MyLeo User Guide

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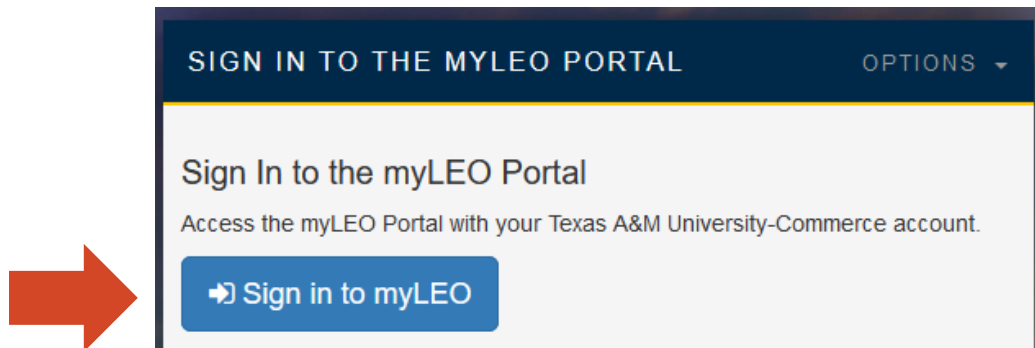
Accessing MyLeo

1. Go to the [University's Homepage](#) and then select the Login icon below:
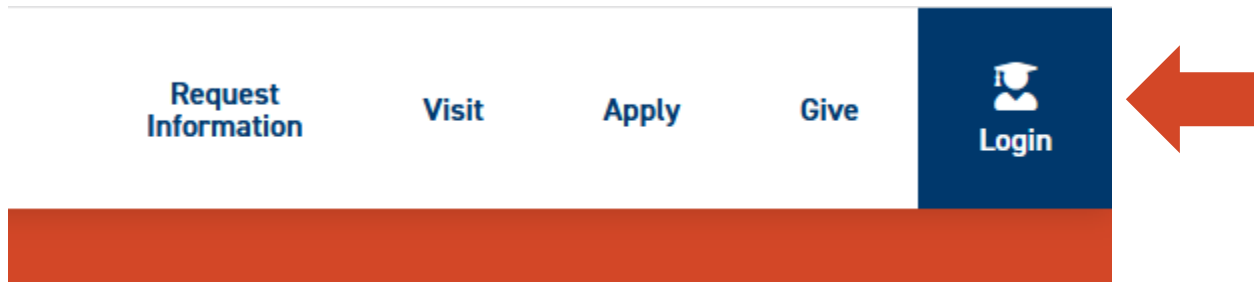
2. Select 'Sign in to MyLeo' on the right side of your screen:

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**.

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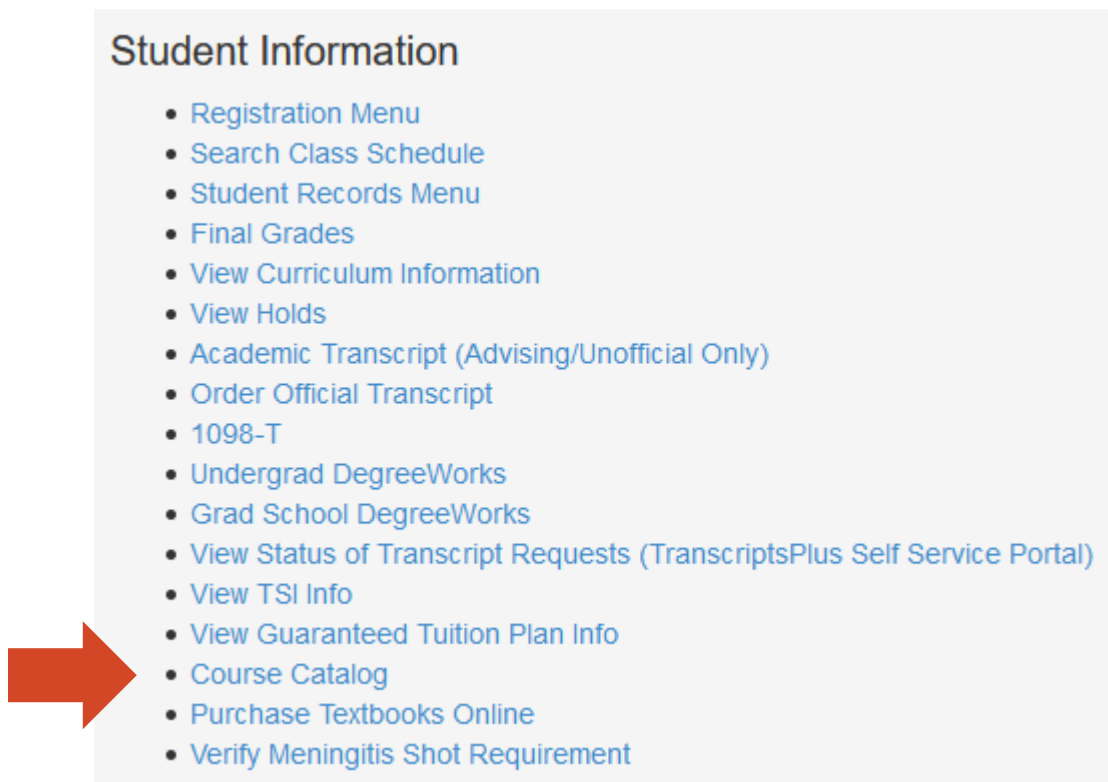
Select the catalog term (current semester) and then 'Submit'

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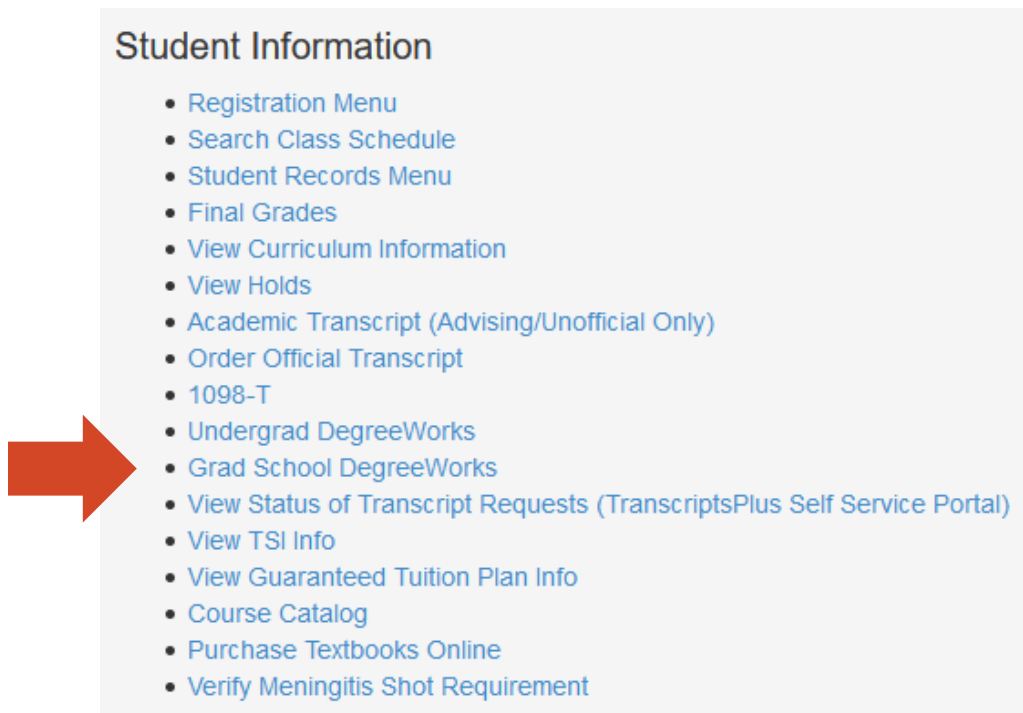
IMPORTANT: Contact your advisor if any classes are displayed under the Non-Program Electives section. Courses in this section *do not count and are ineligible for financial aid*.

Financial Aid & Scholarships

Select the 'Student Resources' tab:

Scroll towards the bottom and select from the following menu:
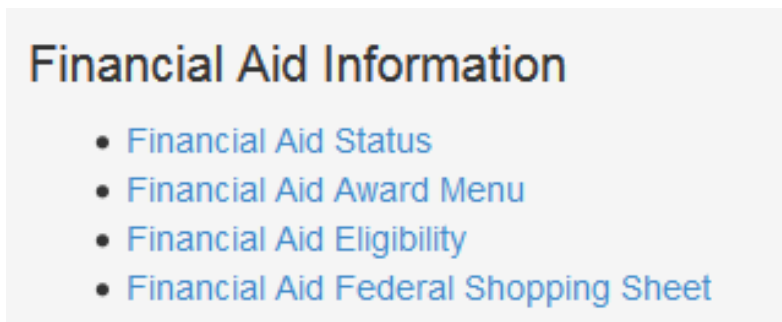
Each student has an assigned financial aid advisor if you need help. Contact your Graduate Enrollment Specialist if you're unsure who to contact.

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:
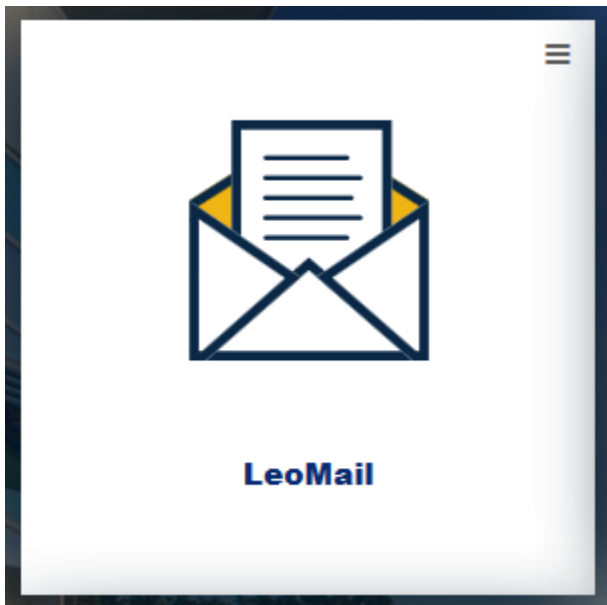

- Right click on the app and select "open link in new tab" so you can check email and still have access to other things in MyLeo. This is true of all apps.
- Make certain to check this email daily, as this is where the majority of university communications will be sent.
- When you email through your online class, emails are sent and received through your LeoMail.
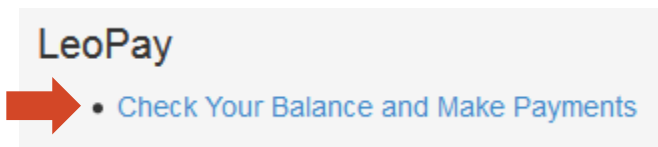
LeoPay – to pay your balance or sign up for the installment payment plan or short-term tuition loan

Access LeoPay one of two ways:

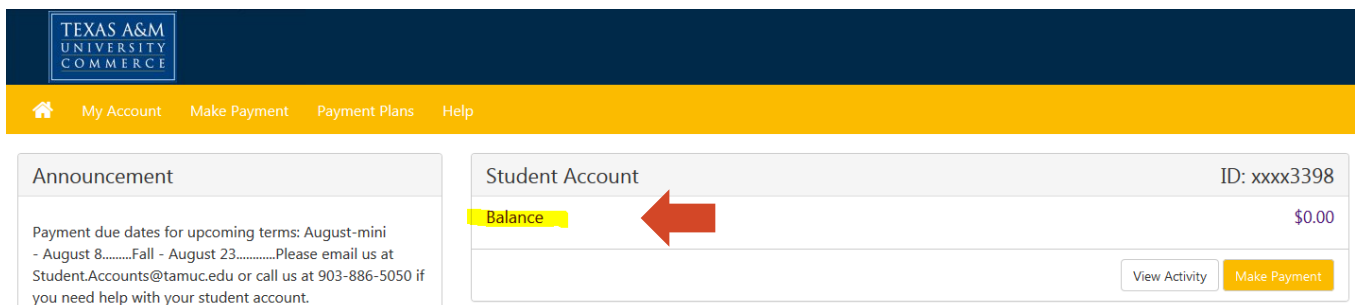1. Under the 'Apps" tab by selecting 'LeoPay'
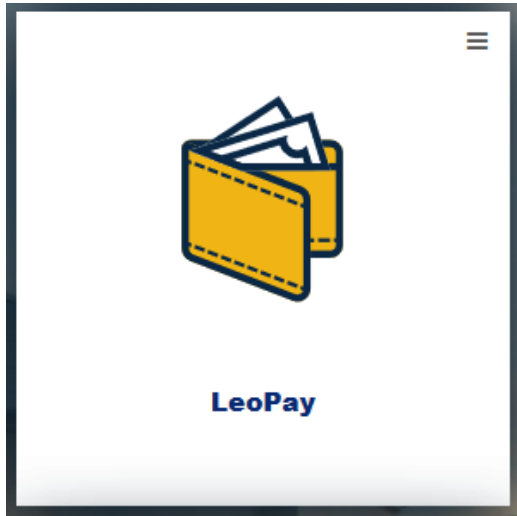
2. Under the 'Student Resources' tab in the LeoPay section:

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:
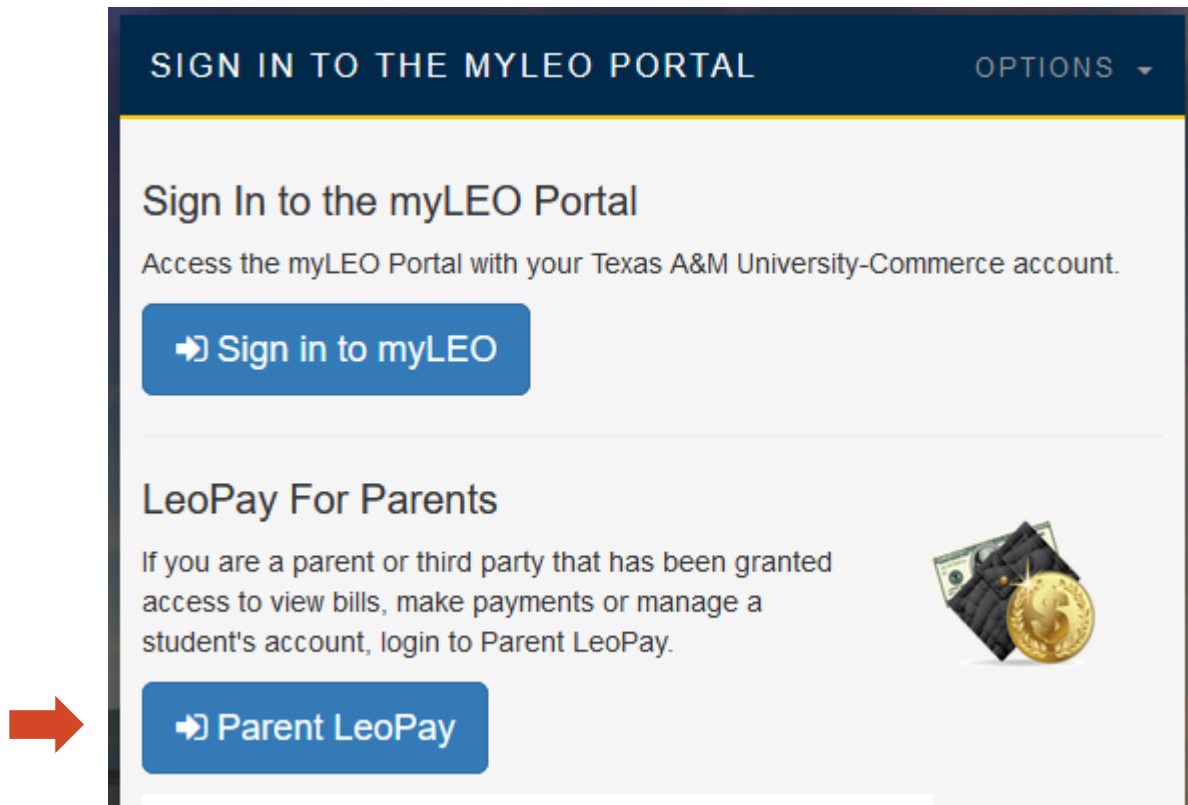
MyLeo Online (D2L Brightspace) – accessing your online classes

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.*
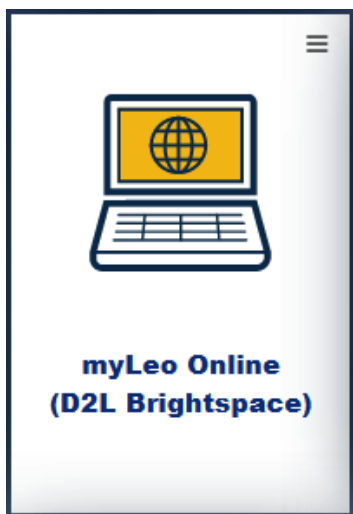
Select your course to gain access one of two ways:

1. Using the course selector tool at the top:

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

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
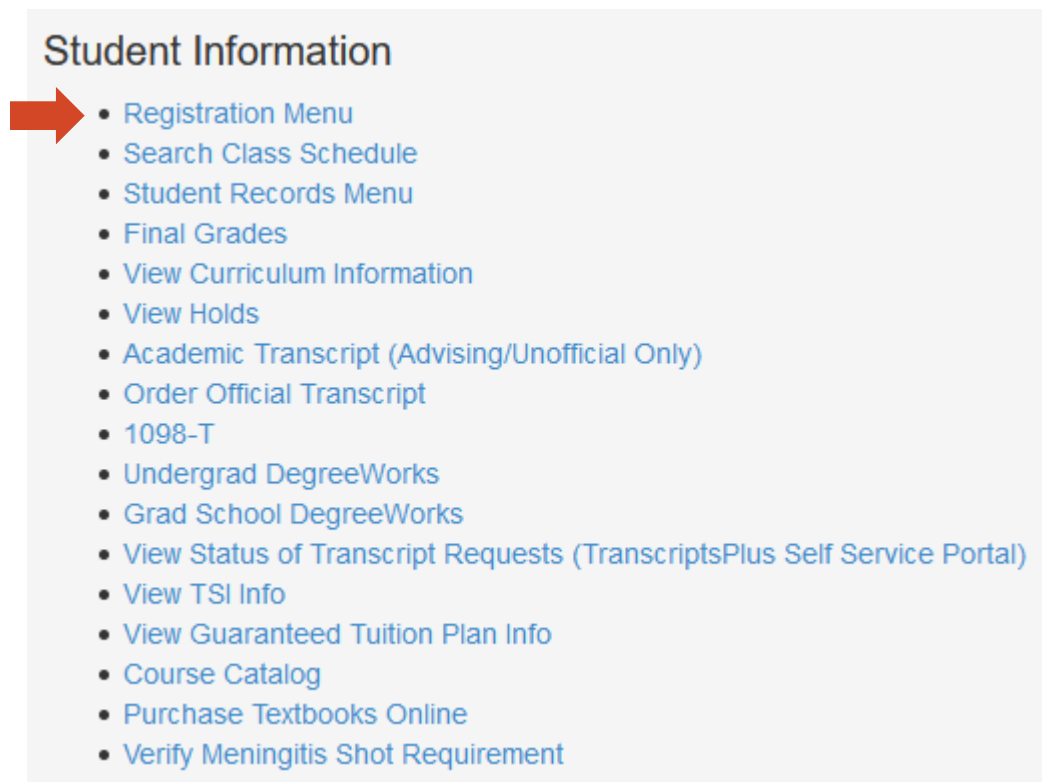- You can also email HelpDesk@tamuc.edu

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

Submit

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

[   ]   [   ]   [   ]

Submit Changes   Class Search   Reset

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.

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:

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

2. 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

3. 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	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:

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:

| LeoPay | Gee Library Resources | myLeo Online (D2L Brightspace) | LeoMail |
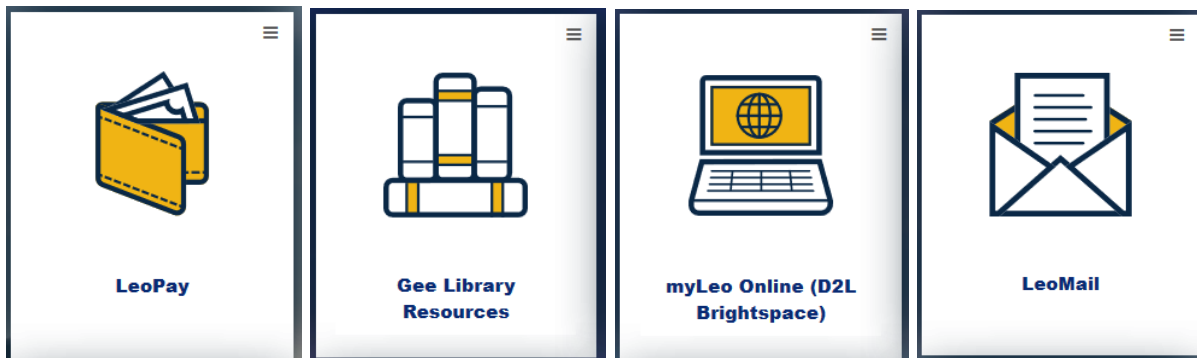
Syllabi and CRN (Course Registration Number)

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
- 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

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'

Student Information

- Registration Menu
- Search Class Schedule
- Student Records Menu
- Final Grades
- View Curriculum Information
- View Holds
- Academic Transcript (Advising/Unofficial Only)
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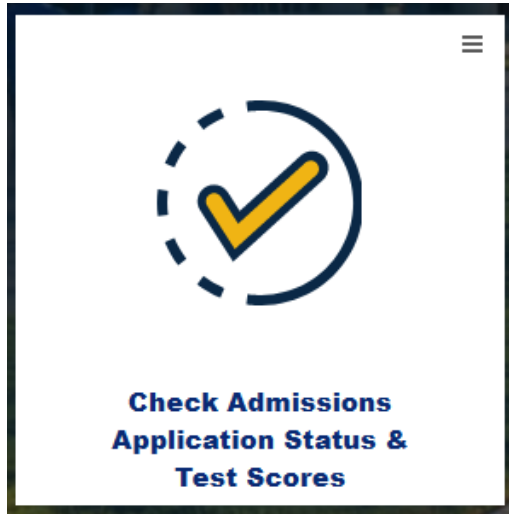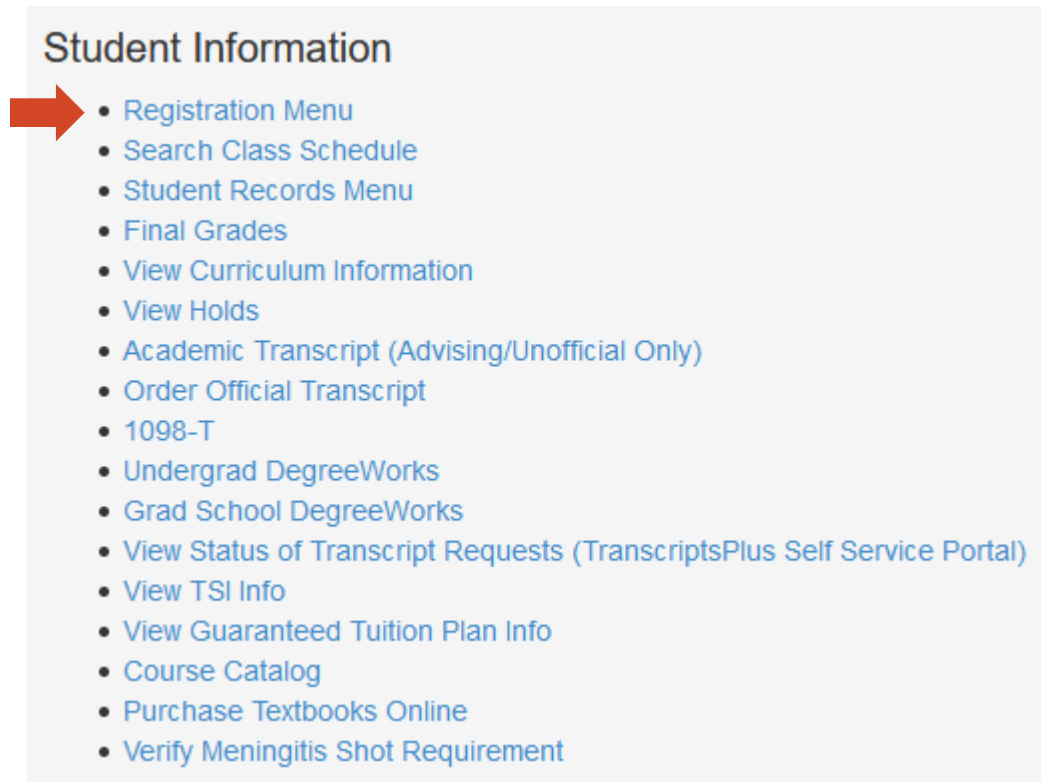- Purchase Textbooks Online
- Verify Meningitis Shot Requirement

Select 'Register/Add or Drop Classes'

Registration

Select Term
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RELEASE: 8.7.1

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

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CRNs

Submit Changes   Class Search   Reset

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.