

How to Log-in to myLeo, How to Change Your Password, and Update your Personal Information

1) Students can access their myLeo account through the main university webpage at <u>www.tamuc.edu</u>.



 The Username/CWID will be your campus wide ID number. The password will be your date of birth as month/date/year (example...mmddyy). Be sure to change your password to provide more security for your myLeo.

x		
TEXAS A&M UNIVERSITY COMMERCE	Username / CWID : Forgot Your CWID?	
	Password : Forgot Your Password?	
	Login	
Authorized Users:		
If you are a parent or third party th manage a students account, login	at has been granted access to view bills, make payments or to <u>LeoPay</u> .	
Warning:		
This computer system and data he authorized users Use for any othe criminal prosecution against the u- monitoring. Applicable privacy law	erein are available only for authorized purposes and by r purpose may result in administrative/disciplinary or ser. Usage may be subject to security testing and s establish the expectations of privacy	
Plazea Nota		

3) The main page for your myLeo will look like the sample page below.



4) To change your password you may select update your password or Options.



How to Update Your Personal Information with the University

1) To update your personal information with the university through myLeo you will select Registration Records and Grades or the myLeo tab.

TEXAS A&M UNIVERSITY COMMERCE	March MyLE®	
	myLeo LeoPay LeoMail Options Logoff	
Welcome, John M Jones	A&M-Commerce Events	
To keep your personal information secure, <u>update your password</u> .	Sat, Aug 17, 2013 Residence Halls Close - Details	
LeoMail - jjones33@leomail.tamuc.edu	Sun, Aug 18, 2013 Residence Halls Close - Details	
myLeo	Mon, Aug 19, 2013 Residence Halls Close - Details	
Check Admissions Application Status & Test Scores	Tue, Aug 20, 2013 Residence Halls Close - Details	
Registration, Records and Grades Singnoial Aid	Mini - Details	
Apply for Graduation Purchase Textbooks Online	Wed, Aug 21, 2013 Last Day to Withdraw from 2013 August Mini - (no refund) Details	
Parking Permits for Students, Faculty and Staff View and Print an Enrollment Certificate	Wed, Aug 21, 2013 Residence Hall Opens for Fall - Details	
Faculty Apps	Wed, Aug 21, 2013 Lion Movers Residence Halls: Date: Wednesday, August 21, 2013Time: 8 AM - 6 PM	
<u>Texas A&M University System SSO</u>	(2 Hour Shifts)Location: A&M-Commerce CampusWould you be interested in <u>Details</u>	
LeoPay	Thu, Aug 22, 2013 Lion Camp - <u>Details</u>	
Check your balance and make payments Enroll in a payment plan to pay your balance in installments Authorize parents or employeers to view your bill and make	Thu, Aug 22, 2013 *International Student Orientation - Details	
payments	Page 1 <u>2 3 4 5 6 7 8 9 10</u>	
Enter your bank information for electronic deposits or payments		
Residential Living and Learning		

2) On the next page you will select either Personal Information tabs.

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Personal Information Student Pinancial Aid Faculty Servi	ices	
earch Go	ACCESSIBILITY SITE MAP HELP EXIT	
lain Menu		
lain Menu Welcome, John M. Jones, to myLeo! Last web access on /	Aug 17, 2013 at 01:33 pm	
Main Menu Welcome, John M. Jones, to myLeo! Last web access on / Registration	Aug 17, 2013 at 01:33 pm	
Main Menu Welcome, John M. Jones, to myLeo! Last web access on / Registration Financial Aid	Aug 17, 2013 at 01:33 pm	
Main Menu Welcome, John M. Jones, to myLeo! Last web access on / Registration Financial Aid Student Records	Aug 17, 2013 at 01:33 pm	
Main Menu Welcome, John M. Jones, to myLeo! Last web access on / Registration Financial Aid Curdent, Records Personal Information	Aug 17, 2013 at 01:33 pm	
Main Menu Welcome, John M. Jones, to myLeo! Last web access on / Registration Financial Aid Student Records Personal Information Personal Information	Aug 17, 2013 at 01:33 pm	
Main Menu Welcome, John M. Jones, to myLeo! Last web access on / Registration Financial Aid Statent Records Personal Information Parkity and Advisors Link to Campus Bocktore	Aug 17, 2013 at 01:33 pm	

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3) On the Personal Information page you will be able to update your address, phone number, email address, emergency contact information, and other personal information with the university. Please note you will still be required to report any change of address within 10 days to the ISSO through the online request form.

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Personal Information Student Financial Aid Faculty Services	
	KETOKN TO MENU SITE MAP HELP EAT
Personal Information	
Personal Information Answer a Survey View Addresses and Phones	
Personal Information Answer a Survey View Addresses and Phones Update Addresses and Phones	
Personal Information Answer a Survey View Addresses and Phones Update Addresses and Phones View E-mail Addresses	
Personal Information Answer a Survey View Addresses and Phones Update Addresses and Phones View E-mail Addresses Update E-mail Addresses	
Personal Information Answer a Survey View Addresses and Phones Update Addresses View E-mail Addresses View Emergency Contacts	
Personal Information Answer a Survey View Addresses and Phones Update Addresses View E-mail Addresses View Emergency Contacts Update Emergency Contacts	
Personal Information Answer a Survey View Addresses and Phones Update Addresses Update E-mail Addresses View Emergency Contacts Update Emergency Contacts Update Marital Status	
Personal Information Answer a Survey View Addresses and Phones Update Addresses Update E-mail Addresses View Emergency Contacts Update Emergency Contacts Update Marital Status Name Change Information	

4) Once you have updated your information you may use the Student tab or RETURN TO MENU tab return to the Student Section main page.

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Personal Information Student inancial Aid Faculty Services	RETURN TO MENU ITE MAP HELP EXIT
Personal Information	
Answer a Survey	
View Addresses and Phones	
Update Addresses and Phones	
View E-mail Addresses	
Update E-mail Addresses	
View Emergency Contacts	
Update Emergency Contacts	
Update Marital Status	
Name Change Information	
Social Security Number Change Information	
ELEASE: 8.6	