#">E</a>
Choose a Password .....	<a href="#">F</a>
Logon With Current Password .....	<a href="#">G</a>
Logoff of LEO .....	<a href="#">H</a>

**For assistance with accessing LEO, contact your Employee Administrator or Timekeeper.**