LEO (Lake Erie Online) Student User Instructions

These instructions cover basic functions of the system. Students may not have access to every option.

General NOTE: do not use the BACK KEY unless provided on the screen – doing so may cause the screen to freeze up.

To access the web options go to http://leo.lec.edu or www.lec.edu top of the page - LEO.

Enter your username and password – click ok – (note: user name is your student ID number and the password was given to you by the Registrar’s office).

The home screen will look like the following
Running down the left hand side of your screen appears all your viewing options

Do Not Use the Back Key.
Please use the tabs on the left for navigation.

- **Personal Info Tab**
  - **Change Password** – Use the Personal Info link at the top of the page next to your name. You may change your password to something that can be easily remembered. If you lose/forget your password, you can have a new one automatically sent to your LEC E-mail account, or contact the Registrar’s Office.

- **Biographical** – student’s address, phone, etc. You may request to electronically update your information using this tab by clicking the pencil icon next to Name and Address. Changes are not automatic and will be reviewed by the Registrar’s Office before becoming official.

For questions or problems, contact the Registrar’s Office, registrar@lec.edu, 440.375.7010.
• **Student Tab** – The student tab contains the daily information students need. Students use it to register for classes, check their grades and degree progress, and student bills and financial aid.

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• **Financial Aid** – provides information regarding your Financial Aid and whether further documentation is pending.

• **Academic Information** – Selecting this will allow you to review your academic record.
  - **GPA Projection** – allows you to enter “what if” scenarios and calculate a cumulative GPA

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- **Student Schedule** - allows you to view your current schedule including days, times and room locations
- **Grades** - allows you to view your grades for a single term
- **Unofficial Transcript** - allows you to view your transcript. This transcript cannot be used as an official document.
- **Forms** – allows you to download Registrar’s Office Forms

- **Business Office** – provides your online bill. You will not receive paper copies of your bill.

- **Advising** – provides online viewing of your degree audit (course history and courses still required for your degree). This should be reviewed before meeting with your academic advisor prior to

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registration each semester. The major exploration and what if scenarios allow you to see how your course history fits another major. It does not officially change your major.

From the Advising Course needs screen, you can view courses that are currently available for registration.

- **Registration** – allows you to register for classes. If you are an undergraduate student, you must obtain advisor clearance before proceeding to register each semester.

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- **Course Catalog** – provides a “real-time” listing of all courses offered for the current semester by subject area. The course search option may be used to add courses. If the Course Search is chosen without any additional information except semester, the entire semester schedule will be shown when the search is processed.

Clicking on a specific course will bring up a detailed summary of the course.

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If online registration is open, checkboxes will appear next to the course listing. Check the courses you want to register for and click add courses at the bottom of the page.

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Once registered, the full schedule, and whether or not any courses are waitlist is shown on the screen. After the registration period is closed, the schedule will still show, but it will not allow any schedule changes. Additional changes must be processed by paper in the Registrar’s Office.

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