

## LIAISON MEMORANDUM NUMBER 13-21

**To:** Agency Liaison Officers

**From:** Cindy Rougeou  
Executive Director

**Re:** First LASERS Video Available on LEO

**Date:** October 14, 2013

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Last year, LASERS launched a [YouTube Channel](#) as a way for our members to become better educated on LASERS topics. Currently, our 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, we understand that YouTube may be blocked in the workplace due to security filters. LASERS has been working on a solution to help our members and agencies view our videos online while at their desk. Thanks to a collaboration with the Division of Administration, our first LASERS 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.**

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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.

These instructions are also available on the [LASERS website](#). Please pass this information along to your employees. Additional announcements will be forthcoming as more LASERS videos become available on LEO.

If you have any questions, please contact LASERS Public Information Director Tonja Normand at [tnormand@lasersonline.org](mailto:tnormand@lasersonline.org).