



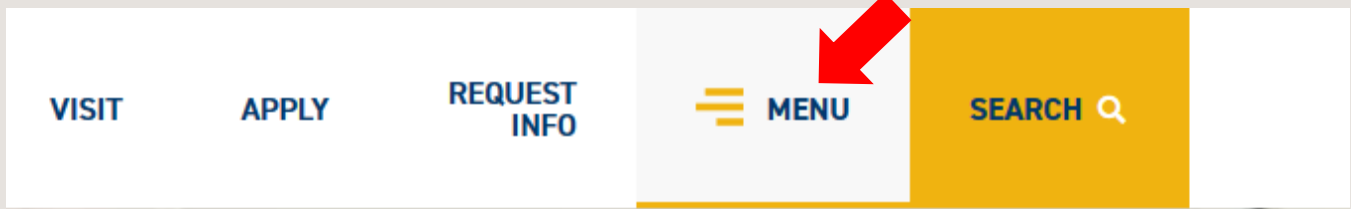
MyLeo User Guide

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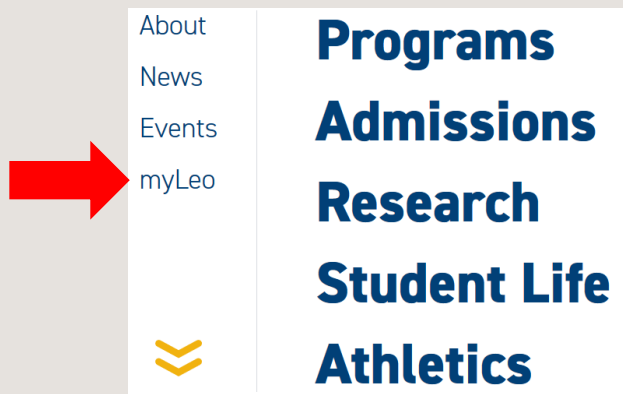
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Accessing MyLeo

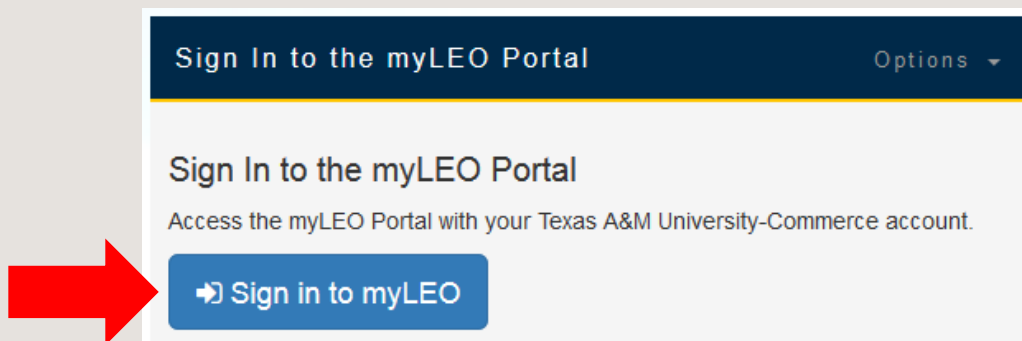
Go to the university's homepage at www.tamuc.edu and then select the MENU Icon. See below:



Next, select MyLeo from the available options:



Select 'Sign in to MyLeo' on the right side of your screen:



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 on how to proceed

Having trouble logging in to MyLeo? Call the IT HelpDesk at 903-468-6000, available 24/7, except for holidays. You can also email HelpDesk@tamuc.edu

Calendar of Campus Events & Important Dates

On the main screen in MyLeo after logging in, you will see **student announcements** and **student events**.

The screenshot displays the MyLeo dashboard. At the top, there are navigation tabs: WELCOME (highlighted in yellow), APPS, and STUDENT RESOURCES. Below this, the main content area is divided into three columns. The left column has a 'WEATHER' section with a message: 'Currently there is no weather location(s) set, please set a location(s) using the edit link. Edit Locations'. The middle column has a 'STUDENT ANNOUNCEMENTS' section with a post titled 'Add your Social Media Links to the New Directory!' featuring a photo of a student with a mascot. The right column has a 'STUDENT EVENTS' section for 'Thursday, February 28', listing two events: 'Student Service Fee Requests for FY20 Fiscal Year Now Open' and '2019 Annual Juried Student Art Exhibition', each with an 'I'm Interested' button.

This is where you will learn about events on campus and important dates. The calendar will show the following, plus much more!

- Fun events around campus
- Important opportunities
- Graduation announcements
- Financial aid disbursement dates
- Semester start and end dates
- Drop and withdrawal dates
- Nonpayment drop date for each term

Check it out and stay in the know!

- If you cannot find what you are looking for through the MyLeo calendar (sometimes all months are not loaded) please go to our master calendar at this link: <https://calendar.tamuc.edu/calendar>

Course Catalog

To view a description of a course you are interested in taking, check out the course catalog by clicking on the 'Student Resources' tab at the top of your screen.



Next, select 'Course Catalog' under 'Student Information'

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](#)



Select the catalog term (current semester) and click '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 select '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

You can select more criteria and it will narrow the search.

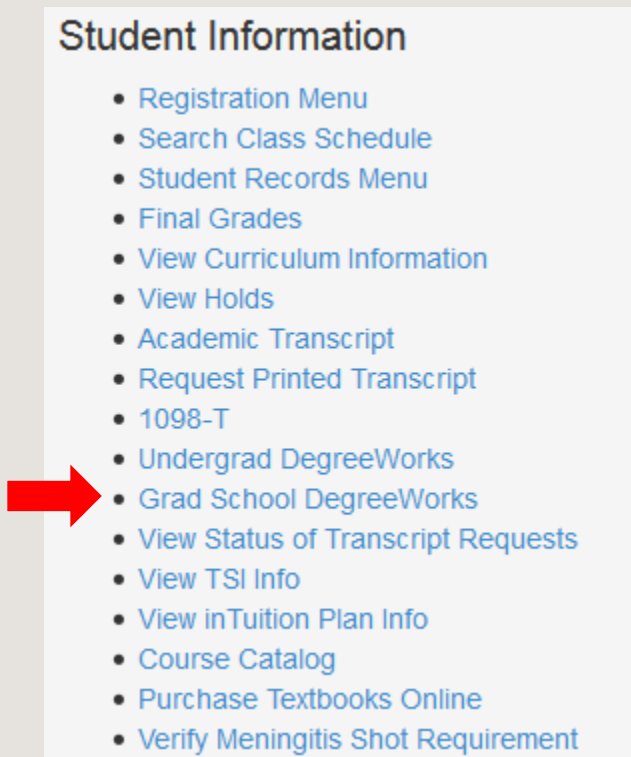
DegreeWorks

DegreeWorks is where you will view your degree plan, which courses you've taken, where they've been applied, and the grades you made. It will also display your GPA, declared major/minor, your advisor, if you have holds preventing registration, as well as other important details. In short, it's where your degree is managed.

Go to the 'Student Resources' tab:



Select 'Grad School DegreeWorks'



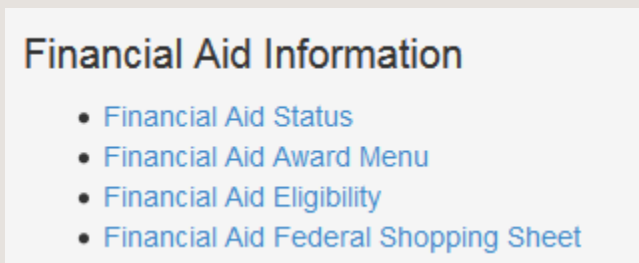
IMPORTANT: Get in touch with your advisor or program coordinator if *any* courses are not pulling in your degree. This is very important, especially if you receive financial aid. ALL courses have to be applying somewhere for aid (student loans, scholarships, grants etc.) to disburse. If you see courses pulling under 'Non-Program Electives' that means the class is not counting for credit. Contact your advisor for permission and a possible sub.

Financial Aid & Scholarships

Select the 'Student Resources' tab



Scroll towards the bottom and select from the following menu:



If you have any questions about financial aid, please contact their office by calling 903-886-5096 or by emailing FAO.Web@tamuc.edu

Each student also has an assigned financial aid advisor. Contact your Graduate Enrollment Specialist if you're unsure of who it is

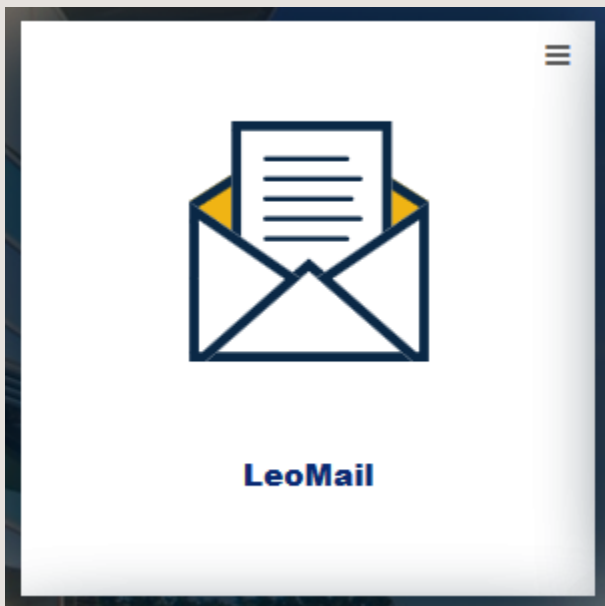
You can also find a lot of valuable information and resources on their webpage: www.tamuc.edu/financialaid

LeoMail

Your student email account called 'LeoMail' is accessible through the 'Apps' tab at the top of your screen:



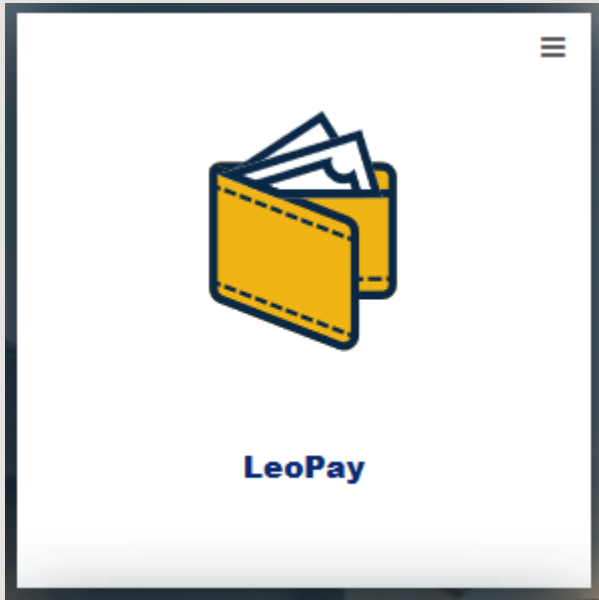
Next, select the LeoMail icon:



- You can 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 generally sent and received through your LeoMail.

LeoPay – to pay your account balance

You can access LeoPay to pay your balance one of two ways. The first, and probably the easiest, is to access the LeoPay app under the 'Apps' tab. See below:

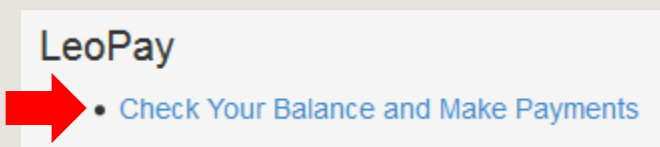


OR you can:

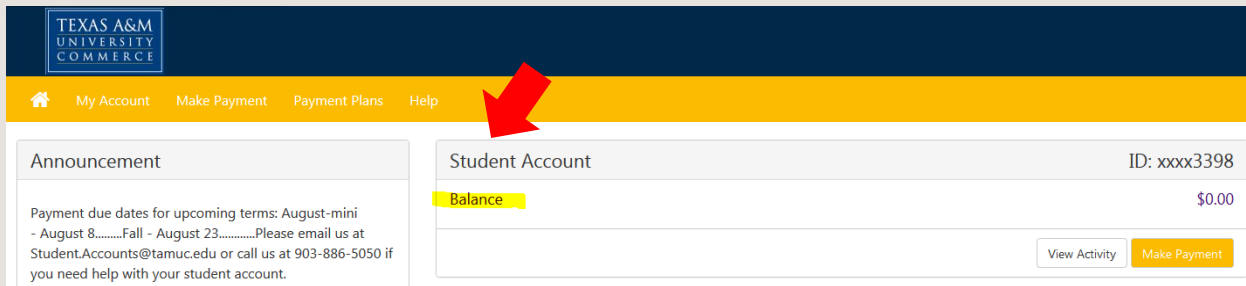
Go to the 'Student Resources' tab



Next, select the link below under LeoPay



Next, select the word "Balance" on the LeoPay home screen – see highlighted below:



TEXAS A&M UNIVERSITY COMMERCE

My Account Make Payment Payment Plans Help

Announcement

Payment due dates for upcoming terms: August-mini - August 8.....Fall - August 23.....Please email us at Student.Accounts@tamuc.edu or call us at 903-886-5050 if you need help with your student account.

Student Account ID: xxxx3398

Balance \$0.00

View Activity Make Payment

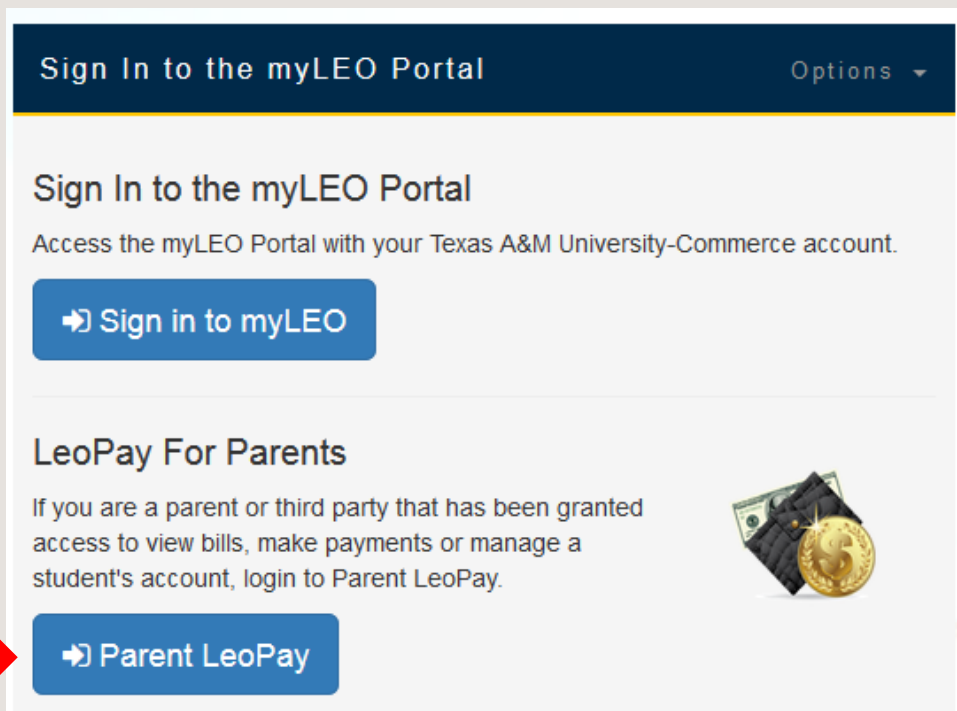
Next, choose the semester you wish to view your balance and make payment in and follow along.

To enroll in the **installment plan** or the **tuition loan** go to MyLeo then to LeoPay (directions above). Once in LeoPay, click on the tab for **Payment Plans** and select the option you want to use. The installment plan requires a minimum down payment of \$100 (applied to your balance) plus a \$35 processing fee (not applied to your balance) at enrollment. The tuition loan requires a \$35 processing fee when you enroll.

Important Notes:

- If you have any questions about your student account, please contact their office at 903-886-5044, visit one of the cashier's windows in the McDowell Administration Building or One-Stop-Shop, or send an email to Student.Accounts@tamuc.edu
- You can also find a lot of valuable information on their webpage, including information about installment (payment) plans: <http://www.tamuc.edu/admissions/tuitionCosts/bursar/>

If someone else is paying your balance, they will enter the LeoPay screen from the MyLeo login page. See below



Sign In to the myLEO Portal Options

Sign In to the myLEO Portal

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

➔ Sign in to myLEO

LeoPay For Parents

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

➔ Parent LeoPay

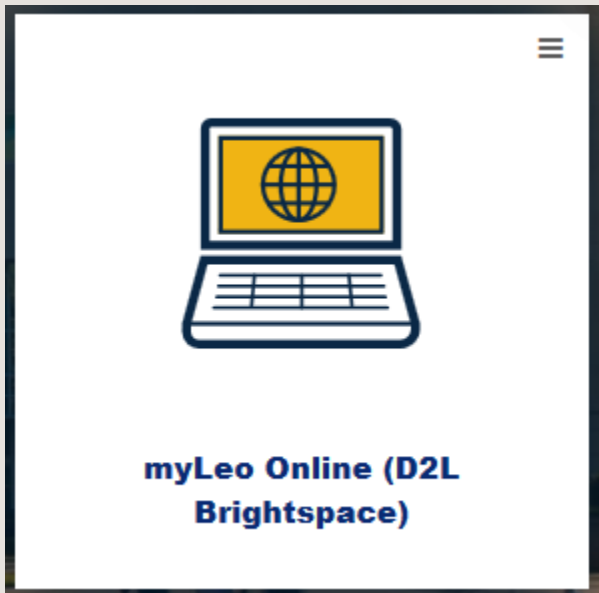
MyLeo Online (D2L Brightspace) – [accessing your online classes](#)

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

The screenshot shows the MyLeo Online (D2L Brightspace) website. The top navigation bar has a dark blue background with the 'myLEO A&M-COMMERCE' logo on the left and search, notification, and user icons on the right. Below the logo, there are tabs for 'Welcome', 'Apps', 'Student Resources', 'Faculty Resources', and 'Staff Resources'. A red arrow points to the 'Apps' tab. The main content area is divided into two columns. The left column has a 'Weather' section for 'Commerce, TX' showing a 7-day forecast with icons and temperatures. The right column has a 'Campus Events' section with a calendar for August 2017. The calendar shows dates from 1 to 31, with the 16th highlighted.

Select the MyLeo Online (D2L Brightspace) button 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:

There are **two ways** to access your course:

1. Using the Course Selector tool from the mini-bar area at the **top** of the browser page..



2. Or, look for the "My Courses" widget below to see the courses you are currently enrolled in.

[Show All Announcements](#)

My Courses

All Fall 2018 Sandbox Courses Training Courses



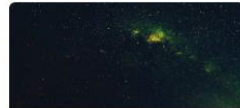
[Fall 2018 - Recital \(MUS-100R-001\)](#)

Fall 2018



Fall 2018 - Chamber Music (MUS-100H-002)

Fall 2018



Fall 2018 - Intro to Graduate Music (MUS-520-001)

Fall 2018

[View All Courses \(3\)](#)



Find Answers Here



For assistance with the course material, please contact your instructor.

Course Evaluations ▼

You currently have no tasks! Please come back at a later time.

Updates ▼

There are no current updates for Texas A&M - Commerce

Calendar ▼

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
- Having trouble logging in to MyLeo or your course? Call the IT Help Desk at 903-468-6000, available 24/7, except for university holidays. You can also email HelpDesk@tamuc.edu

***If your course has an online component (web-based), you are automatically enrolled in the 'myLeo Online Student Resource Course' around a week before courses begin. To access the course once you are in MyLeo Online (D2L Brightspace)

1. Scroll down until you see 'My Courses'
2. Select the 'ALL' tab
3. Select the 'myLeo Online Student Resource Course' icon:

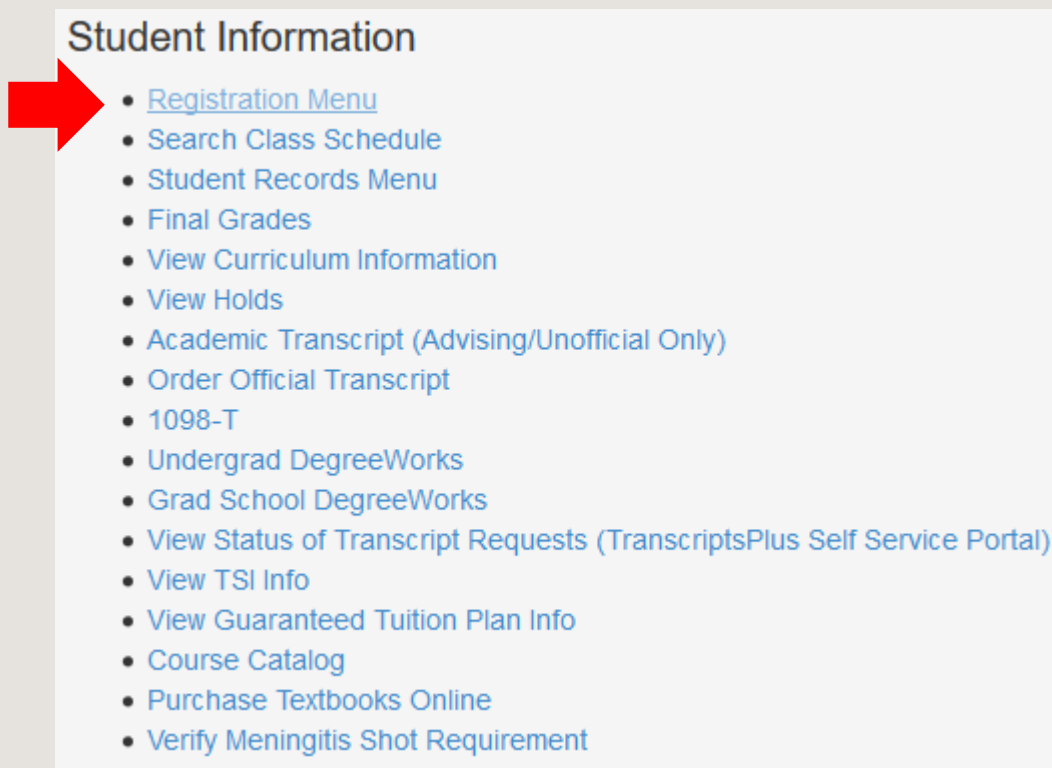


Registration

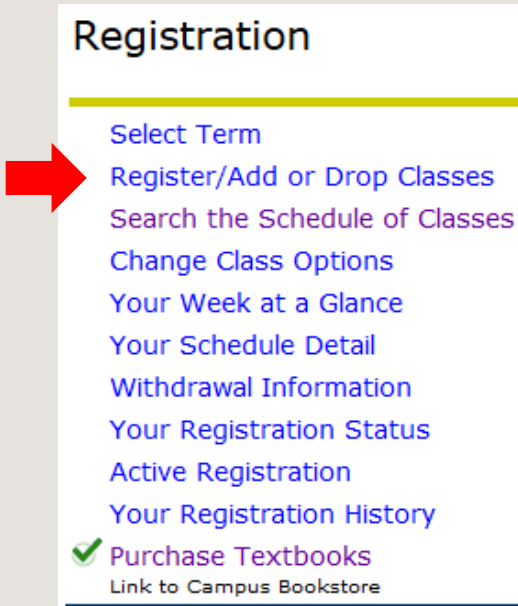
To register for courses, go to the 'Student Resources' tab



Next, select 'Registration Menu'



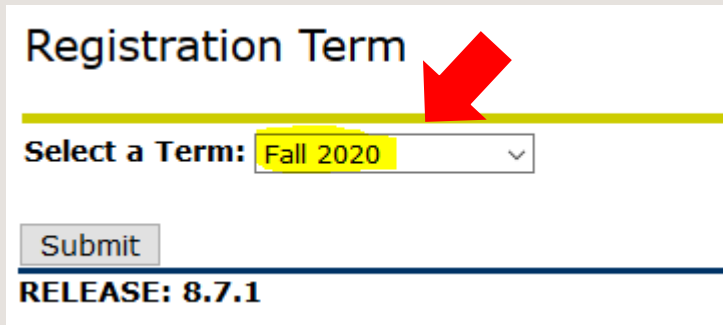
Select 'Register/Add or Drop Classes'



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 the registration term and click 'Submit'

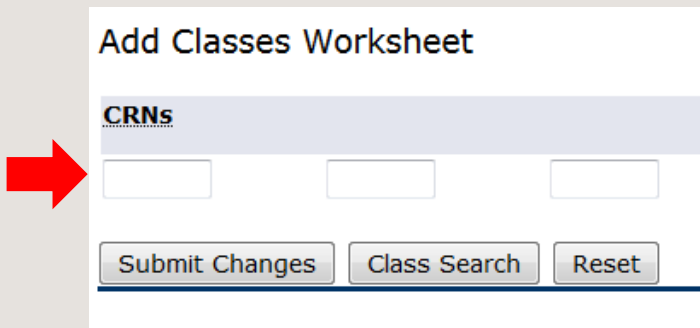


Registration Term

Select a Term:

RELEASE: 8.7.1

Next, enter the CRN (course registration number – five-digit number) in the boxes below and click 'Submit Changes'



Add Classes Worksheet

CRNs

You may also want to select 'Class Search' to look for classes if you don't know the CRN. Go to page 20 to learn how to find the CRN if needed.

*** Make sure to touch base with your advisor before registration if you're unsure of what to take.

Financial Agreement

This agreement must be accepted each time registration opens. You will be prompted to accept this agreement upon attempting registration – see below:

Select the 'Student Resources' tab and then the 'Registration Menu'

The screenshot shows the myLEO A&M-COMMERCE website interface. At the top left is the myLEO logo with a lion head icon. To the right of the logo is a red arrow pointing to the 'STUDENT RESOURCES' tab in the navigation bar. The navigation bar includes 'WELCOME', 'APPS', 'STUDENT RESOURCES', 'FACULTY RESOURCES', and 'STAFF RESOURCES'. Below the navigation bar, a dropdown menu is open for 'STUDENT INFORMATION SYSTEM (SIS) RESOURCES ...OPTIONS'. This menu is divided into two sections: 'Prod Personal Information' and 'Student Information'. The 'Student Information' section has a red arrow pointing to the 'Registration Menu' link. Other links in the 'Student Information' section include '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', and 'View TSI Info'. The background of the page features a photograph of a building with a dome under a blue sky.

From the Registration 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

RELEASE: 8.8.3

Select the Registration Term, then click 'Submit'

TEXAS A&M
UNIVERSITY
COMMERCE

Personal Information **Student** Financial Aid Faculty Services

Search RETURN TO MENU

Registration Term

Select a Term:

RELEASE: 8.7.1

After reviewing your Financial Agreement, check the box at the bottom of the agreement and select 'Continue'

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.

I understand that failure to meet the terms of this agreement may entitle Texas A&M University-Commerce to (1) refuse subsequent registration for any classes and/or drop current classes, and (2) withhold grades, diplomas, or transcripts from being released until all unpaid balances and other collection fees are paid in full.

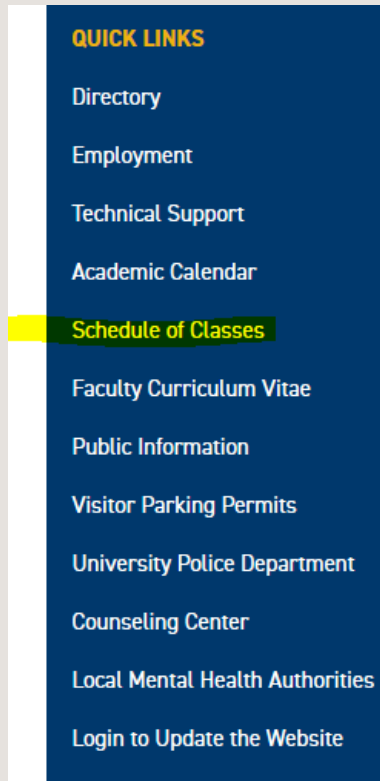
Check this box to indicate that you have read and understand the Financial Responsibility Agreement above and agree to the terms and conditions.

(Please check the box above, then press the CONTINUE button to proceed to registration.)

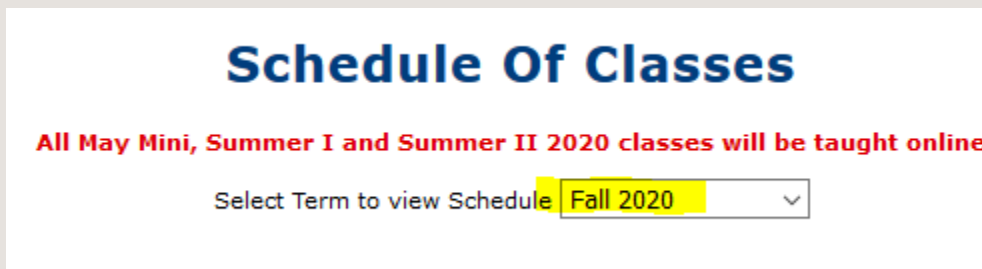
Schedule of Classes

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 very bottom of the webpage and click **Schedule of Classes** under Quick Links:



3. Next, choose the semester from the dropdown menu at the top:



4. Then you will select the department you wish to view classes under. (Applied Linguistics, English & Spanish are all housed under the 'LITL' tab for Literature & Languages, for example)
5. Next, scroll down to locate your course. Graduate-level courses begin in 500, so your courses will be located towards the lower half of the webpage.

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 course is online because the section ends in a 'W' which stands for web-based class. This is also written out:

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, you should:

1. Select the button "View Sections" to learn the different modalities for the class:

501	Structure Eng Language	View Sections
-----	------------------------	----------------------

- 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 Add

Sections Found

English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
SR	84299	ENG	501	01W	M	3.000	Structure Eng Language

New Search

- Then simply view the information for the class. The section ends in “W” so it’s fully online and 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:

WELCOME **APPS** **STUDENT RESOURCES** **FACULTY RESOURCES** **STAFF RESOURCES**

STUDENT INFORMATION SYSTEM (SIS) RESOURCES FOR STUDENTS

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 \(Advising/Unofficial Only\)](#)
- [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](#)

LeoPay

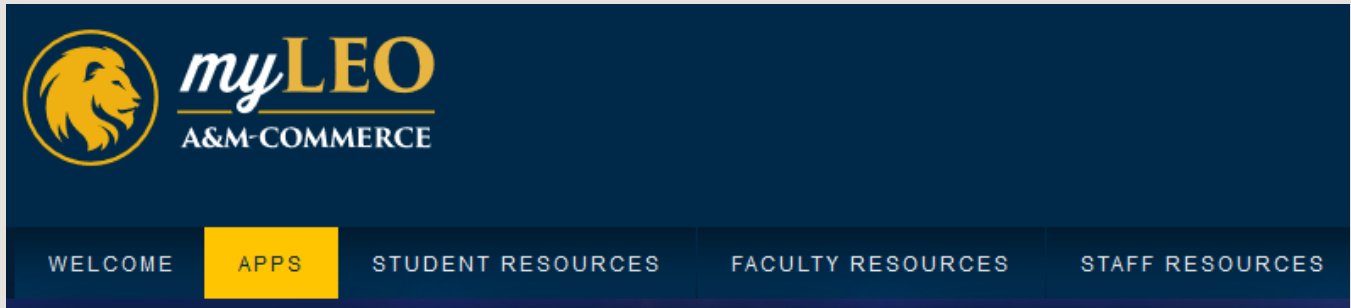
- [Check Your Balance and Make Payments](#)

Financial Aid Information

- [Financial Aid Status](#)
- [Financial Aid Award Menu](#)
- [Financial Aid Eligibility](#)
- [Financial Aid Federal Shopping Sheet](#)

APPS

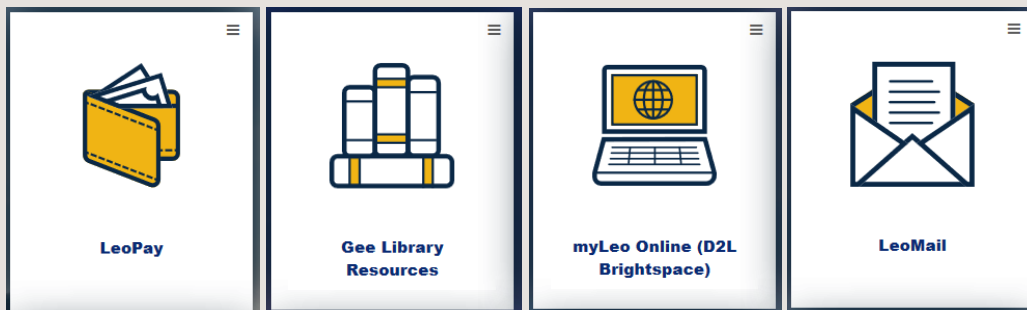
Students can also access an array of resources under the “APPS” tab:



This is where you will:

1. Enter your online classes
2. Check your LeoMail
3. Access the online library (Gee Library Resources)
4. Purchase parking permits
5. LeoPay to pay your balance
6. Apply for graduation
7. Volunteer opportunities
8. Access Hire A Lion to apply for jobs

Please see below for what the different apps look like:



Textbooks & Syllabi

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

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- [View Guaranteed Tuition Plan Info](#)
- [Course Catalog](#)
- [Purchase Textbooks Online](#)
- [Verify Meningitis Shot Requirement](#)

Syllabi

To view the syllabus:

1. Go to the **Schedule of Classes** by navigating to the ‘Welcome’ tab and then scroll down until you see ‘Quick Links’

QUICK LINKS

- [Contact Us](#)
- [Directory](#)
- [Employment](#)
- [Technical Support](#)
- [Schedule of Classes](#)
- [Academic Calendar](#)
- [Faculty Curriculum Vitae](#)
- [Public Information](#)
- [Visitor Parking Permits](#)
- [Webmail](#)
- [University Police Department](#)
- [Counseling Center](#)
- [Local Mental Health Authorities](#)

- Next, select 'Schedule of Classes' (highlighted above) and then the term you wish to view classes in by selecting the correct semester from the dropdown menu:

Schedule Of Classes

All May Mini, Summer I and Summer II 2020 classes will be taught online

Select Term to view Schedule Fall 2020 ▼

- Then you will select the department you wish to view classes under. (Applied Linguistics, English & Spanish are all housed under the 'LITL' tab for Literature & Languages, for example)
- Next, scroll down to locate your course. Graduate-level courses begin in 500, so your courses will be located towards the lower half of the webpage.

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				

You can click to view your course syllabus, books/materials, and the instructor's vita. If you will also notice, you can see course start and end dates, the instructor's name, how many seats are left in the class, the CRN number, as well as the 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 textbooks/syllabi but nothing is displaying, this means your instructor/department have not uploaded them yet. Please contact your instructor directly to learn your textbooks or to request the syllabus.

*****Sometimes instructors will not upload their textbooks, but they are on their syllabus, so please check both before reaching out.**