Accessing Leo and E-mail  
Quick Start Guide

Your seven-digit Student ID number is not, and cannot be, your password for email or Leo. It can only be used to log on to computers on campus or the password reset utility the FIRST time. You must create a new password before you can access your account. Get help if you need it. Contact the IT helpdesk @ helpdesk@eastms.edu, 662.476.5444 or 662.243.1939.

On campus, you will automatically be prompted to change your password when you log in to a computer for the first time. Off campus, go to www.eastms.edu > “Information Technology” > “Student Support” > and click “Password Resets” to the password reset utility.

Logging In  
1) Go to https://leo.eastms.edu. If you’re off campus you’ll get a login page like this:  
2) Login using your full email address, (userID@lions.eastms.edu), and your current password. Your email address is located on the back of your ID card or you can go here to retrieve it: to www.eastms.edu > “Information Technology” > “Student Support” > and click “Whats My User ID”

Note: You must have created your EMCC password first. See note at top of this page
Once logged in you will see a screen similar to the image above. While there you can find more detailed help.

Features on Leo:
- Ability to check grades
- Email your advisor(s)
- View your unofficial transcript
- See your schedule
- Search for classes to help plan for your upcoming semester
- Check your email
- Access Canvas (Online Classes)
Accessing E-mail and Canvas

Login to Leo.eastms.edu as noted above and click “Student Email”

Click the Student Email link in the right column to be taken to your email account without the necessity to log in again.

If this is the first time you have ever accessed your EMCC email you will be asked to select your preferred language and time zone before you will be shown your email. This is a one-time requirement.

Clicking the link for Canvas will take you directly into your online classes. The requirements for Canvas are:

- Internet Explorer 10 or higher
- Chrome 38 or higher
- Safari 6 or higher
- Firefox 14 or higher

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If you need additional help