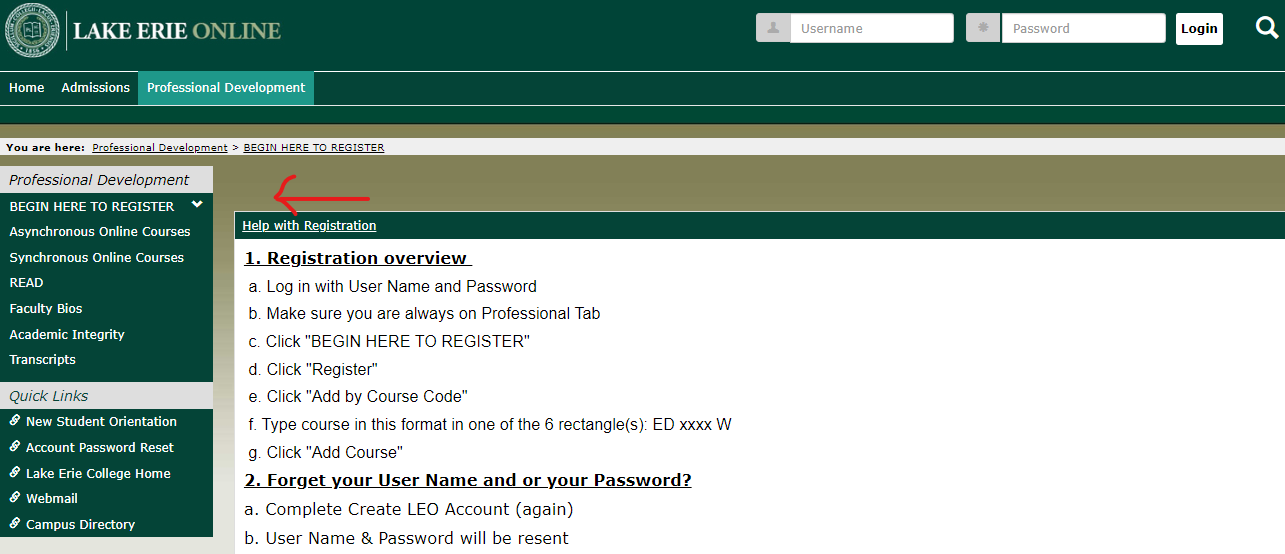


**HOW TO REGISTER GUIDE**

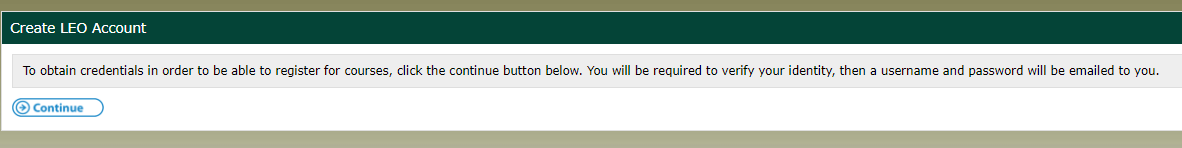
**Fall 2020**

Professional Development students register **on the College’s LMS –** LEO – Lake Erie Online [***https://leo.lec.edu/ICS/Professional\_Development/***](https://leo.lec.edu/ICS/Professional_Development/)

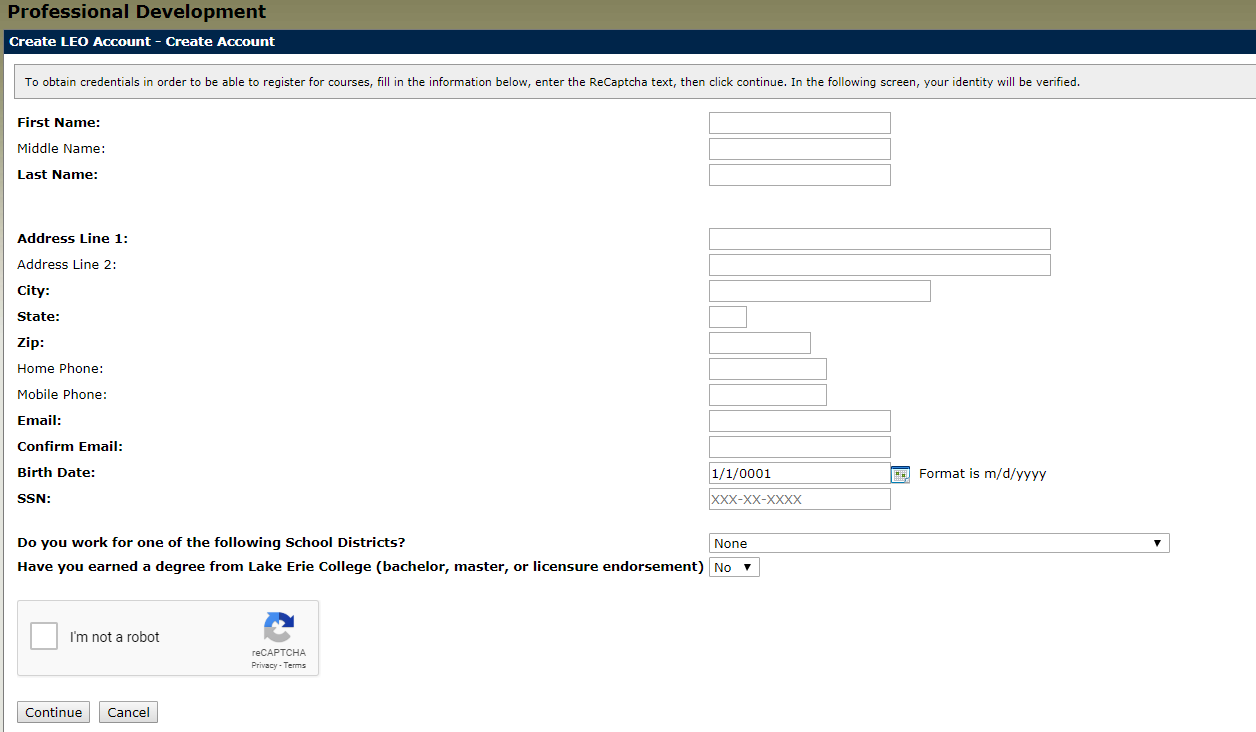
1. **Don’t** have a Username and Password? **Or forgot it?** Click “BEGIN HERE” dropdown, click “Create LEO Account”. Have a LEO Account? Skip to **#5**. Everyone please Read “Updates” under the BEGIN HERE TO REGISTER dropdown.

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1. Click “Continue”

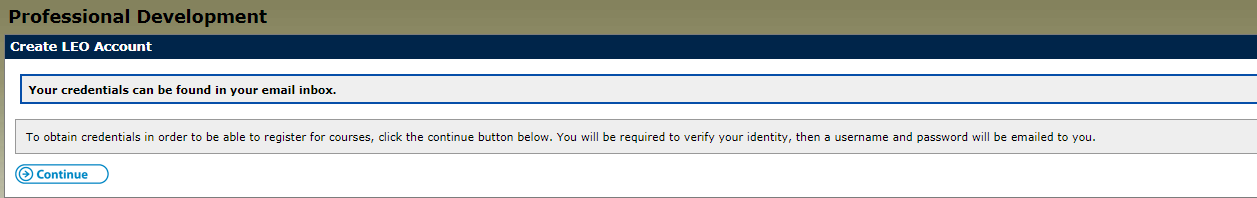


1. Complete all fields, click “Continue”.

If your birth date is single digit day and month do NOT add the zero (e.g. 1/9/1983 is the proper formatting) Please note the system will default with today’s date **.. it is CRITICAL to provide your birthdate or the system will assign you a new ID even if you’d taken classes previously.**

If the system is frozen after clicking “I’m not a robot” and “Continue” contact the office at [lstrausbaugh@lec.edu](mailto:lstrausbaugh@lec.edu) or 440-375-7379. This may happen if you were an undergraduate or completed a MEd, Endorsement or MMIS work at LEC.

This should be the next screen you automatically see.



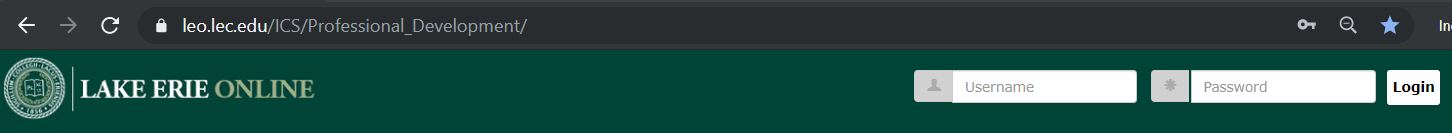
1. Access your email (whichever you provided in the Create LEO Account fields). CHECK YOUR SPAM and JUNK folder if you don’t see it. It is sent from noreply@lec.edu.

It will say, “The following credentials may be used in order to log into your account”.

xxxxxx (Username-all numerals-NEVER CHANGES)

xxxxxxx (Password-mix of letters, numerals, special symbols-CASE SENSITIVE-Can Be Changed**)**

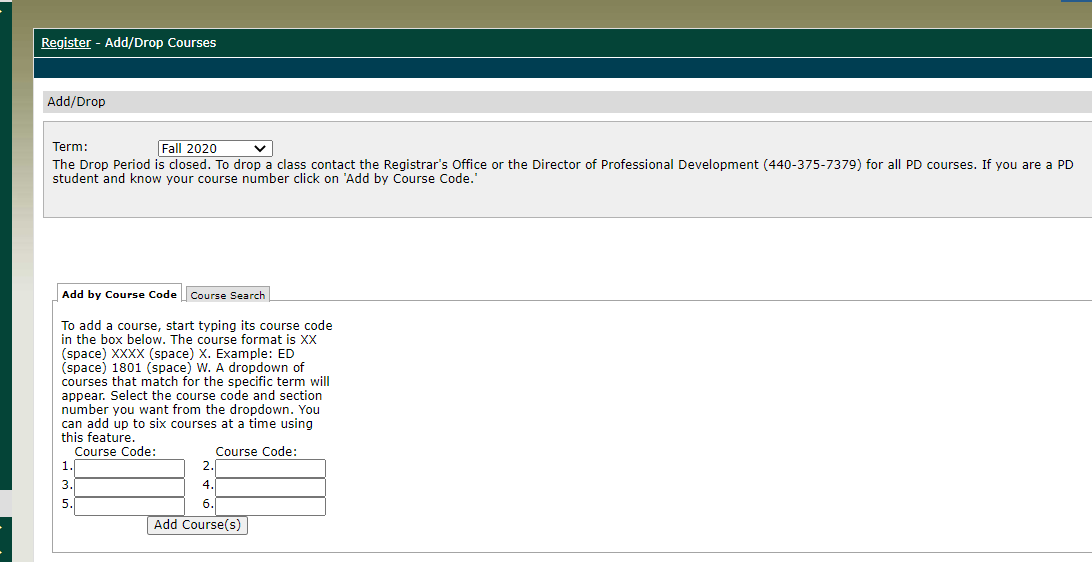
1. Type Username and Password at top of screen, click “Login”.



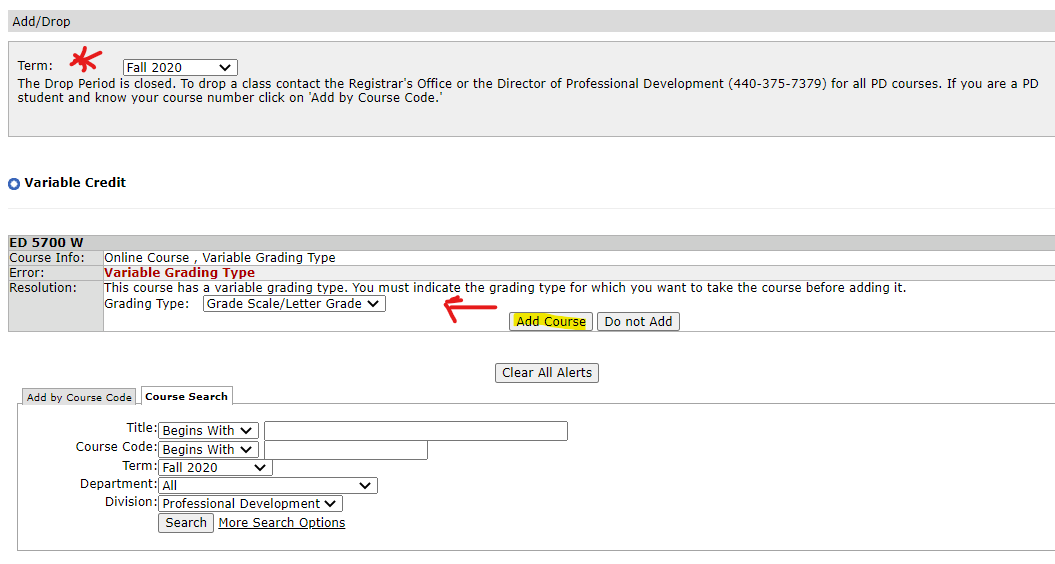
1. The system will default to Home..**ALWAYS click on Professional Development tab.**



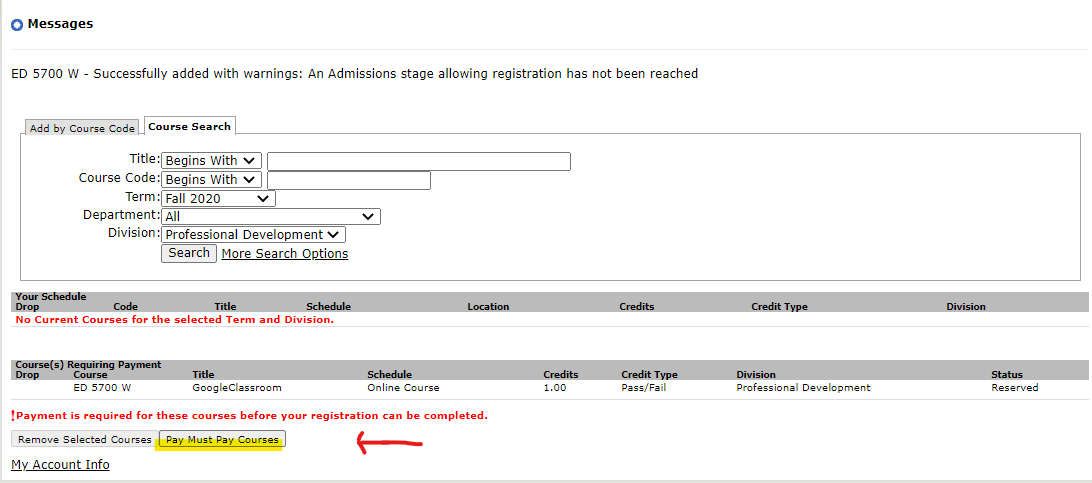
1. Click “BEGIN HERE” dropdown to see Register, click and you’ll see Add/Drop Courses. Make sure Term is **Fall 2020**.
2. Click “Add by Course Code”

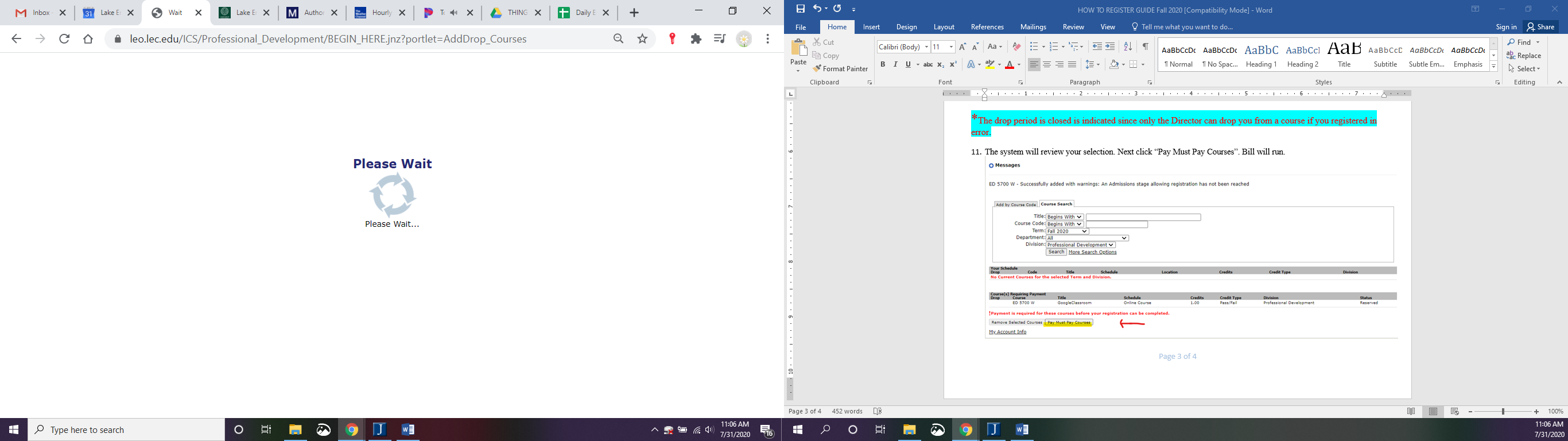


1. **Type course code in box. All PD courses are formatted: ED (space) xxxx and W.**
2. Then click S:\ProDelServices\SP 18\LEO Content\Add courses box.JPG
3. You will select how you want to be graded in LEO except if you are enrolling in a Wraparound course; they are always taken pass/fail.

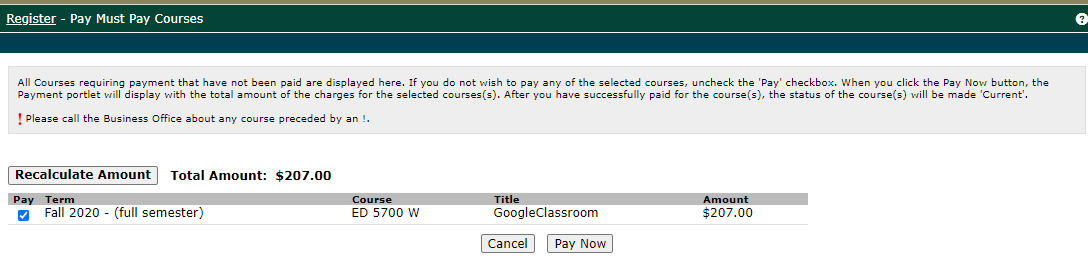


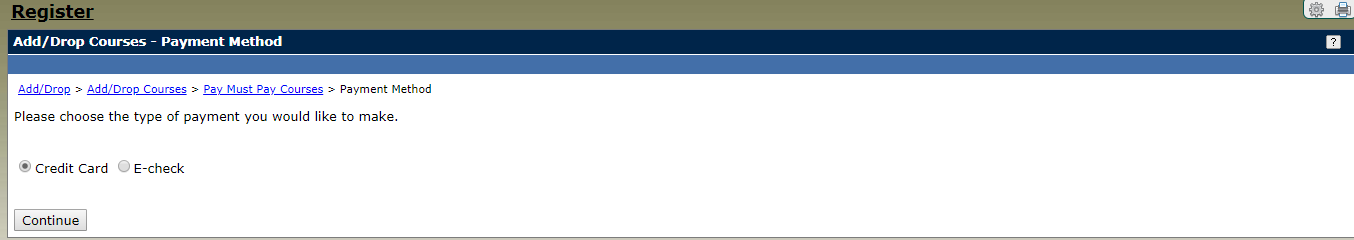
\*”The drop period is closed” is indicated; only the Director can drop a course if you registered in error.

1. The system will review your selection. Next click “Pay Must Pay Courses”. 
2. Bill will run

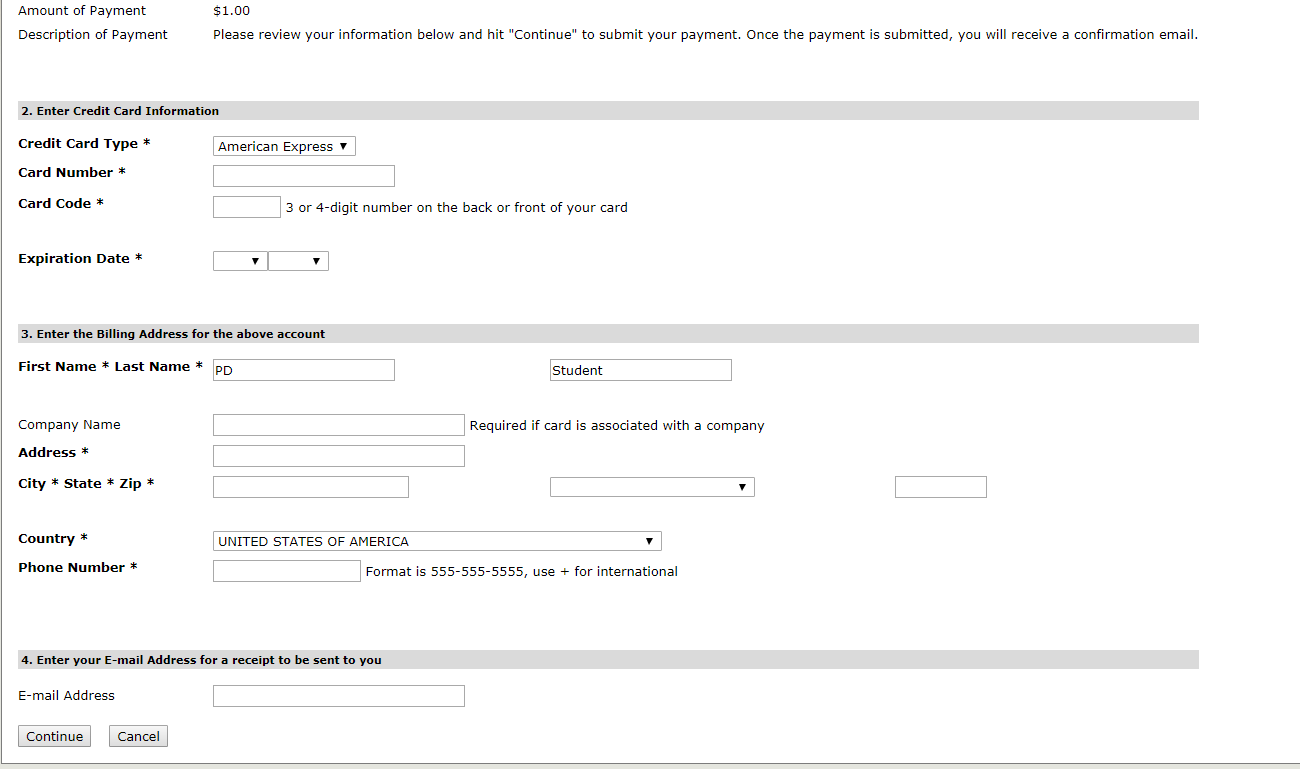


1. Click “Pay Now”, Choose Credit or E-check, “Continue”, Complete all fields, “Continue”





Choose Credit Card or E-Check and Click “Continue”.



**Once the payment has been applied you will immediately receive an email from noreply@mail.authorize.net titled "Merchant Email Receipt" (the email will not list the courses registered only the tuition paid).**

**You will receive a registration confirmation email from the Registrar’s Office sent from** [**prodel@lec.edu**](prodel@lec.edu%20) **with 24 business hours Monday-Thursday of registration. If you register late Friday-Sunday you will receive the confirmation on Monday.**

**Call Lisa Strausbaugh, Director of Professional Development for assistance at 440-375-7379 or** [**lstrausbaugh@lec.edu**](mailto:lstrausbaugh@lec.edu)**.**