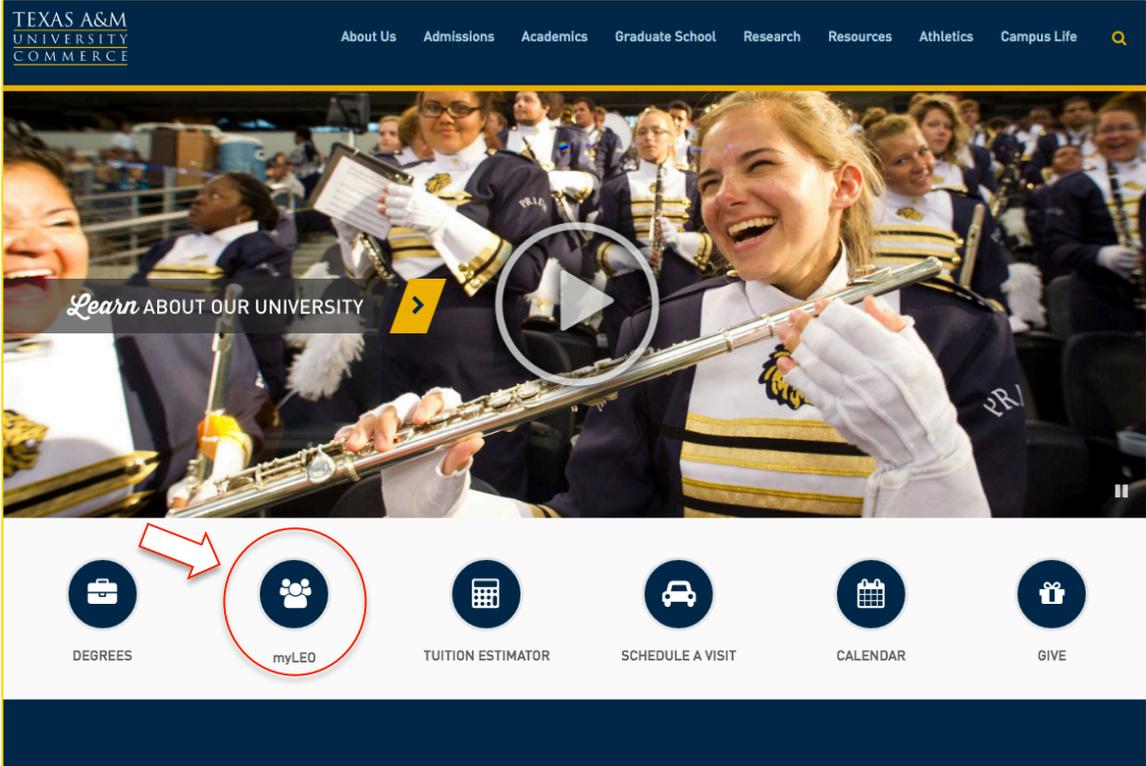




# HOW TO REGISTER FOR COURSES THROUGH myLEO

## STEP 1

Access myLeo through the University homepage: [www.tamuc.edu](http://www.tamuc.edu)



## STEP 2

Click “Sign in to myLeo” and enter your Username and Password.

**USERNAME:** This is your CWID (student ID number).

**PASSWORD:** If this is your first time logging in to myLeo, your password will be your date of birth as month/date/year (example...Jun081979). If you have logged in previously, you were prompted to change your password.

**PROBLEMS LOGGING IN?** Call 903-468-6000.  
Out of the country? Email [HelpDesk@tamuc.edu](mailto:HelpDesk@tamuc.edu)

The screenshot shows the myLEO portal interface. At the top left is the Texas A&M University-Commerce logo and the myLEO text. A search icon is in the top right. Below the header is a 'Welcome' banner. The main content area is divided into two columns. The left column contains an 'Authorized Use Warning' section with a warning icon and text, followed by a 'Please Note' section about browser settings, an 'Assistance' section with links for password reset and CWID finding, and a support contact box at the bottom. The right column contains a 'Sign In to the myLEO Portal' section with a 'Sign in to myLEO' button, and a 'LeoPay Authorized Users' section with a 'Sign in to LeoPay' button. Red arrows point to the 'Sign in to myLEO' button and the support contact box.

**Warning**

This computer system and data herein are available only for authorized purposes and by authorized users. Use for any other purpose may result in administrative/disciplinary or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy. By accessing this system, you agree to comply with applicable [security policies and procedures](#) of Texas A&M University-Commerce.

**Please Note:**  
For proper operation, your browser must execute javascript and be set to accept cookies from leo.tamuc.edu.

**Assistance:**  
To reset your password: [Reset your password](#) To find your CWID: [Find your CWID](#)  
For information on where something has moved, please download this [functionality mapping from myLeo to the new Portal \(PDF - Opens in new window\)](#)

If you have difficulty with on-line classes, please contact the eCollege helpdesk at 1-866-656-5511.

If you have any difficulty accessing the myLeo portal, please contact the IT Support Center at 903-468-6000 24 hours a days, 7 days a week except university holidays.

**Sign In to the myLEO Portal**

Access the myLEO Portal with your Texas A&M University-Commerce account.

[Sign in to myLEO](#)

**LeoPay Authorized Users**

If you are a parent or third party that has been granted access to view bills, make payments or manage a students account, login to LeoPay.

[Sign in to LeoPay](#)

### STEP 3

Once you are successfully logged in, a title bar will appear at the top of the page. Select “Student Resources”

The screenshot displays the myLEO interface for Texas A&M University-Commerce. At the top left is the university logo and the 'myLEO' branding. On the right are icons for search, notifications (4), and user profile. Below this is a dark navigation bar with buttons for 'Welcome', 'Apps', 'Student Resources' (highlighted with a red box and a white arrow), 'Faculty Resources', and 'Staff Resources'. The main content area is divided into three sections: 'Weather' for Commerce, TX, showing a 7-day forecast; 'Campus Events' with a calendar for July 2017; and 'Pride Online News'.

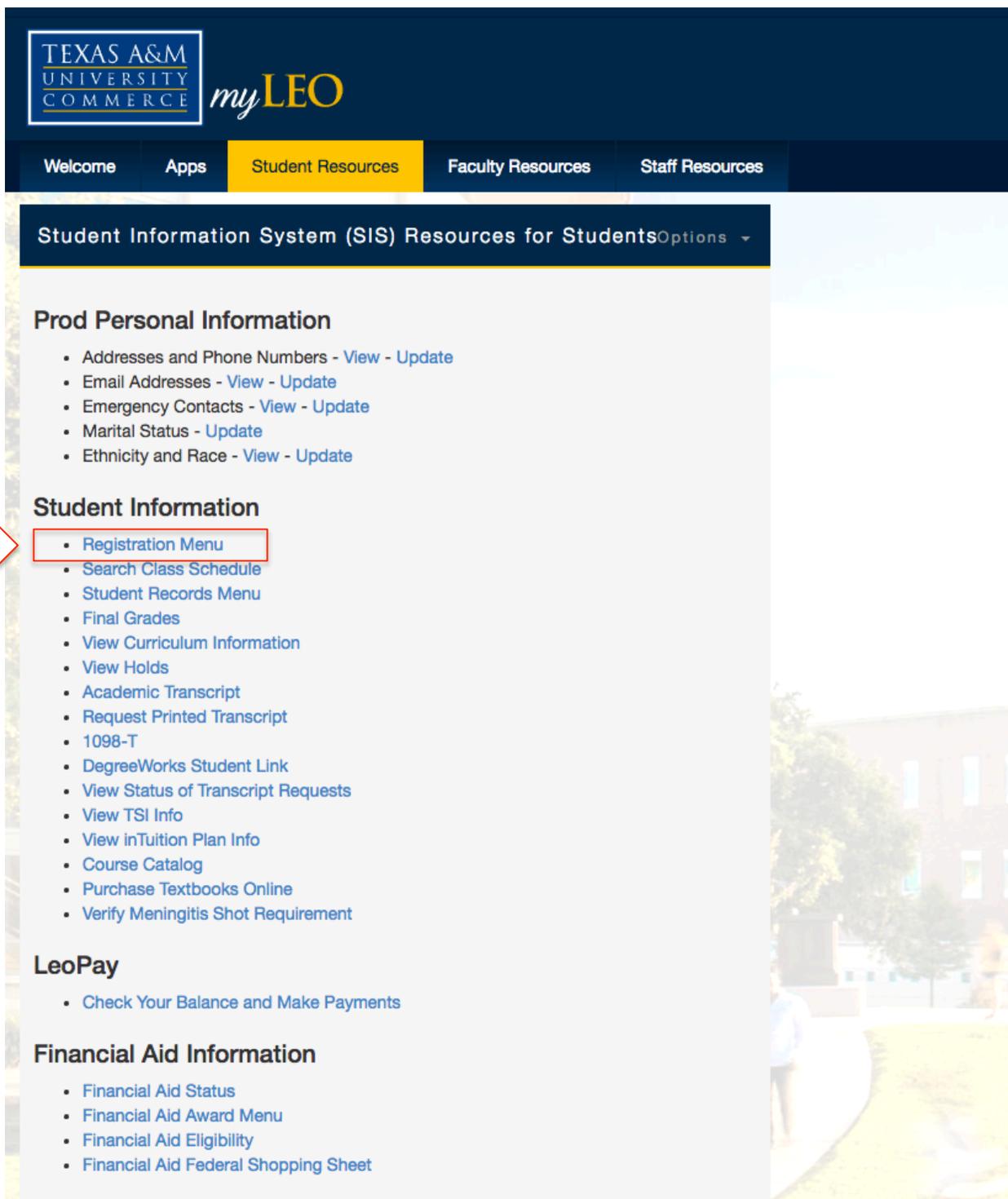
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
Currently	88°   68°	82°   72°	82°   70°	89°   69°	85°   71°	85°   66°	86°   66°	87°   69°	87°   71°

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

## STEP 4

On the next screen, select “Registration Menu”.

Note that you will also see the “Search Class Schedule” option listed below “Registration Menu”. Step 8B in this document provides alternative methods for searching the schedule of classes that may be more user friendly.



**TEXAS A&M UNIVERSITY COMMERCE** myLEO

Welcome    Apps    **Student Resources**    Faculty Resources    Staff Resources

Student Information System (SIS) Resources for Students Options ▾

### 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](#)
- [Request Printed Transcript](#)
- [1098-T](#)
- [DegreeWorks Student Link](#)
- [View Status of Transcript Requests](#)
- [View TSI Info](#)
- [View inTuition 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](#)

## STEP 5

A new window will open with the following screen. Select “Register/Add or Drop Classes”



TEXAS A&M  
UNIVERSITY  
COMMERCE

Personal Information **Student** Financial Aid Faculty Services

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Registration

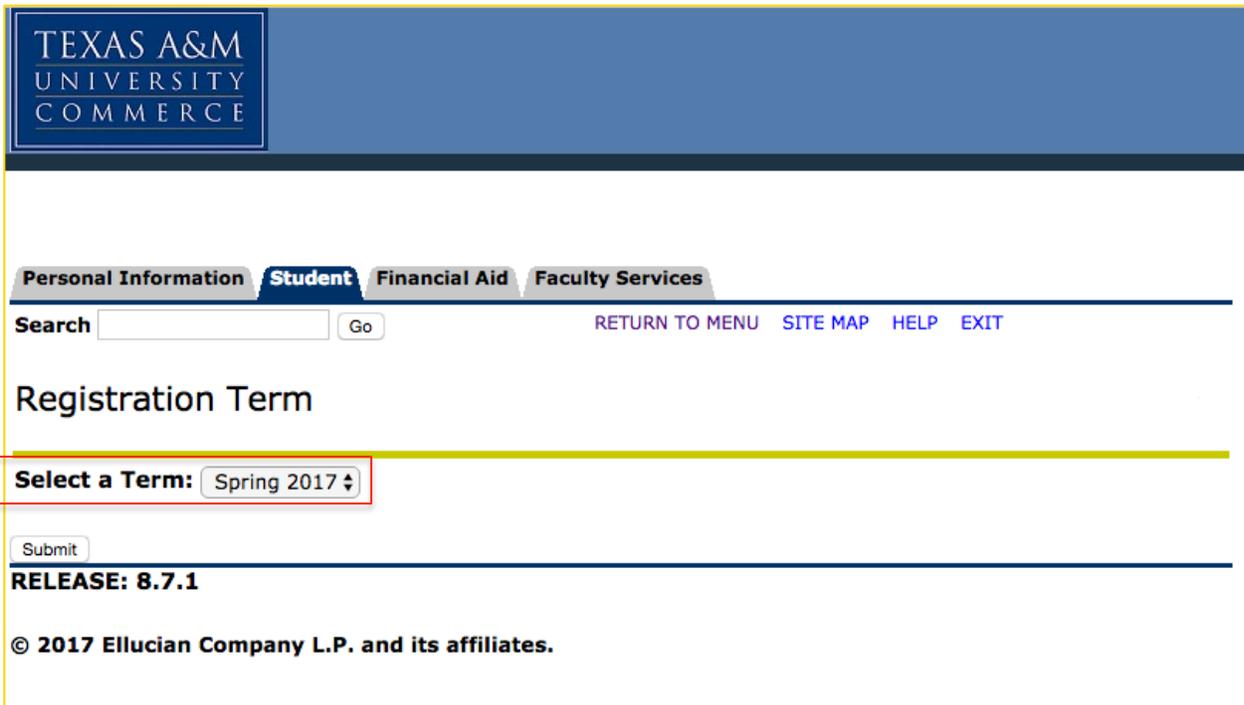
- [Select Term](#)
- [Register/Add or Drop Classes](#)
- [Search the Schedule of Classes](#)
- [Change Class Options](#)
- [Your Week at a Glance](#)
- [Your Schedule Detail](#)
- [Withdrawal Information](#)
- [Your Registration Status](#)
- [Active Registration](#)
- [Your Registration History](#)
-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

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## STEP 6

On the Registration Term page, select the semester you are registering for.



TEXAS A&M  
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COMMERCE

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Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Registration Term

**Select a Term:** Spring 2017 ▾

Submit

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## STEP 7

The next screen will most likely show the 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. Registration will not be permitted if the agreement is declined. For more questions, [please visit this webpage](#).

## STEP 8A

After the Financial Responsibility Agreement is accepted, the screen below will appear.

TEXAS A&M  
UNIVERSITY  
COMMERCE

Personal Information **Student** Financial Aid Faculty Services

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

#### Add Classes Worksheet

**CRNs**

Submit Changes Class Search Reset

[ [View Holds](#) | [Change Course Options](#) ]

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Already know which course(s) to register for?

- Enter the CRN in the box(es) provided at the bottom of the screen
- Hit “Submit Changes”

Don't know the CRN for your course(s) or want to peruse the Schedule of Classes?

- As always, be proactive in working with your Faculty Advisor regarding registration and your degree plan. It is **strongly** encouraged that you speak to your advisor before registering for courses.
- You can search for classes using the “Class Search” button next to “Submit Changes”, or
- You may visit this webpage: <http://appsprod.tamuc.edu/Schedule/Schedule.aspx>
  - Follow the guide on the next page, **Step 8B**, to learn how to read the Schedule of Courses at the provided link.

## STEP 8B

Using <http://appsprod.tamuc.edu/Schedule/Schedule.aspx> to search the Schedule of Classes  
Once again, it is **strongly** encouraged that you speak to your advisor before registering for courses.

### HOW TO READ THE COURSE

SEE BOX 1 & 2

CRN: Course Registration Number

<b>ENG</b>	<b>697A</b>	<b>Eye Tracking Hours: 3</b>		
001	50638	Attardo, Salvatore	10	6

Meets 7/11/2016 through 8/11/2016  
TR 4:00p-7:00p Location: AGIT222K

Vita Syllabus Books/Materials

Cross listed with PSY 697.001

Professor CV/Resume

Syllabus

If textbook information is not available, please contact CHSSA@tamuc.edu

**Funding YOUR FUTURE**

Shows when the course is eligible for certain funding initiatives. Visit [Tamuc.edu/fundingyourfuture](http://tamuc.edu/fundingyourfuture) for more information

**BEST VALUE**

Shows when it is a Low-Cost Textbook course. Visit [Tamuc.edu/lci](http://tamuc.edu/lci) for more information

Course Capacity

Seats Occupied

BOX 1		BOX 2	
PREFIX	CAMPUS LOCATION	Suffix Code	Description
0	Texas A&M University - Commerce	B	Course includes both F2F and Online instruction. F2F time may be reduced
2	Texarkana	E	The course meets regularly. Technology is supplementary.
3	Rockwall	L	Lab Course
4	Mesquite	M	Mini Terms (2.5 week course)
5	Collin County (formerly McKinney)	P	Sub Term
6	Midlothian	R	Receiving site
7	Navarro	S	Sending site
8	Universities Center Dallas (UCD)	T	Classes extended over several terms
9	Miscellaneous (e. g. Commerce, High School, Sulphur Springs High School, etc.)	X	Ten week course over summer
		W	100% online course

## STEP 9

Once you have selected “Submit Changes,” a summary of your schedule for that term will appear on the screen. If there were any registration errors, they will display on this screen. Registration errors can occur for a few reasons, such as the course requires a prerequisite, the course requires department approval/a permit for registration, the student has a hold on their account, etc.

Should you encounter any errors, you may contact your Faculty Advisor, the Department, or even your Graduate Program Coordinator based in the College of Humanities, Social Sciences & Arts: Amanda Grant at [Amanda.Grant@tamuc.edu](mailto:Amanda.Grant@tamuc.edu)



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Personal InformationStudentFinancial AidFaculty Services

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Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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### Add or Drop Classes

---

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

**Note: You must add and drop all connected courses in the same transaction. For example, courses that require a lab and lecture to be taken concurrently must be added/dropped from the worksheet at the same time.**

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Nov 28, 2016	None 	22948	ENG	670	01E	Graduate Level	3.000	Grade - Standard Letter		Pragmatics & Language Tchg

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 15.000  
Date: Mar 14, 2017 12:42 pm

### Add Classes Worksheet

**CRNs**

---

[\[ View Holds | Change Course Options \]](#)

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