



This is a quick guide to navigate the new myLEO portal.
You will find “How To” for the below:

- Sign into myLEO
- Check Your Admissions Application Status
- How to Upload Application Documents
- Check Your myLEO Leomail
- Access Your DegreeWorks Degree Audit
- Register for Classes
- Access Your Online Course
- Access Gee Library Resources

Sign into myLEO

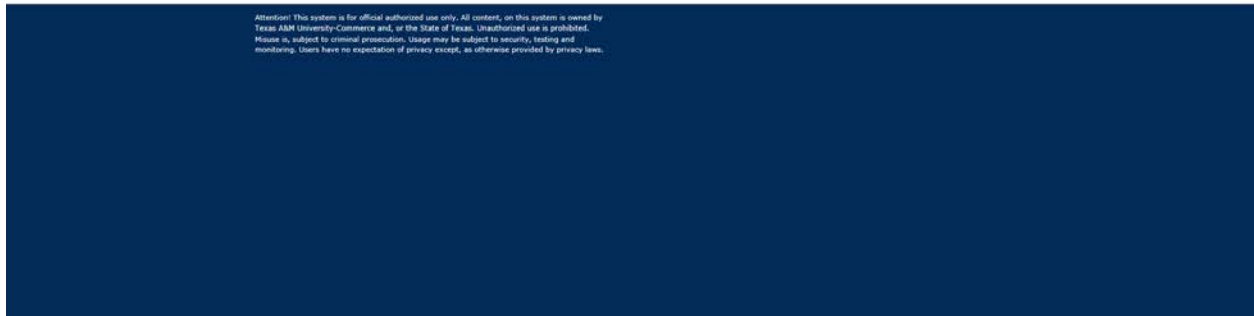
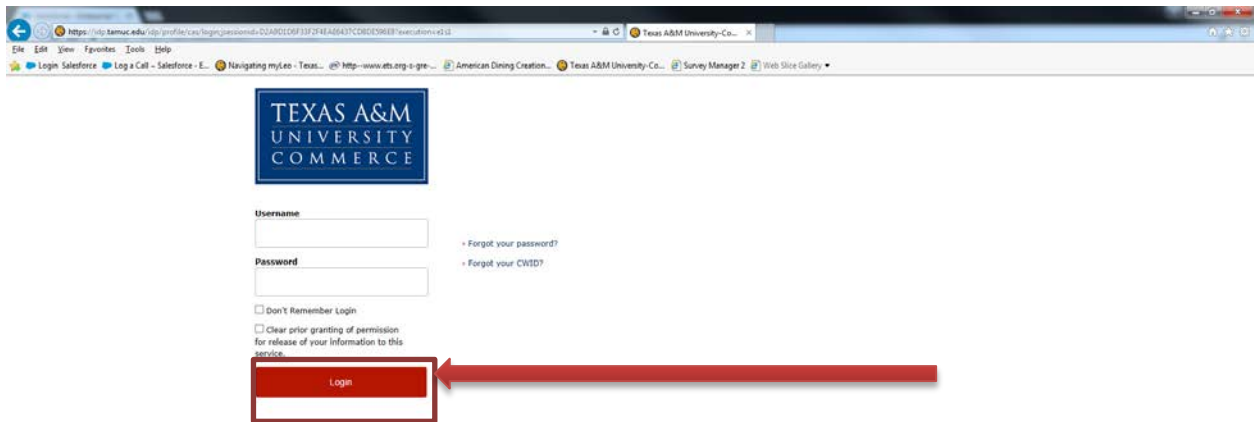
<https://leoportal.tamuc.edu/uPortal/f/welcome/normal/render.uP>

A screenshot of a web browser displaying the myLEO portal homepage. The browser's address bar shows the URL "https://leoportal.tamuc.edu/uPortal/f/welcome/normal/render.uP". The page features a dark blue header with the Texas A&M University Commerce logo and the "myLEO" text. Below the header, there is a "Welcome" message. The main content area is divided into several sections: "Authorized Use Warning" with a warning icon and text; "Please Note:" with browser requirements; "Assistance:" with contact information; "Pride Online News" with a "MyLeo Feed" containing news items; "Sign In to the myLEO Portal" with a "Sign in to myLEO" button highlighted by a red box and a red arrow; "LeoPay Authorized Users" with a "Sign in to LeoPay" button; and a "PAWPRINT CO-CURRICULAR TRANSCRIPT" banner with a paw print icon and the text "Start achieving".

- The Username/CWID will be your campus wide ID number. The password will be your date of birth as MmmDDYYYY. The month (Mmm) is the first three letters of your birth month (e.g. Aug for August) with the first letter capitalized. The day is two digits and the year is four digits. The following are examples of how to enter your password:

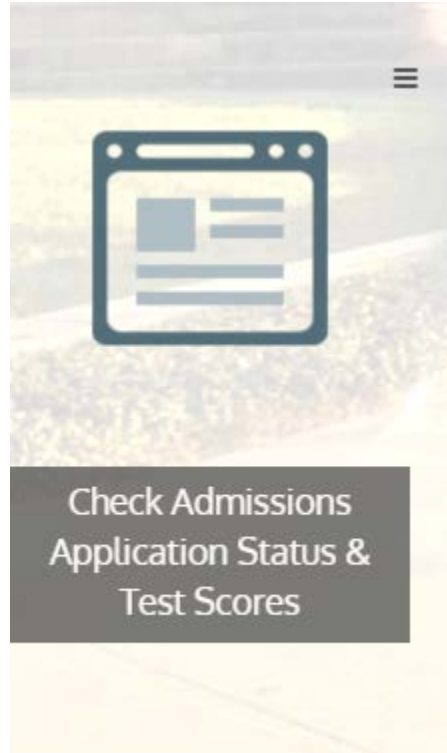
- Nov091968 or
- Apr281984.

Please contact CITE HELP Support at: 903-468-6000 if you need help logging in. You will need your Campus wide ID number.



How to Check Admissions Application Status

Choose the Apps Tab, then scroll until you see the Check Admissions Application Status & Test Scores Icon.



Then select the appropriate application you are looking for. If you have any questions about the admissions requirements please use the contact information for the graduate school. It will be listed on that webpage.

Admission Applications for Kimberly Canger

Application	Date	Admit Term	Status	Decision
Undergraduate/1	10/29/2008	Spring 2009	Decision Made	Accepted
Graduate Level/3	4/18/2011	Summer I 2011	Decision Made	Inactive Application
Graduate Level/4	8/13/2012	Fall 2011	Complete ready for review	Department Review In Progress
Graduate Level/5	8/15/2012	Fall 2012	Decision Made	Full Admission

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How to Upload Application Documents

Choose the 'Document Upload' Option in your Application area. (Note: Official Transcripts and Test Scores cannot be uploaded through this system.)

[Home](#) | [Admission Applications](#) | [Testing Scores](#) | **Document Upload**

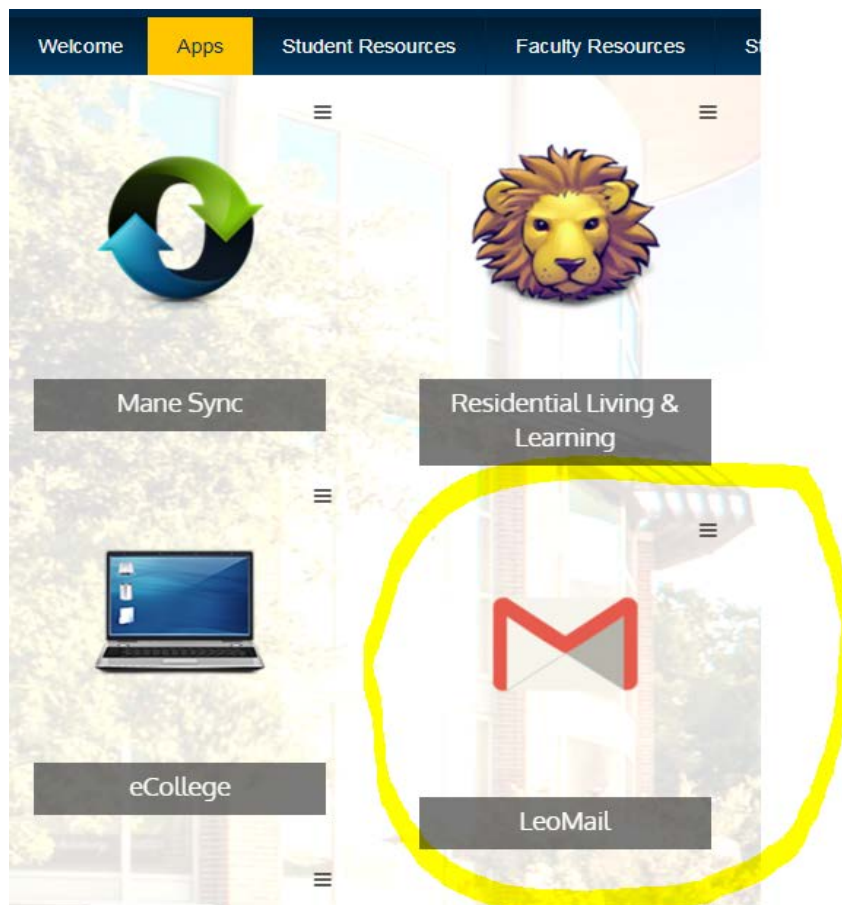
Admission Applications for Kimberly

Application	Date	Admit Term	Status	Decision
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Graduate Level/3	4/18/2011	Summer I 2011	Decision Made	Inactive Application
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Graduate Level/5	8/15/2012	Fall 2012	Decision Made	Full Admission

How to Access Your MyLEO Leomail

Choose the Apps Tab, then scroll until you see the LeoMail Icon. Please note that if you click on the app

You can drag it to the top of your apps area.



How to Access Your DegreeWorks Degree Audit

Choose the Student Resources Tab, then Click the 'DegreeWorks Student Link'

Welcome Apps **Student Resources** Fac

Student Information System (SIS) Resources

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](#)

Then select the 'Access Graduate School DegreeWorks' button. If you have any questions you may contact GradDegreeWorks@tamuc.edu

Access Graduate School DegreeWorks

How To Register for Classes

You will go to the Welcome page of myLeo and click on the **Student Resources** tab located below.

The screenshot displays the myLeo website interface. At the top, there is a navigation bar with the following tabs: **Welcome**, **Apps**, **Student Resources** (highlighted with a red box and a red arrow pointing to it), and **Faculty**. Below the navigation bar, the page is divided into several sections:

- Weather:** Shows the current weather for Commerce, TX, with a 7-day forecast.
- Master Calendar:** Displays a calendar for July 2017. The current time is 9:00 AM. A notification indicates that Summer II schedules are dropped for nonpayment.
- Pride Online News:** A section for news related to Pride.
- MyLeo Feed:** A list of announcements, including:
 - Summer II Schedules Dropped for Nonpayment.
 - Summer II 15th Class Day.
 - Summer II Last Class Day and Finals.
 - August Mini: Last Day to Withdraw (Drop ALL Classes) with 100% Refund.
 - Payment Deadline, \$25 Late Payment Fee Applies after Today.
 - August Mini First Class Day.
 - \$100 Late Registration Fee Applies Today.
 - Summer Graduation Ceremony for Doctoral and Masters students.
 - Summer Graduation Ceremony for Undergraduates.
 - August Mini Campus Date.

At the bottom of the page, there are three main sections: **REACH OUT TO US** (with links for Commerce, TX and Facebook), **QUICK LINKS** (with links for Contact Us and Directory), and **RESOURCES** (with links for Departmental Budgets and Accessibility Policy).

Look under Student Information, and Click Registration Menu tab.

Welcome Apps **Student Resources**

Student Information System (SIS)

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](#)

Then, it will bring you to the screen below, click on Register: Add or Drop Classes.

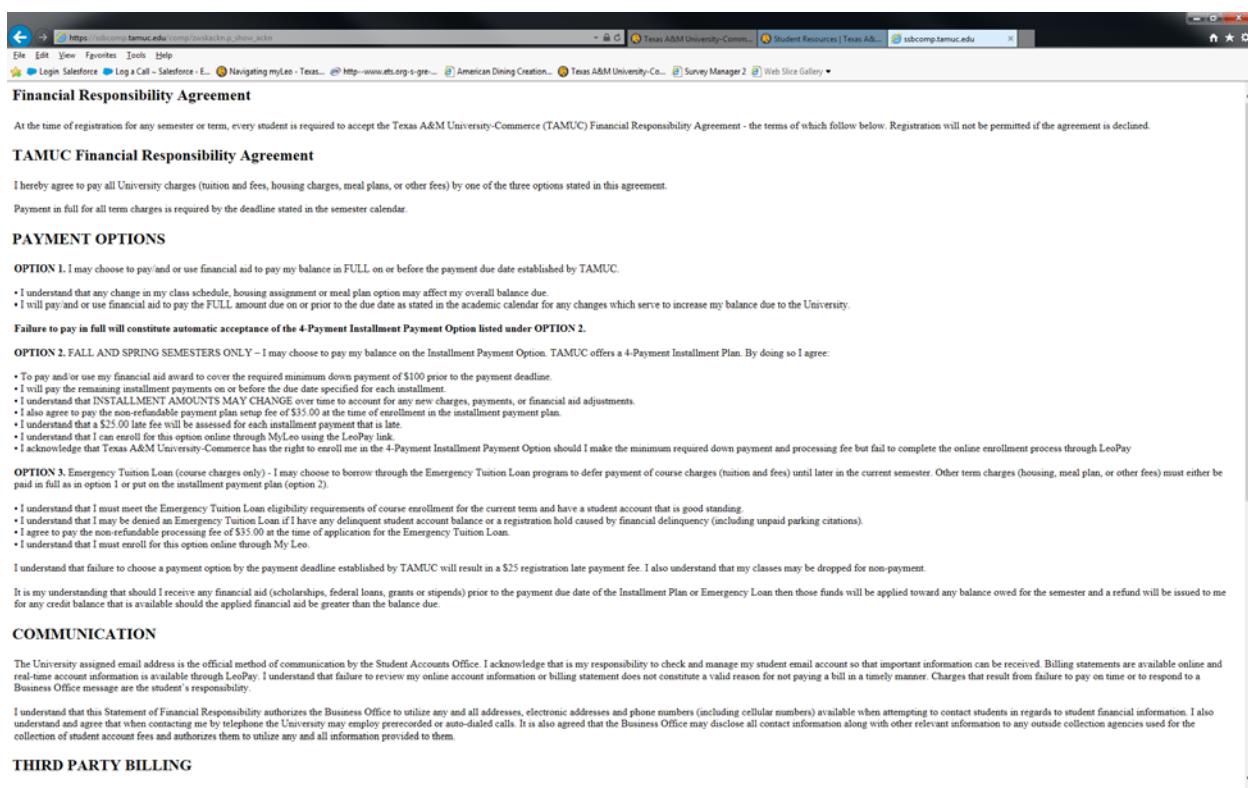
Registration

- [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](#)

RELEASE: 8.8.2

You may see a Financial Responsibility Agreement like the one you see below. 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](#).

Please make sure to read the information carefully and check the box and continue to your registration.



The screenshot shows a web browser window displaying the TAMUC Financial Responsibility Agreement. The browser's address bar shows the URL: https://sbscomp.tamuc.edu/comp/online/leo_pay_agree.html. The page title is "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 \$35.00 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 \$35.00 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. Charges that result from failure to pay on time or to respond to a Business Office message are the student's responsibility.

I understand that this Statement of Financial Responsibility authorizes the Business Office to utilize any and all addresses, electronic addresses and phone numbers (including cellular numbers) available when attempting to contact students in regards to student financial information. I also understand and agree that when contacting me by telephone the University may employ prerecorded or auto-dialed calls. It is also agreed that the Business Office may disclose all contact information along with other relevant information to any outside collection agencies used for the collection of student account fees and authorizes them to utilize any and all information provided to them.

THIRD PARTY BILLING

Once you have reviewed your financial statement clause, please select the Registration Term.

TEXAS A&M UNIVERSITY COMMERCE

Personal Information **Student** Financial Aid Faculty Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration Term

Select a Term: Spring 2017 ▾

Submit

RELEASE: 8.7.1

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Step 7: Once you are at the Add Class Worksheet, you have two options.

Option 1- Open a web browser and go to the Official Schedule of Classes (www.tamuc.edu/Schedule) and look up your courses there. The CALL numbers on the schedule of classes are 5 digits. You will insert those into the CRN boxes below. This Schedule will also show you course locations, instructor vita's and books and materials for each course.

Option 2- Use the Class Search option on this page (see below)

TEXAS A&M UNIVERSITY COMMERCE

Personal Information **Student** Financial Aid Faculty Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Jennifer Y. Faunce
Fall 2017
Jul 24, 2017 02:22 pm

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.

Add Classes Worksheet

CRNs

Submit Changes **Class Search** Reset

[View Holds | Change Course Options]

RELEASE: 8.7.1

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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 the Graduate Liaison based in the Graduate School: Kimberly.Stringer@tamuc.edu

Your class will be registered and the following screen will appear.

https://ssbprod.tamuc.edu/prod/bwckcoms.P_AddFromSearch1

Search RETURN TO MENU SITE MAP HELP EXIT

Urvi Bhatt
Fall 2013
Aug 19, 2013 03:33 pm

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 Aug 19, 2013	None	82716	HIED 621	01E Graduate Level	3.000	Grade - Standard Letter	Eff Tch/Learning Higher ED

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 15.000
Date: Aug 19, 2013 03:33 pm

Add Classes Worksheet

CRNs

How to Access Your Online Course

Choose the Apps Tab, then scroll until you see the eCollege icon.



Then select the My Courses Tab.



You will then see your course(s) listed. Click on each to enter your course.

How to Access Gee Libaray Resources

Click the Apps tab, then choose the Gee Library Resources icon. Choose the Need Help Icon after opening that page if you need further assistance.

