



JAY DARDENNE
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2013-028

TO: Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, SPHR, IPMA-CP
Human Resources Director

SUBJECT: LASERS Video Available on LEO

DATE: October 15, 2013

Last year, LASERS launched a [YouTube Channel](#) as a way for members to become better educated on LASERS topics. Currently, the LASERS YouTube channel hosts videos on subjects such as Preparation for Individual Counseling Sessions, a Countdown to Retirement, DROP, Retirement Rights in Layoff Situations, Social Media, Open Forum presentations, and more.

However, understanding that YouTube is blocked in some agencies due to security filters, LASERS has been working on a solution to help members and agencies view their videos online while at their desk. Thanks to a collaboration with the Division of Administration, LASERS's first video is available on [Louisiana Employees Online](#) (LEO).

Instructions for accessing *LASERS Preparation for Individual Counseling* video through LEO:

- [Log-in to LEO](#)
- Click the *My Training* tab
- Under the *Course Catalog*, click on *Department/Agency Training*
- Click on the *La State Employees Ret Sys (LASERS)* subject area
- Click on *LASERS Prep for Individual Counseling*
- Read the information on the page about *Course Content* and *Notes*. Under the *Links to More Information* section, you may click on the *Pre-Counseling PowerPoint* for more detailed information about the retirement planning process.
- Click on *Book this Course*
- Click on *Start Course Now*

Please note that you may experience a delay in opening the video due to the file size.

Once you complete the course and close the course window, you will be taken back to your LEO account page. On the LEO screen, you will see the message: *Congratulations, Credit Received*. Click on the *Training Transcript* if you wish to verify the course credit. You will see the completion on your training activities, but this will not be reflected on your Training Transcript.

Supervisors: Please share this information with your employees that participate in LASERS.

If you have retirement questions, please feel free to contact Ms. Marilyn Joseph at (225) 342-1675. If you need assistance accessing LEO and/or this video, please contact Ms. Jennifer Dyer at (225) 342-0954.

RND:bc

c: Personnel Liaisons

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