



**Graduate
School**

EAST TEXAS A&M

myLeo User Guide

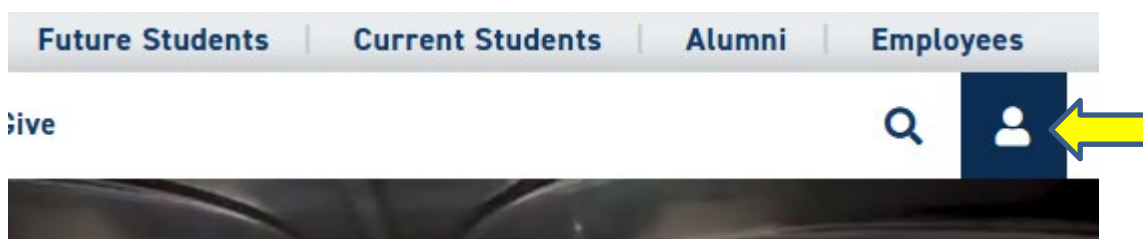
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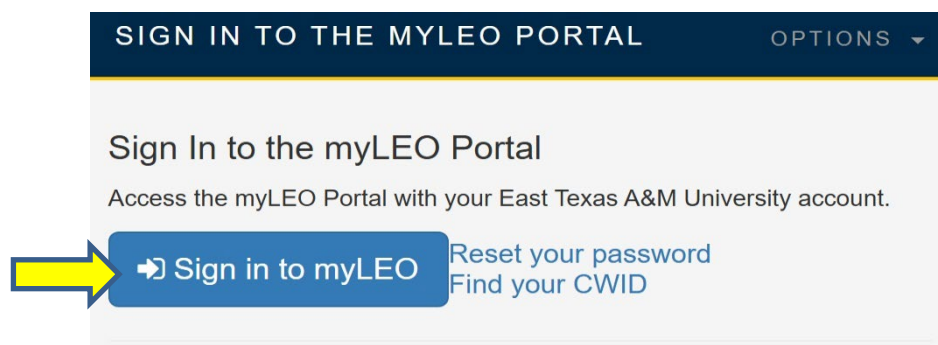
Accessing myLeo

For an optimal experience, use either Firefox or Google Chrome to access myLeo. Browsers such as Safari or Internet Explorer, have been known to cause issues.

1. Go to the [University's Homepage](#) and select the Login icon below:



2. Select 'Current Students,' 'myLeo,' then 'Sign in to myLeo:'



3. Enter username and password then select 'Login:'

Username

Password

Login

First time logging in to myLeo?

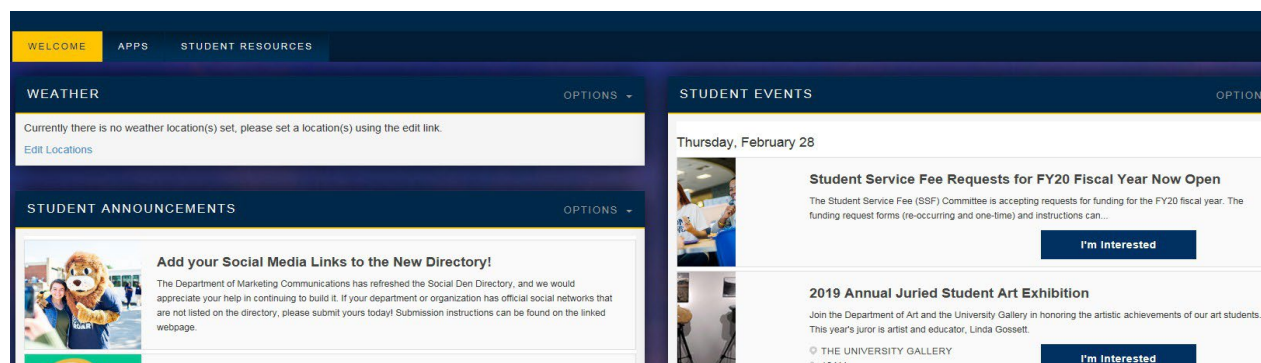
- Your username is your CWID (campus wide ID number).
- Your password is your birthdate in this format: (example...Jun081979). If you have logged in previously, you were prompted to change/update this password.
- East Texas A&M now requires two-factor authentication – the system will direct you.

Trouble logging in to myLeo or experiencing other technical issues?

- Contact the IT HelpDesk at (903) 468-6000 or via email at HelpDesk@etamu.edu

Calendar of Events & Important Announcements

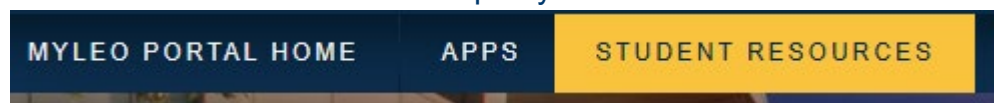
On the main screen in myLeo after logging in, you will see **announcements** and **events**.



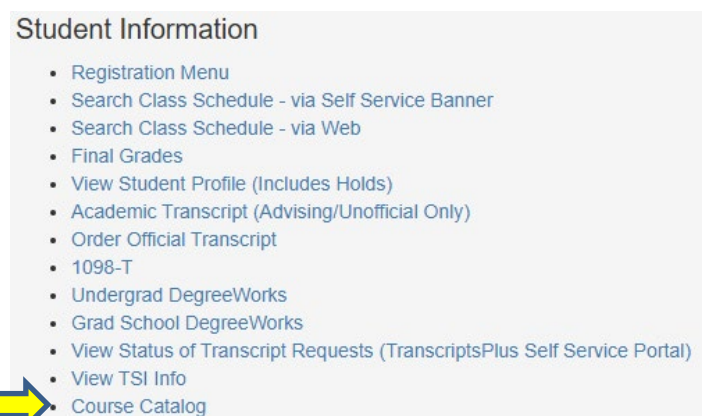
Access the [Academic Calendar](#) which includes all university events.

Course Catalog

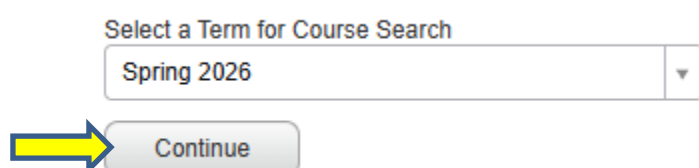
To view the description of a course you are interested in, search the course catalog by selecting the 'Student Resources' tab at the top of your screen:



Next, select 'Course Catalog' under 'Student Information:'



Select the catalog term (current semester) and then 'Continue:'



Enter your search criteria. You can select the 'subject' (for example, 'Accounting'), then hit search, and all courses (undergraduate and graduate), will populate. You can select the 'subject,' and enter a 'course number (for example, '501'), then hit search, and only listings of that specific course will come up.

Subject

Course Number

Keyword

[Clear](#) [▶ Advanced Search](#)

Always select 'view sections' to see if a class has more than one section.

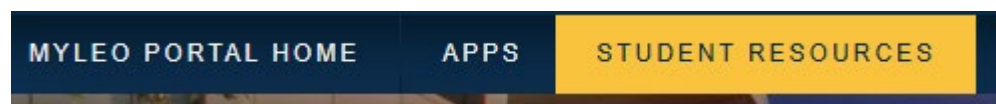
Description	Course Sections
	Q View Sections 

DegreeWorks

DegreeWorks is where your degree plan is managed. DegreeWorks will display:

- Classification, Major, Program, and College
- Courses you've taken and final grades (R=registered, so there is not a grade until you complete the class)
- GPA (grade point average)
- Assigned Advisor and Graduate Enrollment Specialist
- Earned hours and transfer hours (if any)
- Academic standing

To access DegreeWorks, select the 'Student Resources' tab:



Select 'Grad School DegreeWorks' from the Student Information Menu:

Student Information

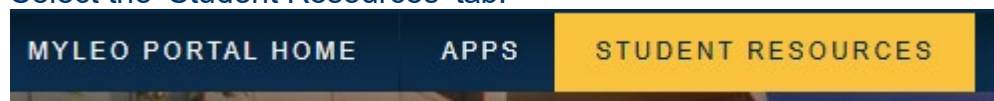
- Registration Menu
- Search Class Schedule - via Self Service Banner
- Search Class Schedule - via Web
- Final Grades
- View Student Profile (Includes Holds)
- Academic Transcript (Advising/Unofficial Only)
- Order Official Transcript
- 1098-T
- Undergrad DegreeWorks
- Grad School DegreeWorks
- View Status of Transcript Requests (TranscriptsPlus Self Service Portal)
- View TSI Info
- Course Catalog



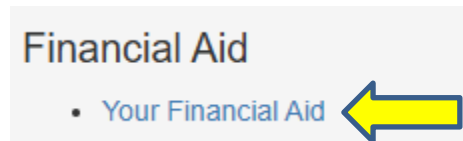
IMPORTANT: Contact your faculty advisor or graduate enrollment specialist if any classes are displayed under the 'Non-Program Electives' section. Courses in this section *are not counting toward your degree and are ineligible for financial aid*. A petition (substitution), may be needed.

Financial Aid & Scholarships

Select the 'Student Resources' tab:



Scroll to the bottom and select 'Your Financial Aid':



Every student has an assigned financial aid advisor to assist you. Contact your Graduate Enrollment Specialist if you are unsure who to contact.

You can make an appointment with a Financial Aid advisor [here](#).

You can also find valuable information and resources on the [Financial Aid & Scholarships Webpage](#).

LeoMail

Your student email account is referred to as LeoMail and is accessible through the 'Apps' tab:



Next, select the LeoMail icon:

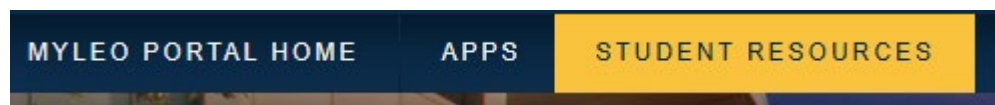


LeoMail

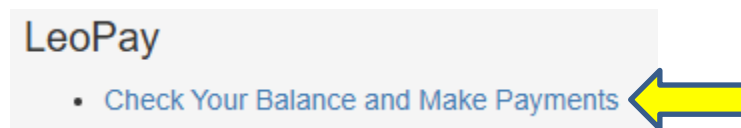
- Right click on the app and select “open link in new tab” to check email while also having access to myLeo. This is true for all Apps.
- Check your LeoMail daily, as this is the email official method of email communication as a student.
- When you send emails through an online class, those emails are sent and received through LeoMail.

LeoPay

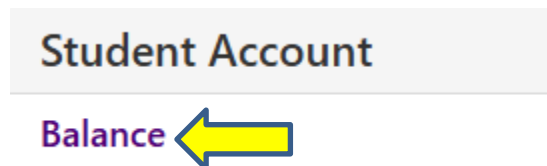
Select the ‘Student Resources’ tab:



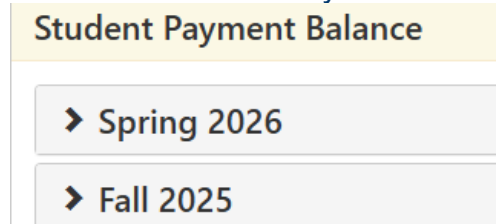
Click on ‘Check Your Balance and Make Payments:’



Click on the word “Balance” on the LeoPay home screen:



Choose the semester you wish to view your balance:



Click 'Make Payment' to pay your balance for the semester you choose:



Enroll in the **installment plan** or **tuition loan** under LeoPay by selecting the **Payment Plans** tab and then the option you want to use:



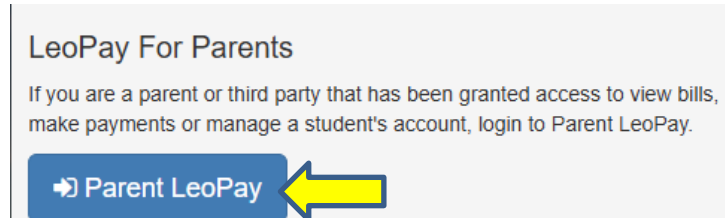
The [installment payment plan](#) requires a down payment of \$100, plus a \$35 processing fee. This option is only available in the fall and spring semesters.

The tuition loan requires a \$35 processing fee when you sign up. [Tuition loans](#) are available during the fall, spring, and summer semesters.

Important Notes:

- If you have questions about your student account, call (903) 886-5044 or via email Cashiers@etamu.edu.
- More information is available on the [Cashier's Office Webpage](#).

If someone else is paying your balance, they will enter the LeoPay screen from the myLeo login page:



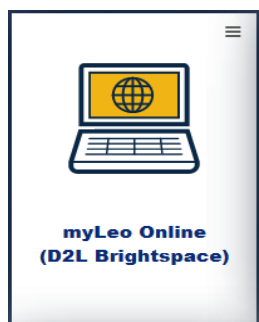
myLeo Online (D2L Brightspace) – accessing your online classes

myLeo Online (D2L Brightspace), is where you will access online courses and/or where you might access materials your instructor provides to you.

Select the 'Apps' tab:



Select the myLeo Online (D2L Brightspace) icon. *Right click on the app and select “open link in new tab” to access your classes while also having access to myLeo. This is true for all Apps.*



Gain access to your classes in one of two ways:

1. Using the course selector tool at the top of the main page:



2. Or by scrolling down to locate the ‘My Courses’ section:

My Courses

◀ Summer I 2025 Summer II 2022 Summer II 2024 Summer II 2025 Training Courses

 Closed Fall 2022 Research Methodology (HIED-)	 Closed Fall 2022 Seminar (AG-400-01W)	 Closed Fall 2022 The Law of Higher Education
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Important Notes:

- An online course is not accessible until the first day of the semester.
- Not seeing an online course does not necessarily mean you are not registered for it.
- Courses will not appear until the instructor has submitted their course shell.

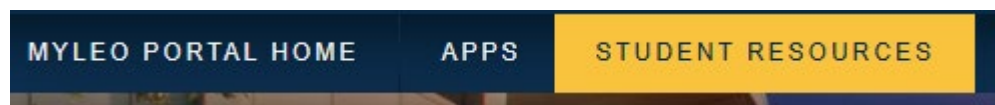
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- Contact the IT HelpDesk at (903) 468-6000 or via email at HelpDesk@etamu.edu

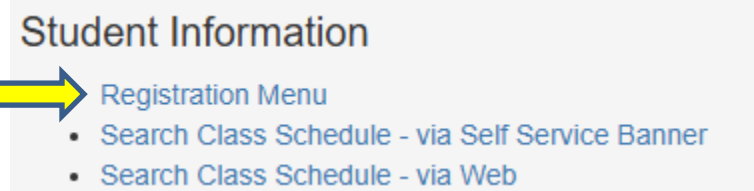
If your course has an online component, you are automatically enrolled in the “Essentials of myLeo Online” class through the [Office of Innovative Digital Learning](#).

Registration

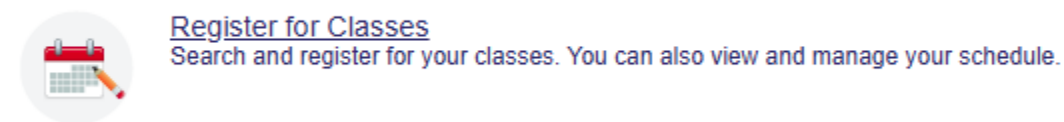
To register for classes, go to the 'Student Resources' tab



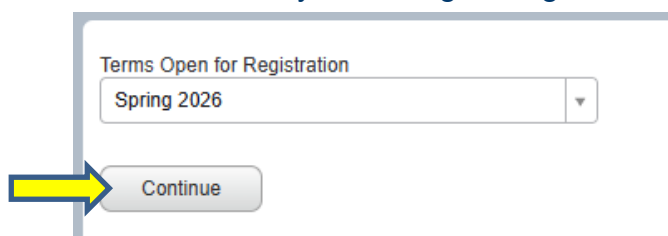
Next, select 'Registration Menu:'



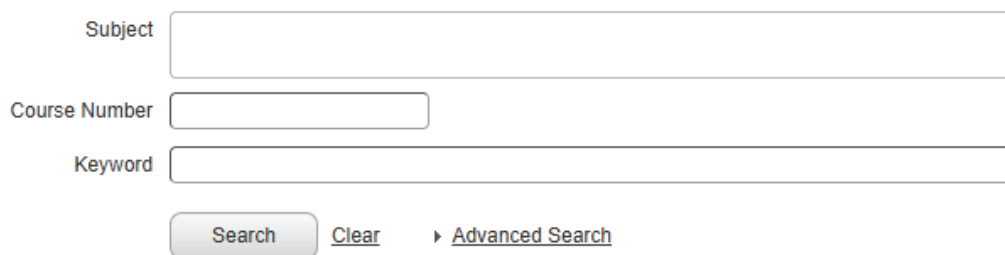
Select 'Register for Classes:'



Select the term you are registering for and click continue:



Search for classes using the first tab, 'Find Classes,' by entering search criteria:



You can also use the tab 'Enter CRNs' if you know the CRN of a course (CRN is course registration number and is a five-digit number). After entering the CRNs, click 'Add to Summary.'

After you add classes to your summary, click 'Submit'

Title	Details	Hours	CRN	Schedule Type	Status	Action
Maj Figures in Amer Lit	ENG 522, 01W	3	86255	Lecture	Pending	Web Registered
Principles of Adult Learning	OLT 554, 01W	3	81454	Lecture	Registered	Web Registered
Instructional Design and Dev...	OLT 578, 01W	3	84011	Lecture	Registered	Remove
Research Methodology	OLT 595, 01W	3	81455	Lecture	Registered	Waitlisted

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 15

Financial Responsibility Agreement

This agreement must be accepted each time registration opens. You will be prompted to accept the agreement upon attempting registration. After reviewing your Financial Responsibility Agreement, check the box at the bottom of the agreement and select 'Continue' to proceed with registration.

Waitlisting a Class

To add yourself to the waitlist for a class, go to the 'Student Resources' tab:

Follow the steps in the Registration section above until you get to the Summary section.

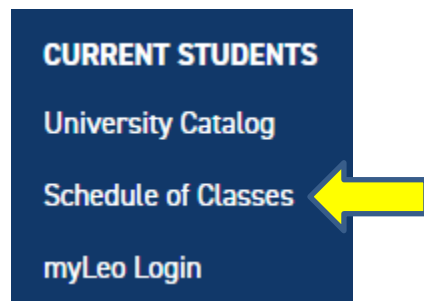
After you add your class to the Summary, you will then choose **waitlisted** from the dropdown menu, and click 'submit.'

Summary						Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action
<i>Maj. Figures in Amer Lit</i>	ENG 522, 01W	3	86255	Lecture	Pending	Web Registered
Principles of Adult Learning	OLT 554, 01W	3	81454	Lecture	Registered	Web Registered
Instructional Design and Dev...	OLT 578, 01W	3	84011	Lecture	Registered	Remove
Research Methodology	OLT 595, 01W	3	81455	Lecture	Registered	Waitlisted
Total Hours Registered: 9 Billing: 9 CEU: 0 Min: 0 Max: 15						Submit

Schedule of Classes

To access the Schedule of Classes:

1. Go to www.etamu.com
2. Scroll to the bottom of the webpage and select **Schedule of Classes**:



3. Next, choose the semester from the dropdown menu at the top:

Schedule Of Classes

Select Term to view Schedule Spring 2026

4. Then, select the department you wish to view.
5. Next, scroll down to locate your course. Graduate-level courses are numbered 500 and above.

Course Modality

1. Follow the steps above to locate your class.
2. View the section ending, for example below "01W." The "W" denotes the class is online because the "W" stands for web-based class.

COUN	505	Intro to CSD	Hours: 3		
01W	23933	Hill, Curtis		25	16

Meets 1/29/2026 through 5/8/2026

Campus: Main

[Vita](#) [Syllabus](#) [Books/Materials](#)

Below are the different modalities:

B – Course includes both face to face (F2F) and online instruction. F2F time may be reduced.

E – The course meets regularly F2F.

L – Lab Course.

W – 100% online course.

Syllabi and CRN (Course Registration Number)

To view the syllabus for a class:

1. Go to the [Schedule of Classes](#)
2. Select the term at the top.
3. Next, scroll down to locate your course. Graduate-level courses begin in 500 and above.
4. Once you find your course, you will notice several links at the bottom:

COUN	505	Intro to CSD	Hours: 3		
01W	23933	Hill, Curtis		25	16

Meets 1/29/2026 through 5/8/2026

Campus: Main

[Vita](#) [Syllabus](#) [Books/Materials](#)

Select the links to view the instructor's Vita (resume), course syllabus, and books/materials. You can also find start and end dates for the semester, instructor's name, available seats left in the class, and the **CRN**. The CRN is the number you can use to add a class to your schedule without doing a course lookup.

- You can also tell this course is not full (25 seats total and 16 enrolled).
- The **CRN** can also be quickly located (it is the five-digit number **23933**).

IMPORTANT:

- If you search for your syllabus but nothing is displaying, it means the syllabus has not been uploaded to the schedule of classes yet.
- Syllabi are typically uploaded a couple of weeks before the semester begins.
- Contact your instructor if you need a copy in advance.

Textbooks

To locate or purchase textbooks, go to the 'Student Resources' tab and select 'Purchase Textbooks Online.' You are not required to purchase through the university bookstore.

- [View Status of Transcript Requests \(TranscriptsPlus Self Service Portal\)](#)
 - [View TSI Info](#)
 - [Course Catalog](#)
 - [Purchase Textbooks Online](#)
 - [Standard Systems Maintenance Schedules](#)
- 

IMPORTANT:

- Textbooks are generally uploaded about one month before the semester begins.
- If you search for your textbooks but nothing is displaying, contact your instructor to find out what books are needed.

Student Resources

The 'Student Resources' tab provides access to many other resources:

STUDENT INFORMATION SYSTEM (SIS) RESOURCES FOR STUDENTS
OPTIONS

Personal Information

Use the link below to view or update your personal information such as addresses, phone numbers, emergency contacts, etc.:

- [View or Edit Personal Information](#)

Student Information

- [Registration Menu](#)
- [Search Class Schedule - via Self Service Banner](#)
- [Search Class Schedule - via Web](#)
- [Final Grades](#)
- [View Student Profile \(Includes Holds\)](#)
- [Academic Transcript \(Advising/Unofficial Only\)](#)
- [Order Official Transcript](#)
- [1098-T](#)
- [Undergrad DegreeWorks](#)
- [Grad School DegreeWorks](#)
- [View Status of Transcript Requests \(TranscriptsPlus Self Service Portal\)](#)
- [View TSI Info](#)
- [Course Catalog](#)
- [Purchase Textbooks Online](#)
- [Standard Systems Maintenance Schedules](#)

LeoPay

- [Check Your Balance and Make Payments](#)

Financial Aid

- [Your Financial Aid](#)

Graduation FAQs

- [Graduation FAQs](#)

Apps

Students can also access an array of resources under the 'APPS' tab:

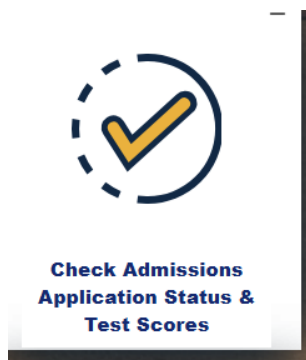


This is where you will:

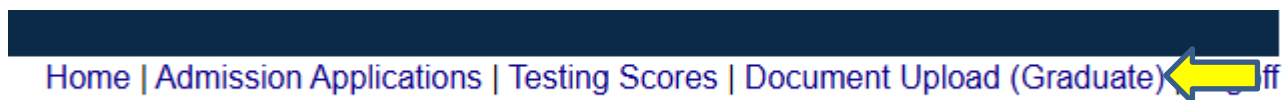
- Enter your online classes
- Check your LeoMail
- Access the online library (Waters Library Resources)
- Purchase parking permits
- LeoPay to pay your balance
- Apply for graduation
- Upload your admissions documents
- Manage your Lion Card
- Search Student Employment

Uploading Admission Documents

1. Go to the 'APPS' tab and select:



2. Next, select 'Document Upload' from the row of tabs at the top:



3. Email graduate.school@etamu.edu if you have questions about your admissions documents.