



LEO LOGIN INSTRUCTIONS

Before you can log on for the first time you must CHANGE your password from your student ID#. (You cannot log on with the student ID # you can only use it to CHANGE your password.)

****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 drop down menu choose "Current Students" on the right hand side under "Info For".
2. On the right choose "IT Student support"- then "What's my User ID?"
3. 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. Scooba: 662-476-5039 or 662-476-5041 Mayhew: 662-243-1920

On Campus

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 click the LEO log in link (TOP right corner). Then click "Forgot Password/First time Log-on."
2. You will have a choice of "Change" or "Reset". Choose "Change"
3. Answer CAPTCHA
4. Type in your **EMCC E-mail** and password (Your **student ID number**) Click "Log In"
5. Type your new PW two times. (6-16 characters; and it cannot be your student ID number.)
6. 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 "My Bookmarks" and it will automatically log you into Canvas. Canvas will not open until the day your scheduled classes begin.