



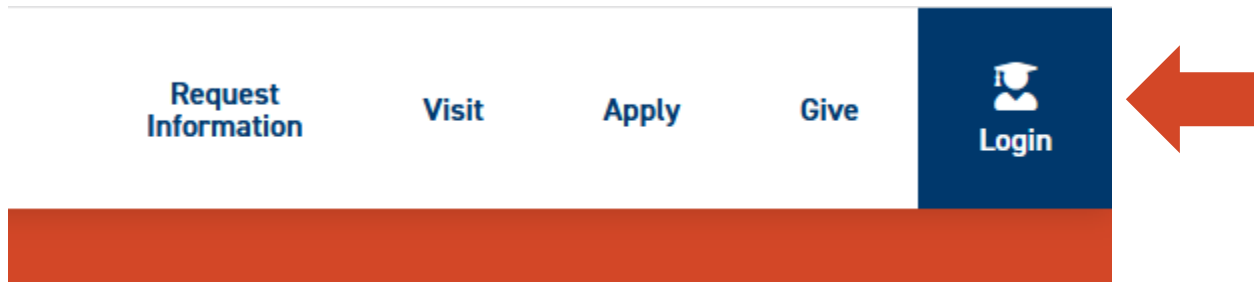
MyLeo User Guide

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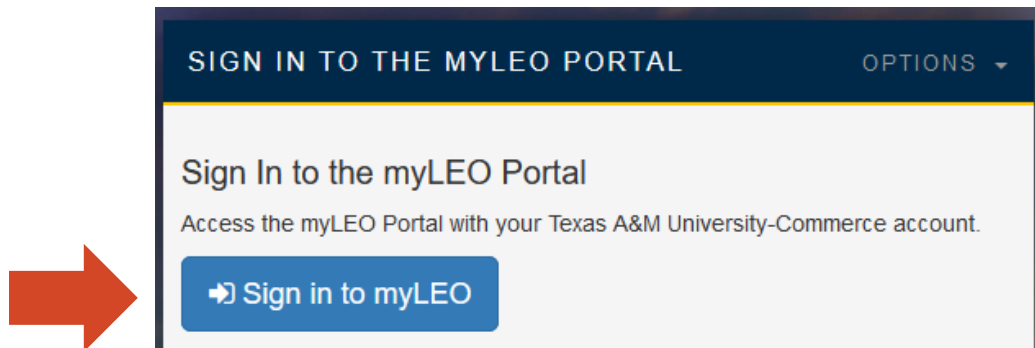
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Accessing MyLeo

1. Go to the [University's Homepage](#) and then select the Login icon below:



2. Select 'Sign in to MyLeo' on the right side of your screen:



3. Enter your username and password and select 'Login'

First time logging in to MyLeo?

- Your username is your CWID (campus wide ID number)
- Your password is your birthdate in this format: (example...Jun081979). If you have logged in previously, you were prompted to change/update this password
- Our university now requires two-factor authentication – the system will direct you

Trouble logging in to MyLeo or experiencing other technical issues?

- Call the IT HelpDesk at 903-468-6000, available 24/7, except for holidays
- You can also email HelpDesk@tamuc.edu

Calendar of Student Events & Important Announcements

On the main screen in MyLeo after logging in, you will see **announcements** and **events**.

The screenshot displays the MyLeo interface with a dark blue header containing navigation tabs: **WELCOME** (highlighted in yellow), **APPS**, and **STUDENT RESOURCES**. Below the header, the layout is divided into three main sections:

- WEATHER:** A section with a title and an "OPTIONS" dropdown. The content states: "Currently there is no weather location(s) set, please set a location(s) using the edit link." with a link to "Edit Locations".
- STUDENT ANNOUNCEMENTS:** A section with a title and an "OPTIONS" dropdown. It features a large announcement titled "Add your Social Media Links to the New Directory!" with a photo of a student and a mascot. The text reads: "The Department of Marketing Communications has refreshed the Social Den Directory, and we would appreciate your help in continuing to build it. If your department or organization has official social networks that are not listed on the directory, please submit yours today! Submission instructions can be found on the linked webpage."
- STUDENT EVENTS:** A section with a title and an "OPTIONS" dropdown. It shows the date "Thursday, February 28" and lists two events:
 - Student Service Fee Requests for FY20 Fiscal Year Now Open:** Includes a photo of a person at a desk and a description: "The Student Service Fee (SSF) Committee is accepting requests for funding for the FY20 fiscal year. The funding request forms (re-occurring and one-time) and instructions can..." with an "I'm Interested" button.
 - 2019 Annual Juried Student Art Exhibition:** Includes a photo of an art display and a description: "Join the Department of Art and the University Gallery in honoring the artistic achievements of our art students. This year's juror is artist and educator, Linda Gossett." with location and time details (THE UNIVERSITY GALLERY, 10AM) and an "I'm Interested" button.

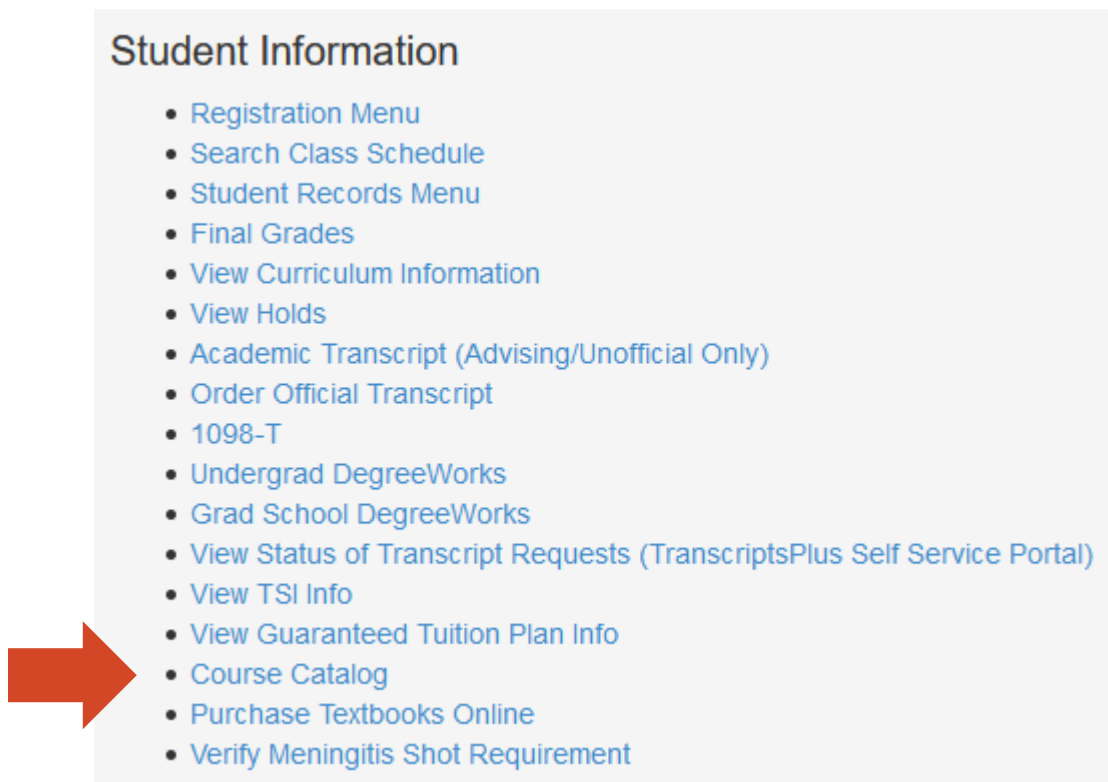
- Please also view our [Master Calendar](#) which includes all scheduled events.

Course Catalog

To view a description of a course you are interested in taking, check out the course catalog by selecting the 'Student Resources' tab at the top of your screen.



Next, select 'Course Catalog' under 'Student Information'



Select the catalog term (current semester) and then 'Submit'

Catalog Term

Please select a Catalog term and choose Submit to proceed to the Course Search page.

Search by Term:

None

Submit

Select the subject and level and then 'Get Courses'

Display Catalog

Subject (BZ):

*Executive MBA
*Fitness and Rec Ac
Accounting - ACCT

Course Number Range: from to

Title:

Level:

All
Graduate Level
Undergraduate

Department:

All
Accounting
Art

Credit Range:

hours to hours

Get Courses

Reset

DegreeWorks

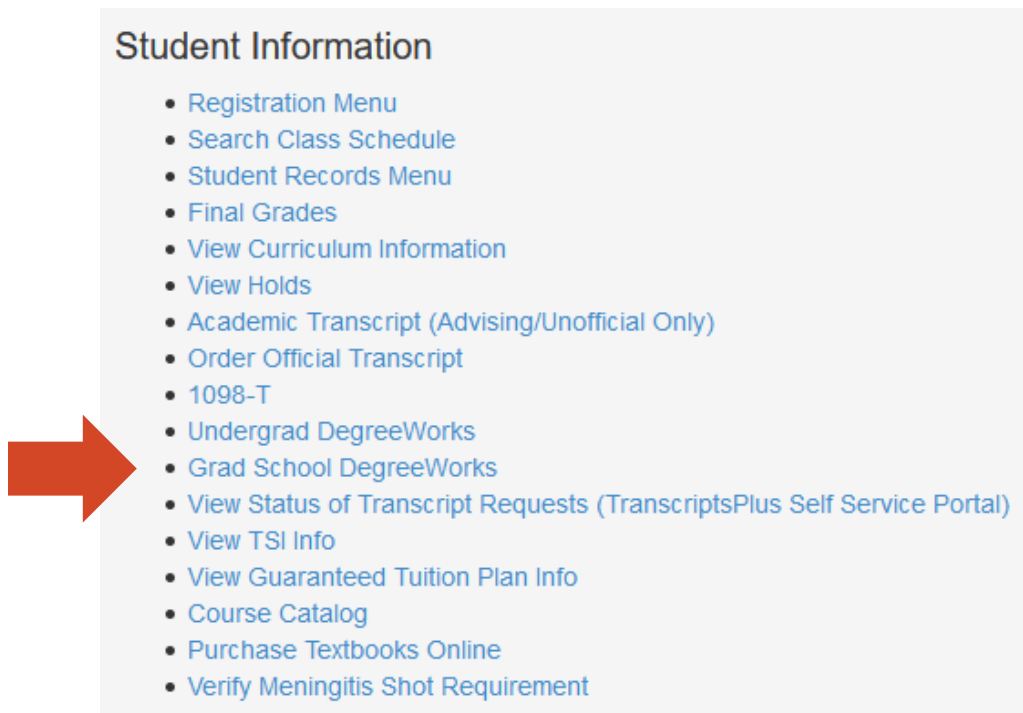
DegreeWorks is where your degree plan is managed. It will display:

- Degree requirements
- Courses you've taken and final grades (R=registered so there isn't a grade yet)
- GPA
- Advisor
- Earned hours
- Academic standing, etc.

Select the 'Student Resources' tab:



Select 'Grad School DegreeWorks' from the Student Information Menu:



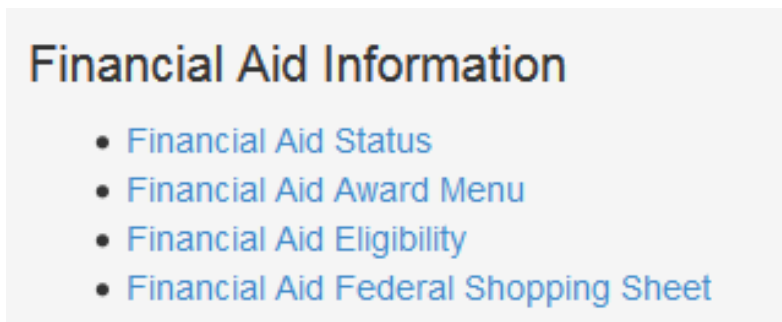
IMPORTANT: Contact your advisor if any classes are displayed under the Non-Program Electives section. Courses in this section *do not count and are ineligible for financial aid.*

Financial Aid & Scholarships

Select the 'Student Resources' tab:



Scroll towards the bottom and select from the following menu:



Each student has an assigned financial aid advisor if you need help. Contact your Graduate Enrollment Specialist if you're unsure who to contact.

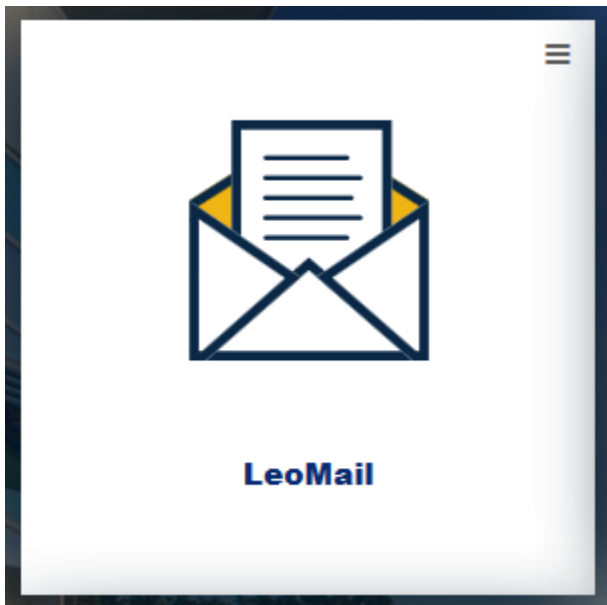
You can also find valuable information and resources on the [Financial Aid Webpage](#).

LeoMail

Your student email account called LeoMail is accessible through the 'Apps' tab at the top of your screen:



Next, select the LeoMail icon:

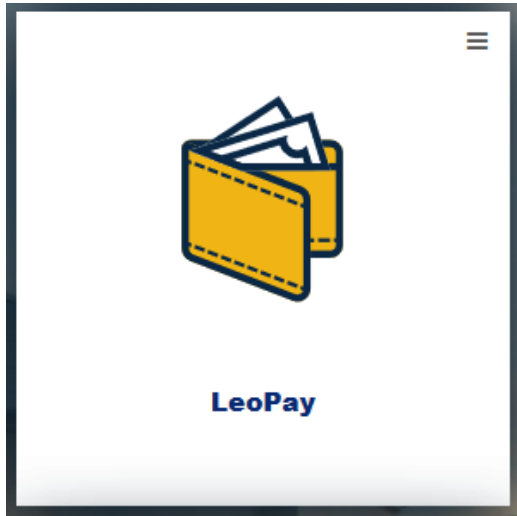


- Right click on the app and select "open link in new tab" so you can check email and still have access to other things in MyLeo. This is true of all apps.
- Make certain to check this email daily, as this is where the majority of university communications will be sent.
- When you email through your online class, emails are sent and received through your LeoMail.

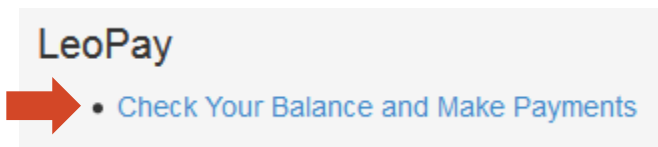
LeoPay – to pay your balance or sign up for the installment payment plan or short-term tuition loan

Access LeoPay one of two ways:

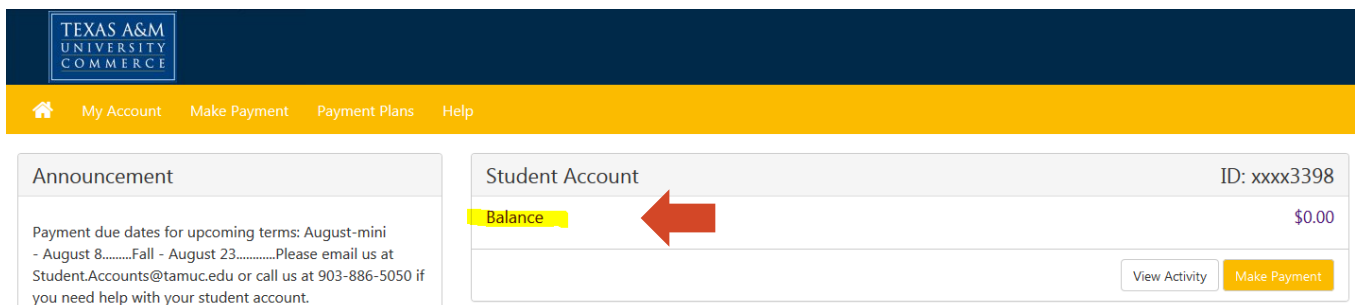
1. Under the 'Apps' tab by selecting 'LeoPay'



2. Under the 'Student Resources' tab in the LeoPay section:



Next, select the word "Balance" on the LeoPay home screen – see highlighted below:



Then, choose the semester to view your balance and make payment.

Enroll in the **installment plan** or **tuition loan** under LeoPay by selecting the **Payment Plans** tab and then the option you want to use.

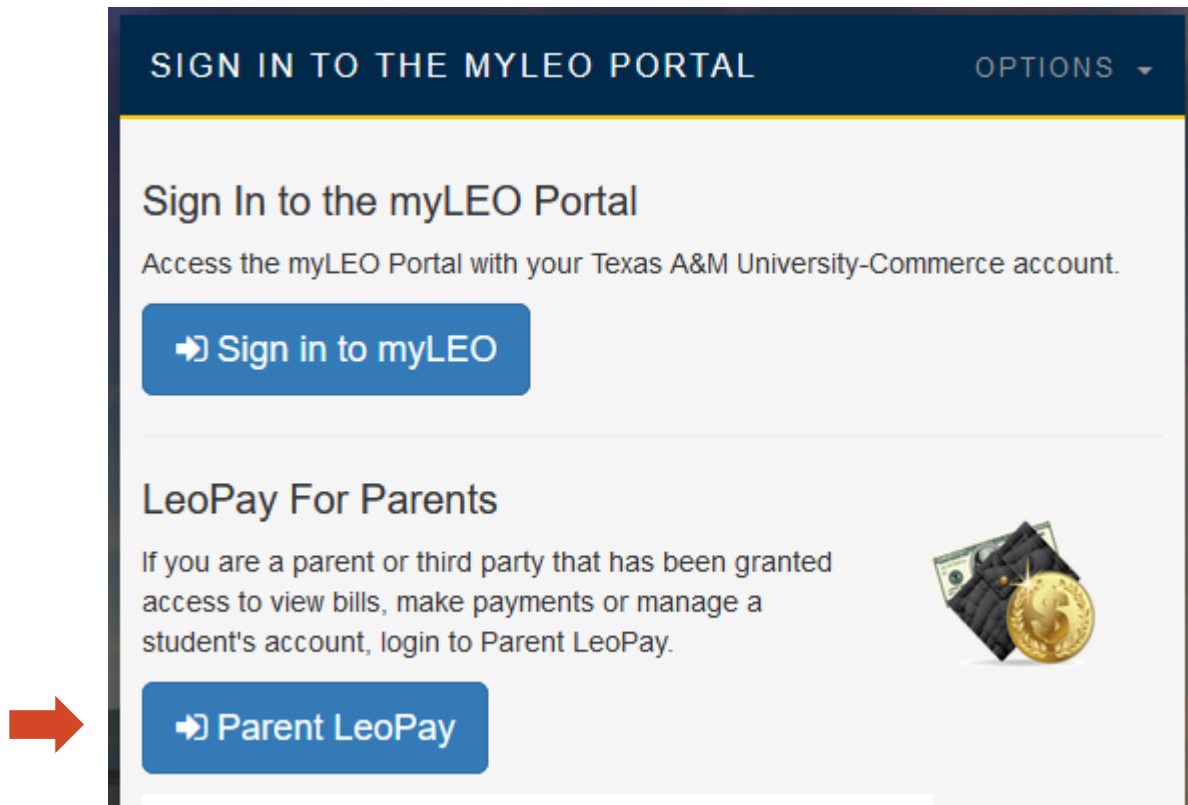
The [installment payment plan](#) requires a down payment of \$100, plus a \$35 processing fee. This option is only available in fall/spring.

The tuition loan requires a \$35 processing fee when you sign up. [Tuition loans](#) are available fall/spring/summer.

Important Notes:

- If you have any questions about your student account, contact their office by calling 903-886-5044 or by sending an email to Student.Accounts@tamuc.edu
- You can also find a lot of valuable information on the [Student Accounts Webpage](#)

If someone else is paying your balance, they will enter the LeoPay screen from the MyLeo login page:



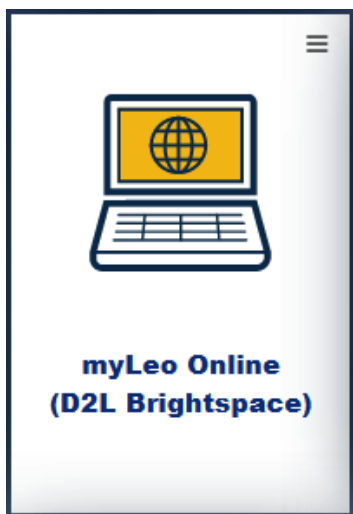
MyLeo Online (D2L Brightspace) – accessing your online classes

MyLeo Online is where you will enter online courses and/or where you might access any materials your instructor provides to you online.

Select the 'Apps' tab



Select the MyLeo Online (D2L Brightspace) icon below. *You can right click on the app and select “open link in new tab” so you can work inside your class and still have access to other things in MyLeo. This is true of all apps.*



Select your course to gain access one of two ways:

1. Using the course selector tool at the top:



2. By scrolling down to locate the 'My Courses' section:

My Courses

All Fall 2018 Fall 2020 Sandbox Courses Spring 2021



Fall 2020 - Developing
Global Comp Ldrs
(ORGL-431-OCW)

202080 ORGL-431-OCW •

Fall 2020

Ends October 16, 2020 at
11:59 PM



[New Essentials of
myLeo Online \(D2L\)](#)

NEW_ESSENTIALS • Training
Courses

Important Notes:

- An online course isn't accessible until the first class day
- Not seeing an online course does not necessarily mean you are not registered, as courses will not appear until the instructor has submitted their course shell

Trouble logging in to MyLeo or experiencing other technical issues?

- Call the IT HelpDesk at 903-468-6000, available 24/7, except for holidays
- You can also email HelpDesk@tamuc.edu

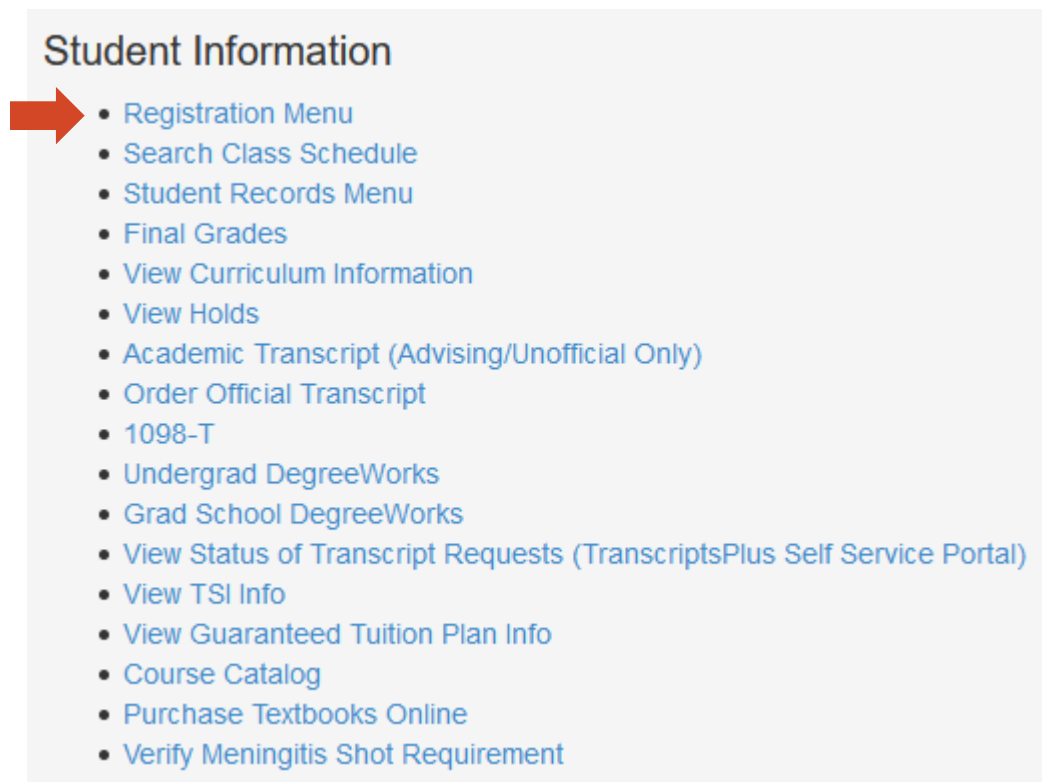
If your course has an online component, you are automatically enrolled in the MyLeo Online Student Resource Course around a week before courses begin.

Registration

To register in classes, go to the 'Student Resources' tab





Next, select 'Registration Menu'




Select 'Register/Add or Drop Classes'

Registration

- [Select Term](#)
-  [Register/Add or Drop Classes](#)
- [Search the Schedule of Classes](#)
- [Change Class Options](#)
- [Your Week at a Glance](#)
- [Your Schedule Detail](#)
- [Withdrawal Information](#)
- [Your Registration Status](#)
- [Active Registration](#)
- [Your Registration History](#)
-  [Purchase Textbooks](#)
- [Link to Campus Bookstore](#)

Select a term and then submit:

Registration Term

Select a Term: Fall 2020 

RELEASE: 8.7.1

Next, enter the CRN (course registration number – five-digit number) in the boxes below and then submit changes:

Add Classes Worksheet

CRNs

Select **Class Search** to look for classes if you don't know the CRN or go to page 21 to learn how to find the CRN.

Check with your advisor before registration if you're unsure what to take.

Financial Responsibility Agreement

This agreement must be accepted each time registration opens. You will be prompted to accept the agreement upon attempting registration.

After reviewing your Financial Responsibility Agreement, check the box at the bottom of the agreement and select 'Continue' to proceed with registration.

Financial Responsibility Agreement

At the time of registration for any semester or term, every student is required to accept the Texas A&M University-Commerce (TAMUC) Financial Responsibility Agreement - the terms of which follow below. Registration will not be permitted if the agreement is declined.

TAMUC Financial Responsibility Agreement

I hereby agree to pay all University charges (tuition and fees, housing charges, meal plans, or other fees) by one of the three options stated in this agreement.

Payment in full for all term charges is required by the deadline stated in the semester calendar.

PAYMENT OPTIONS

OPTION 1. I may choose to pay and/or use financial aid to pay my balance in FULL on or before the payment due date established by TAMUC.

- I understand that any change in my class schedule, housing assignment or meal plan option may affect my overall balance due.
- I will pay and/or use financial aid to pay the FULL amount due on or prior to the due date as stated in the academic calendar for any changes which serve to increase my balance due to the University.

Failure to pay in full will constitute automatic acceptance of the 4-Payment Installment Payment Option listed under OPTION 2.

OPTION 2. FALL AND SPRING SEMESTERS ONLY - I may choose to pay my balance on the Installment Payment Option. TAMUC offers a 4-Payment Installment Plan. By doing so I agree:

- To pay and/or use my financial aid award to cover the required minimum down payment of \$100 prior to the payment deadline.
- I will pay the remaining installment payments on or before the due date specified for each installment.
- I understand that INSTALLMENT AMOUNTS MAY CHANGE over time to account for any new charges, payments, or financial aid adjustments.
- I also agree to pay the non-refundable payment plan setup fee of \$15.00 at the time of enrollment in the installment payment plan.
- I understand that a \$25.00 late fee will be assessed for each installment payment that is late.
- I understand that I can enroll for this option online through MyLeo using the LeoPay link.
- I acknowledge that Texas A&M University-Commerce has the right to enroll me in the 4-Payment Installment Payment Option should I make the minimum required down payment and processing fee but fail to complete the online enrollment process through LeoPay.

OPTION 3. Emergency Tuition Loan (course charges only) - I may choose to borrow through the Emergency Tuition Loan program to defer payment of course charges (tuition and fees) until later in the current semester. Other term charges (housing, meal plan, or other fees) must either be paid in full as in option 1 or put on the installment payment plan (option 2).

- I understand that I must meet the Emergency Tuition Loan eligibility requirements of course enrollment for the current term and have a student account that is good standing.
- I understand that I may be denied an Emergency Tuition Loan if I have any delinquent student account balance or a registration hold caused by financial delinquency (including unpaid parking citations).
- I agree to pay the non-refundable processing fee of \$15.00 at the time of application for the Emergency Tuition Loan.
- I understand that I must enroll for this option online through My Leo.

I understand that failure to choose a payment option by the payment deadline established by TAMUC will result in a \$25 registration late payment fee. I also understand that my classes may be dropped for non-payment.

It is my understanding that should I receive any financial aid (scholarships, federal loans, grants or stipends) prior to the payment due date of the Installment Plan or Emergency Loan then those funds will be applied toward any balance owed for the semester and a refund will be issued to me for any credit balance that is available should the applied financial aid be greater than the balance due.

COMMUNICATION

The University assigned email address is the official method of communication by the Student Accounts Office. I acknowledge that it is my responsibility to check and manage my student email account so that important information can be received. Billing statements are available online and real-time account information is available through LeoPay. I understand that failure to review my online account information or billing statement does not constitute a valid reason for not paying a bill in a timely manner.

I understand that failure to meet the terms of this agreement may entitle Texas A&M University-Commerce to (1) refuse subsequent registration for any classes and/or drop current classes, and (2) withhold grades, diplomas, or transcripts from being released until all unpaid balances and other collection fees are paid in full.

☐ Check this box to indicate that you have read and understand the Financial Responsibility Agreement above and agree to the terms and conditions.

(Please check the box above, then press the CONTINUE button to proceed to registration.)

[Continue](#) [Exit](#)

Schedule of Classes

To see which courses are offered in a particular term, the best way to do that is:

1. Go to www.tamuc.edu
2. Scroll to the bottom of the webpage and select **Schedule of Classes**:



3. Next, choose the semester from the dropdown menu at the top:

Schedule Of Classes

All May Mini, Summer I and Summer II 2020 classes will be taught online

Select Term to view Schedule **Fall 2020** ▼

4. Then, select the department you wish to view classes under. (Applied Linguistics, English and Spanish are housed under the 'LITL' tab for Literature & Languages, for example)
5. Next, scroll down to locate your course. Graduate-level courses begin in 500 and above

Identifying Course Modality

Figuring out how a class meets is easy:

1. Follow the steps above to locate your class
2. View the section ending, example highlighted below (02W). You know right away the class is online because the section ends in a 'W' which stands for web-based class.

THE	597	Survey of Visual Arts Hours: 3		
02W	85434	Williams, Andrea	16	5

Meets 8/24/2020 through 12/11/2020

Web Based Class

Vita Syllabus Books/Materials

Below are the different modalities:

Suffix Code	Description
B	Course includes both F2F and Online instruction. F2F time may be reduced
E	The course meets regularly. Technology is supplementary.
L	Lab Course
M	Mini Terms (2.5 week course)
P	Sub Term
R	Receiving site
S	Sending site
T	Classes extended over several terms
X	Ten week course over summer
W	100% online course

If you look up classes directly through MyLeo, once you find the class, you should:

1. Select the button "View Sections" to learn the different modalities for the class:

501

Structure Eng Language

View Sections

- Next, click on the highlighted five-digit code (known as the **CRN**) to learn more about the class:

Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or /

Sections Found

English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
SR	84299	ENG	501	01W	M	3.000	Structure Eng Language

New Search

- Then, look over the information for the class. The section ends in “W” so it’s fully online and it also states “Internet Instructional Method”

Class Schedule Listing

Sections Found

Structure Eng Language - 84299 - ENG 501 - 01W



[View Book Information](#)

Associated Term: Fall 2020

Registration Dates: Mar 23, 2020 to Aug 27, 2020

Levels: Graduate Level

Attributes: Exclude from 3-peat checking

Main Campus

Lecture Schedule Type

Internet Instructional Method

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA	TBA	Aug 24, 2020 - Dec 11, 2020	Lecture	Mimi Li (P.)

Student Resources & Apps

There are many other resources available under the 'Student Resources' tab. See below:

WELCOME **APPS** **STUDENT RESOURCES** **FACULTY RESOURCES** **STAFF RESOURCES**

STUDENT INFORMATION SYSTEM (SIS) RESOURCES FOR STUDENTS

Prod Personal Information

- [Addresses and Phone Numbers - View - Update](#)
- [Email Addresses - View - Update](#)
- [Emergency Contacts - View - Update](#)
- [Marital Status - Update](#)
- [Ethnicity and Race - View - Update](#)

Student Information

- [Registration Menu](#)
- [Search Class Schedule](#)
- [Student Records Menu](#)
- [Final Grades](#)
- [View Curriculum Information](#)
- [View Holds](#)
- [Academic Transcript \(Advising/Unofficial Only\)](#)
- [Order Official Transcript](#)
- [1098-T](#)
- [Undergrad DegreeWorks](#)
- [Grad School DegreeWorks](#)
- [View Status of Transcript Requests \(TranscriptsPlus Self Service Portal\)](#)
- [View TSI Info](#)
- [View Guaranteed Tuition Plan Info](#)
- [Course Catalog](#)
- [Purchase Textbooks Online](#)
- [Verify Meningitis Shot Requirement](#)

LeoPay

- [Check Your Balance and Make Payments](#)

Financial Aid Information

- [Financial Aid Status](#)
- [Financial Aid Award Menu](#)
- [Financial Aid Eligibility](#)
- [Financial Aid Federal Shopping Sheet](#)

Apps

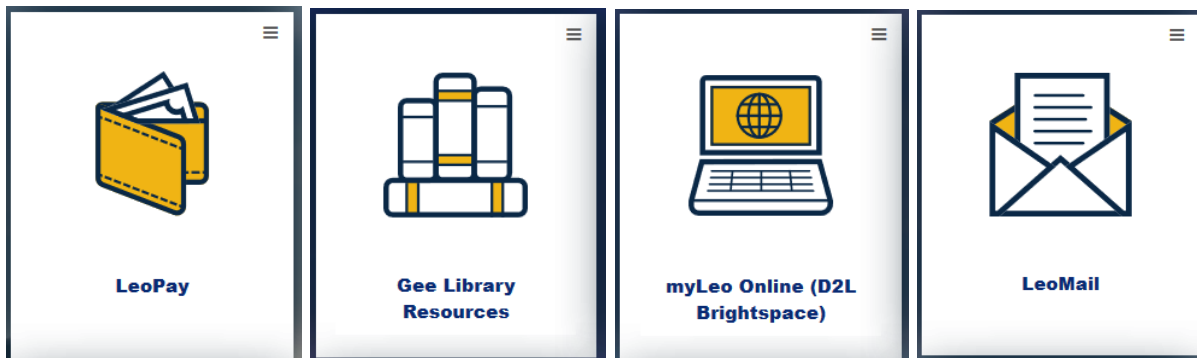
Students can also access an array of resources under the “APPS” tab:



This is where you will:

- Enter your online classes
- Check your LeoMail
- Access the online library (Gee Library Resources)
- Purchase parking permits
- LeoPay to pay your balance
- Apply for graduation
- Upload your admissions documents
- Check out volunteer opportunities
- Access Hire A Lion to apply for jobs

See below for what the different apps look like:



Syllabi and CRN (Course Registration Number)

To view the syllabus for a class:

1. Go to the **Schedule of Classes** (info on page 16)
2. Next, scroll down to locate your course. Graduate-level courses begin in 500.
3. Once you find your course, you will notice several links at the bottom:

SOC	572	Classical Sociological Theory Hours: 3		
01W	83003	Palmer, Zachary	24	24

Meets 8/24/2020 through 12/11/2020

Web Based Class

[Vita](#) [Syllabus](#) [Books/Materials](#)

Select the links to view the course syllabus, books/materials, and the instructor's vita. You can also find start and end dates, the instructor's name, how many seats are left in the class, and the **CRN**. The CRN is the number you can use to add a class to your schedule without doing a course lookup. See more under the registration section.

- In the example above, you know right away the course is online because the section ends in a 'W' which stands for web-based class. This is also written out as well.
- You can also tell this course is full (24 seats total out of 24 enrolled).
- The **CRN** can also be quickly located (it is the five-digit number highlighted above **83003**).

IMPORTANT:

- If you search for your syllabus but nothing is displaying, it means it hasn't been uploaded yet.
- Syllabi are generally uploaded a couple of weeks before the semester begins.
- Contact your instructor if you need a copy in advance.

Textbooks

To locate or purchase textbooks for your courses, go to the 'Student Resources' tab and select 'Purchase Textbooks Online' – you don't have to purchase through our bookstore, but this is where you can view them.

Student Information

- [Registration Menu](#)
- [Search Class Schedule](#)
- [Student Records Menu](#)
- [Final Grades](#)
- [View Curriculum Information](#)
- [View Holds](#)
- [Academic Transcript \(Advising/Unofficial Only\)](#)
- [Order Official Transcript](#)
- [1098-T](#)
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- [Verify Meningitis Shot Requirement](#)

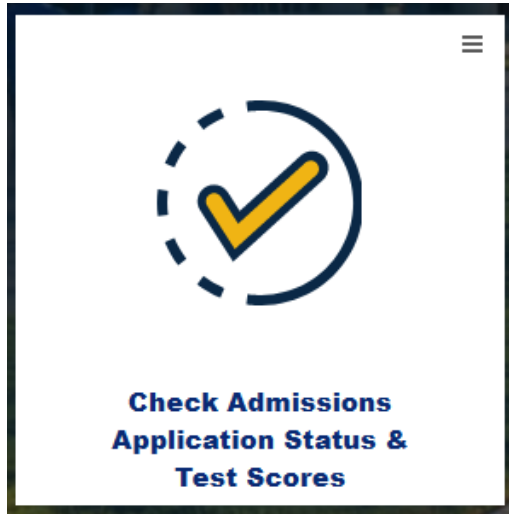


IMPORTANT:

- Textbooks are generally uploaded about a month before the semester begins
- If you search for your textbooks but nothing is displaying, please contact your instructor to find out what books are needed

Uploading Admission Documents

- Go to the Apps tab
- Select the icon below



- Next, select 'Document Upload' from the row of tabs at the top:



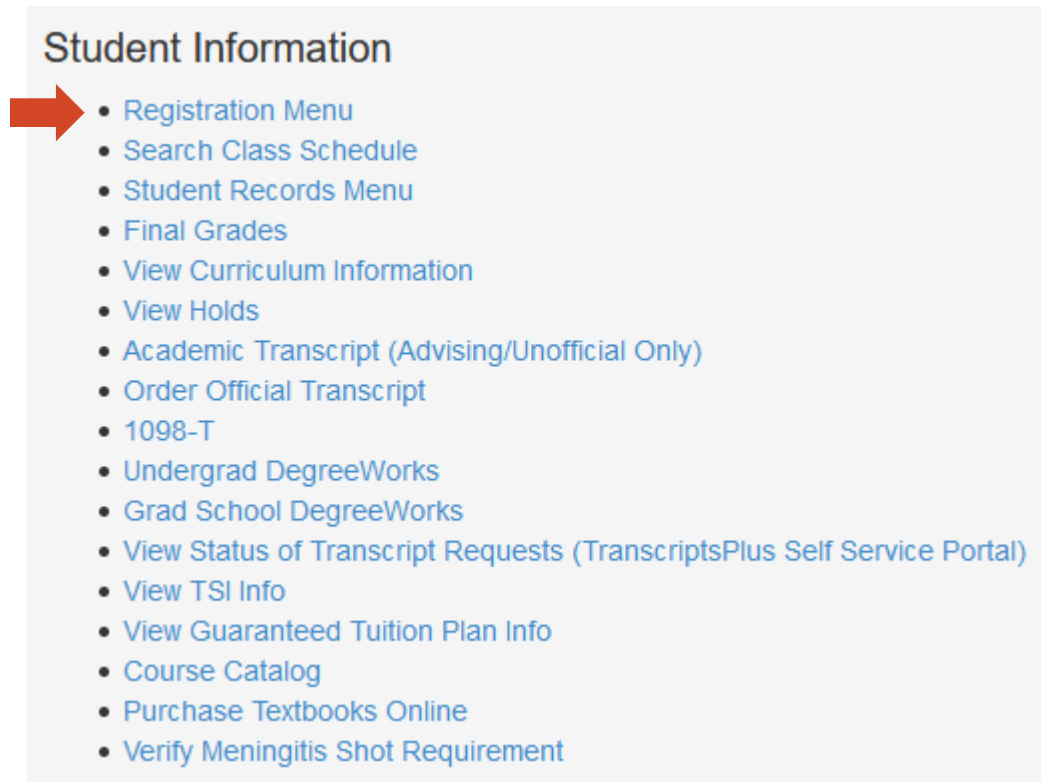
- You can also email documents directly to your *Graduate Student Services Coordinator*

Adding Yourself to a Waitlist When a Class is Full

To add yourself to a waitlist, go to the 'Student Resources' tab





Next, select 'Registration Menu'



Select 'Register/Add or Drop Classes'

Registration

- [Select Term](#)
-  [Register/Add or Drop Classes](#)
- [Search the Schedule of Classes](#)
- [Change Class Options](#)
- [Your Week at a Glance](#)
- [Your Schedule Detail](#)
- [Withdrawal Information](#)
- [Your Registration Status](#)
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- [Your Registration History](#)
-  [Purchase Textbooks](#)
- [Link to Campus Bookstore](#)

Select a term and then submit:

Registration Term


Select a Term: Fall 2020 

RELEASE: 8.7.1

Next, enter the CRN (course registration number – five-digit number) in the boxes below and then submit changes.

Add Classes Worksheet

CRNs



From there, you will select 'waitlist' from the dropdown menu and submit changes again.

Select **Class Search** if you don't know the CRN or go to page 21 to learn how to find the CRN.