

## First Time Access for the Saint Leo Portal

If you are taking classes at one of our centers or online, your Portal account will be created within 24-48 hours from registering for your first classes through your Academic Advisor. If you are taking classes on our main campus, your Portal account will be created within 24-48 hours after your application has been accepted.

### Navigate to the Site

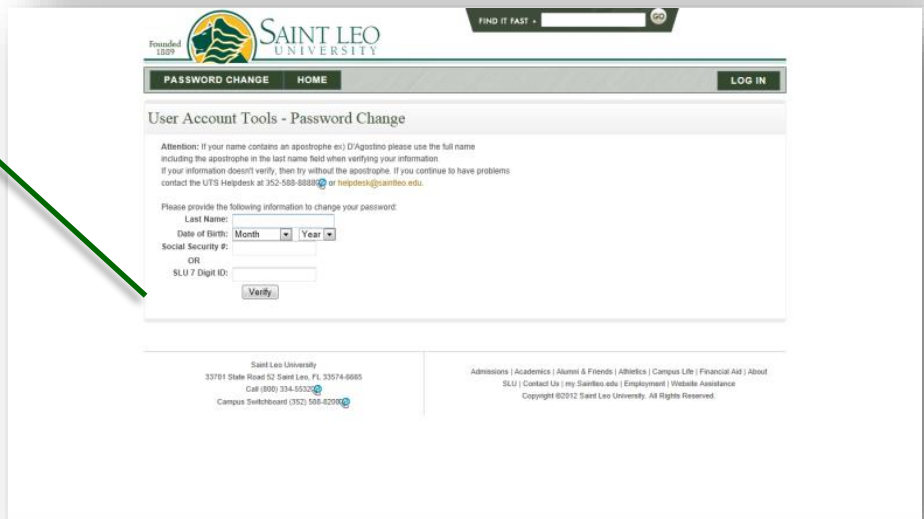
Go to <http://portal.saintleo.edu>.

Once you get there, click on the "**Forgot your password?** [Click here](#)" link located above the "Sign In" button.



### Confirm Your Identity

Select **Password Change** on the following page. This page will then ask for your **Last Name** (case sensitive), your **month and year of birth** AND your **Social Security Number OR your Saint Leo ID number**. Click the "Verify" button. It may take up to 30 seconds for the page to load.

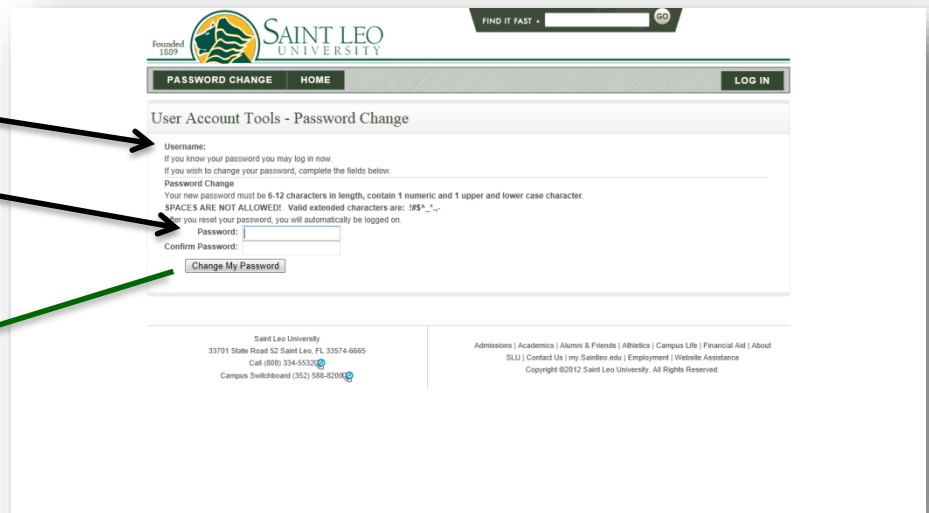


### Reset Your Password

**Your username will appear here.**

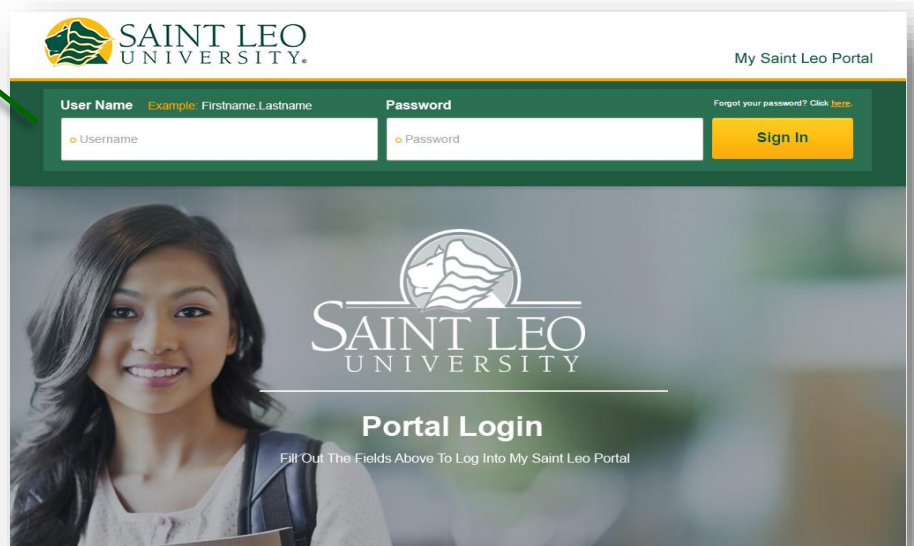
**You will need to enter your new password here.**

The password must be 6-12 characters, contain at least one uppercase letter, one lowercase letter and one number. Click on "Change My Password".



### Sign in to the Portal

Enter your username and your new password, then select "Sign In". This will take you into the Portal where you can access **LearningStudio**, **eLion**, **Student Email**, **Help Desk** and the **Library**.



### Systems Available Through the Saint Leo Portal

**LearningStudio:** Our online classroom

**Student Email:** Our University-wide student email system

**eLion:** Our web-based student academic and financial information site

**Library:** Our online reference material system

