


Accessing Leo and E-mail Quick Start Guide

STOP! If you are a new EMCC student, you HAVE TO create your password first. You will not be able to access your EMCC email or the LEO system until you create your password. Get help if you need it. Contact John Dillon, jdillon@eastms.edu, 662.243.1939.

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 John Dillon, jdillon@eastms.edu, 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 <http://student.eastms.edu> and click “Reset Password” on the right to be taken to the password reset utility. Get help if you need it. Contact John Dillon, jdillon@eastms.edu, 662.243.1939.

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, (username@lions.eastms.edu), and your current password.

Note: You have to have created your EMCC password first. Go to <http://student.eastms.edu> and click on the “Reset Password” link in the right column.



The screenshot displays the Leo student portal interface. At the top left, the URL 'Leo.eastms.edu > Students' is visible. The main content area is divided into several sections:

- My Week:** A calendar for May 2011. The current date is Tuesday, May 03, 2011. The calendar shows the following schedule:

S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Below the calendar, the schedule for Tuesday, May 03 is listed:

 - 8:00 AM IST-1424-GT01 Web Design Appli
 - 11:00 AM IST-2234-GT01 Network Implemen
 - 2:00 PM College Algebra

Wednesday, May 04:

 - 9:00 AM Network Security
 - 11:00 AM Adv Netwk Adm Using Linux

Thursday, May 05:
- Announcements:** A section titled 'Registration' dated 4/1/2011 3:26 PM by Jeff C. Harrell. It states: 'Pre-Registration begins April 4th. A check list to help you prepare for pre-registration is available by clicking [Here](#).' Below this, a 'NEW!' announcement states: 'Student Self-Registration is available for those students who qualify. To see if you are eligible, click [Here](#)'. A second announcement titled 'Grades' dated 1/26/2010 4:02 PM by Jeff C. Harrell states: 'EMCC will no longer mail mid-term or final grades. It will be necessary for each student to access his/her LEO site to see grades. IF you have any type hold, you will not have access to your grades – UNTIL you clear your holds.'
- Useful Links:** A list of links including 'Help & How-To's', 'EMCC Website', 'Student Website', 'Student Email', 'EMCC Blackboard', and 'Schedule Proctored Exam'.
- My Bookmarks:** A section with a placeholder and a link to 'Add to my links'.
- WebAdvisor:** A section with a search bar and a list of links: 'Academic Profile', 'Financial Information', 'Employee Profile', and 'Budgeting'.
- My Feeds:** A section with tabs for 'Campus News' and 'Campus Events'.

Once logged in you will see a screen similar to the image above. While there you can find more detailed help.

Features on Leo:

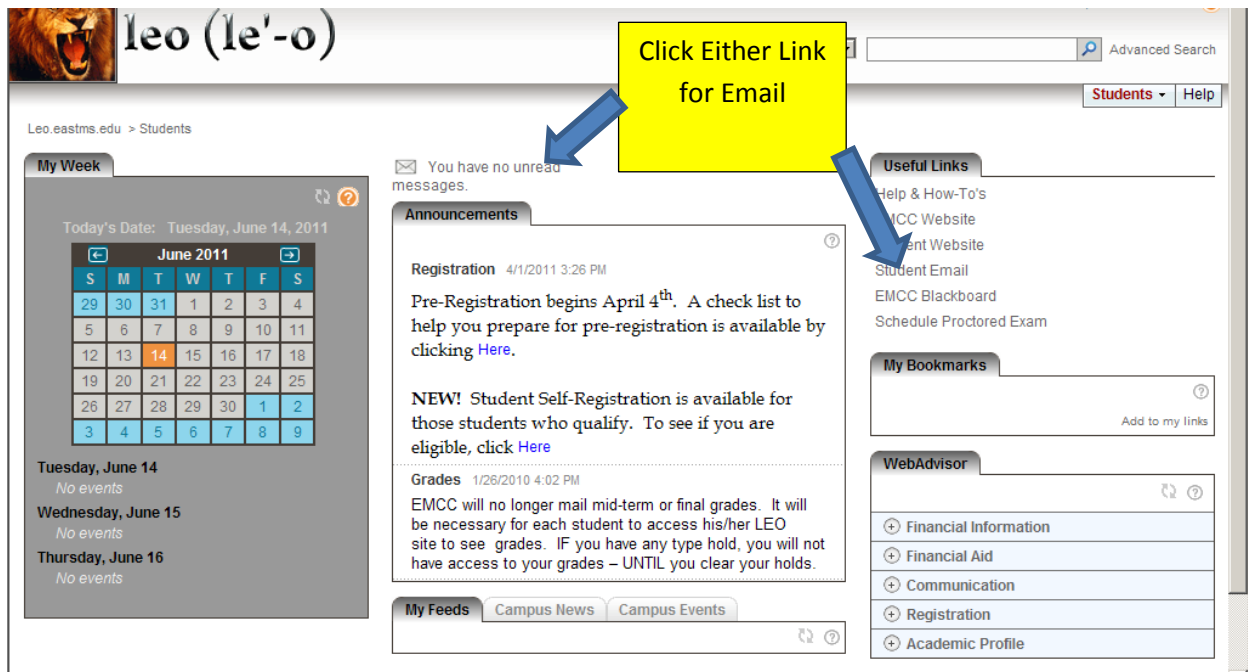
- Ability to check grades
- Email your advisor(s)
- View your unofficial transcript
- See your schedule
- Search for classes to help plan for your upcoming semester

Please continue reading for new information about accessing your EMCC email through LEO.

EMCC has recently instituted a “Single Sign On” solution for Leo and email. Clicking on the email or Leo links from the EMCC web site will now take you to the same location – the Leo log on page, <https://leo.eastms.edu>.

The image shows a login page for 'Leo'. At the top left is a cartoon lion's head. To its right, the text 'Leo Login' is written in large, bold, red letters. Below this, there is a 'Security' section with a link '(show explanation)'. Two radio buttons are present: the first is selected and labeled 'This is a public or shared computer', and the second is unselected and labeled 'This is a private computer'. Below the security options are two yellow input fields: the first is labeled 'Email Address:' and the second is labeled 'Password:'. To the right of the password field is a 'Log On' button. At the bottom of the form, there is a link: 'Forgot your password? Click here to reset it.'

Enter your EMCC email address and password. To Log on to Leo.



Click the link at the top of the middle column that informs you of how many unread message you have or 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.

Get help if you need it. Contact John Dillon, jdillon@eastms.edu, (662) 243-1939.