**LEO INSTRUCTIONS FOR ONLINE TRAVEL CARD CERTIFICATION COURSE**

Per the Office of State Purchasing and Travel, it is now mandatory that all State Liability Travel Card cardholders and approvers take an online certification course. All participants must receive a minimum score of 90, and the course must be taken annually. Failure to take the test or score less than a 90 will disqualify an employee from participating in the program. The certification is taken on LEO, the State’s training website.

1. LEO can be accessed by using the following website: <https://stateoflou.lms.sapsf.com>
2. Log in with your E-mail and Password (if you do not know yours, please reach out to Debby Charrier)
3. Click on the Find Learning Box in the middle of the screen - “Browse all Courses”
4. In the Search bar, in the middle of the screen, type in OST Travel Cert and choose the appropriate certifications (either Cardholder or Approver)
5. Click on “Start Course”
6. Take the test
7. Print out your proof of course completion

Proof of course completion will appear on the employee’s Training Transcript which is available in LEO. The certificate, available at the end of each course, must be sent to Debby Charrier in the Accounts Payable office along with your card application and agreement forms to show proof that the applicable certification class was taken and passed with at least a 90% score in order for a cardholder to continue to possess a card