



# Louisiana Employees Online

## Entering Non-Work Telephone Numbers For Agency Contact Purposes

### Accessing LEO

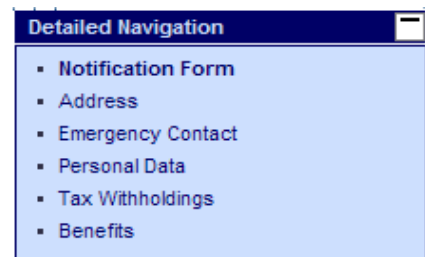
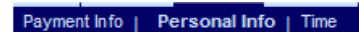
- Connect to the Internet using Internet Explorer Version 7.0 or higher
- Click in the address field at the top and type **https://leo.louisiana.gov**
- **OR**
- From the Louisiana.gov page, click once with your left mouse button on the LEO: Louisiana Employees Online link under the Online Services section.

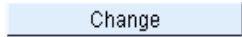
### Logon to LEO

- Once the LEO Logon page is displayed, type in the field to the right of Personnel Number, your **LEO userid** (the letter P and your 8 digit personnel number, e.g. P00123456).
- Type in the field to the right of Password, your current **LEO password** and click on the **Logon** button. (If you do not know your password, click on **Password Maintenance** to reset your password.)

### Adding or Changing Telephone Numbers

- Once the Welcome Page is displayed, click on **My Info** on the first level navigation bar.
- Click on **Personal Info** on the second level navigation bar.
- Click on **Address** under Detailed Navigation on the left side.



- The Permanent Address record option will be displayed first. Click on the  button to add or change telephone numbers on this record.
- Once the Permanent Address record is displayed, you may enter a maximum of five telephone numbers.




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- The first telephone number field should be your primary contact telephone number. It should be entered with your 3 digit area code in the first field and your 7 digit phone number in the second field.

|           |     |         |
|-----------|-----|---------|
| Telephone | 225 | 2222222 |
|-----------|-----|---------|

- If additional contact numbers should be entered, use the four additional communication records near the bottom.

|               |                      |                      |      |                      |
|---------------|----------------------|----------------------|------|----------------------|
| Communication | <input type="text"/> | <input type="text"/> | Extn | <input type="text"/> |
|               | <input type="text"/> | <input type="text"/> | Extn | <input type="text"/> |
|               | <input type="text"/> | <input type="text"/> | Extn | <input type="text"/> |
|               | <input type="text"/> | <input type="text"/> | Extn | <input type="text"/> |

- Each of these communication records must be designated with a type. Click in the first communication record field and a matchcode button will be displayed. Click on the  for a list of available types.
- A screen will be displayed with the available types. Click on the appropriate type from the list.

| Type                 | Short text |
|----------------------|------------|
| <a href="#">CELL</a> | Telephone  |
| <a href="#">FAX1</a> | Telefax    |
| <a href="#">FAX2</a> | Telephone  |
| <a href="#">TEL2</a> | Telephone  |
| <a href="#">TEL3</a> | Telephone  |
| <a href="#">VOIC</a> | Voice mail |
| <a href="#">WORK</a> | Telephone  |

- The address screen will be displayed again with the type you selected displayed. Type your 3 digit area code in the next field and your 7 digit phone number in the third field. There is also a field available to enter a telephone number extension if necessary.
- Follow the same process as above to enter any additional communications records. Once all communication information is completed, click on the  button to store your changed information.