



LEO Log on Instructions

****If you do not know your User ID ****

Your User ID is the first half of your e-mail address: For example sr999@lions.eastms.edu

1. Go to the EMCC website at eastms.edu and on the red line at the top put your cursor on Information Technology
2. On the drop-down menu choose Student support- then click Student Account Information
3. Then "What's my User ID?"
4. Enter your Info and write down your User ID/email address.

****If you do not know your Student ID number ****

It is a 7 digit number that begins with a "0" found on: Student ID card, Schedule, Financial Aid Award Letter, Bill, Business Office receipt, MSVCC Student Profile, etc. If do not have these items you may contact the admissions office.

On Campus

On any campus computer:

1. Type in your **User ID** (Your user ID is the first half of your EMCC e-mail address)
2. Type in your **Student ID number** as your password
3. Click "ok" when the "X" pops up and enter your new password. You are done!

OFF Campus

***(or after Being Reset by the Help desk)**

1. Go to the EMCC website at eastms.edu and at the LEO log in link click "Forgot Password"
2. You will have a choice of "Change" or "Reset". Choose "Change"
3. Type in your **EMCC E-mail** and password (Your **student ID number**) Click "Log In"
4. Type your new PW two times. (6-16 characters; and it cannot be your student ID number.)
5. Hit Change.

Go back to the LEO link and log in with your full EMCC email address and your new Password.

*If you want to log into Canvas hit the link on the right side of the LEO page under "Useful Links" and it will automatically log you into Canvas

Need Help?

IT Helpdesk

662-476-5444 | 662-243-1939

helpdesk@eastms.edu