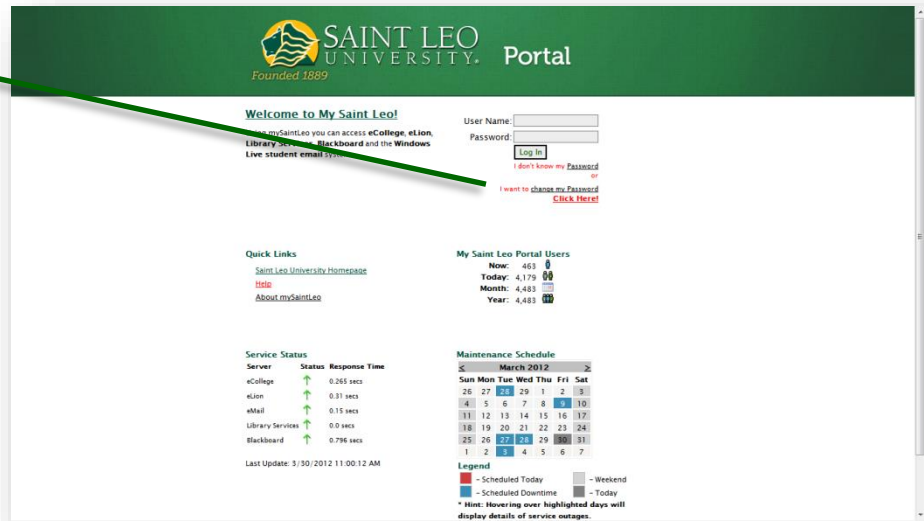


First Time Access for the My Saint Leo Portal

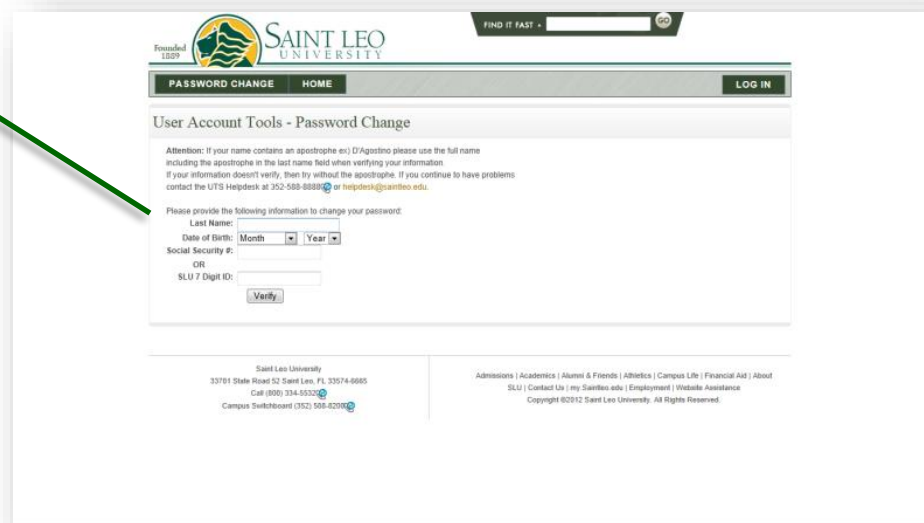
If you are taking classes at one of our centers or online, your Portal account will be created within 24-48 hours from registering for your first classes through your Academic Advisor. If you are taking classes on our main campus, your Portal account will be created within 24-48 hours after your application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

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

Once you get there, click on the **"I want to change my password"** link under the username and password boxes.



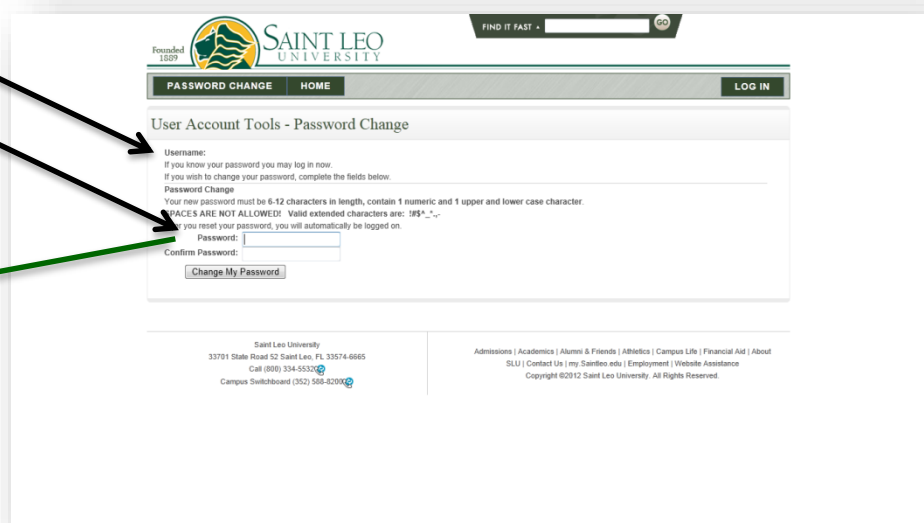
The next page will ask for your **Last Name** (case sensitive), your **month and year of birth** AND your **Social Security Number OR your Saint Leo ID number**. Click the **"Verify"** button. It may take up to 30 seconds for the page to load.



Your username will appear here.

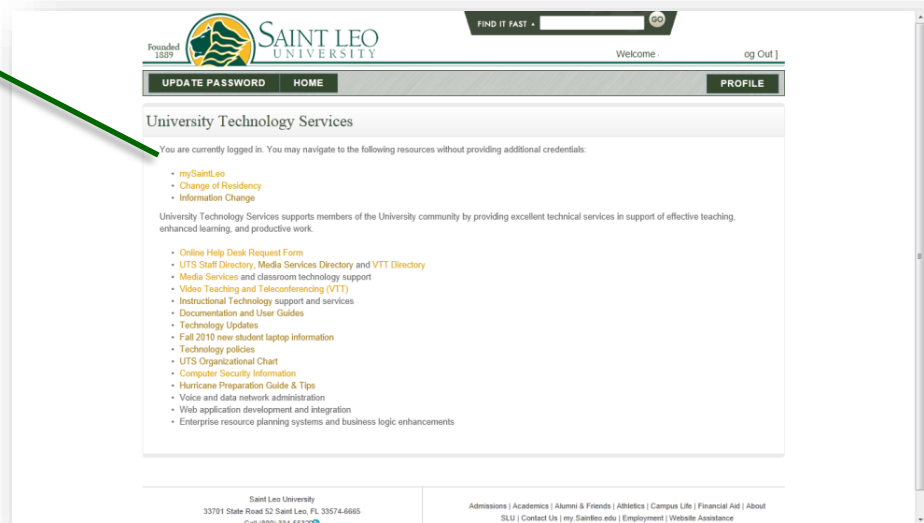
You will need to enter your new password here.

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



You will now be logged in.

The very first link is **"mySaintLeo"**. Click on that link. This will take you into the Portal where you can access **LearningStudio, eLion, Student Email, Help Desk and the Library**.



Systems Available Through the My 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

