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
• 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.

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

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 select **Grad School DegreeWorks**.

If you have any questions you may contact [GradDegreeWorks@tamuc.edu](mailto:GradDegreeWorks@tamuc.edu)
How To Register for Classes

You will go to the Welcome page of myLeo and click on the Student Resources tab located below.
Look under Student Information, and Click Registration Menu tab.

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

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)
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 (contact department offering the course), the course requires department approval/a permit for registration (contact department offering the course), the student has a hold on their account (contact the department that has placed the hold on your account), etc.

Your class will be registered and the following screen will appear.
How to Access Your Online Course

Choose the Apps Tab, then scroll until you see the myLeo Online (D2L Brightspace) icon.
How to Access Gee Library 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.