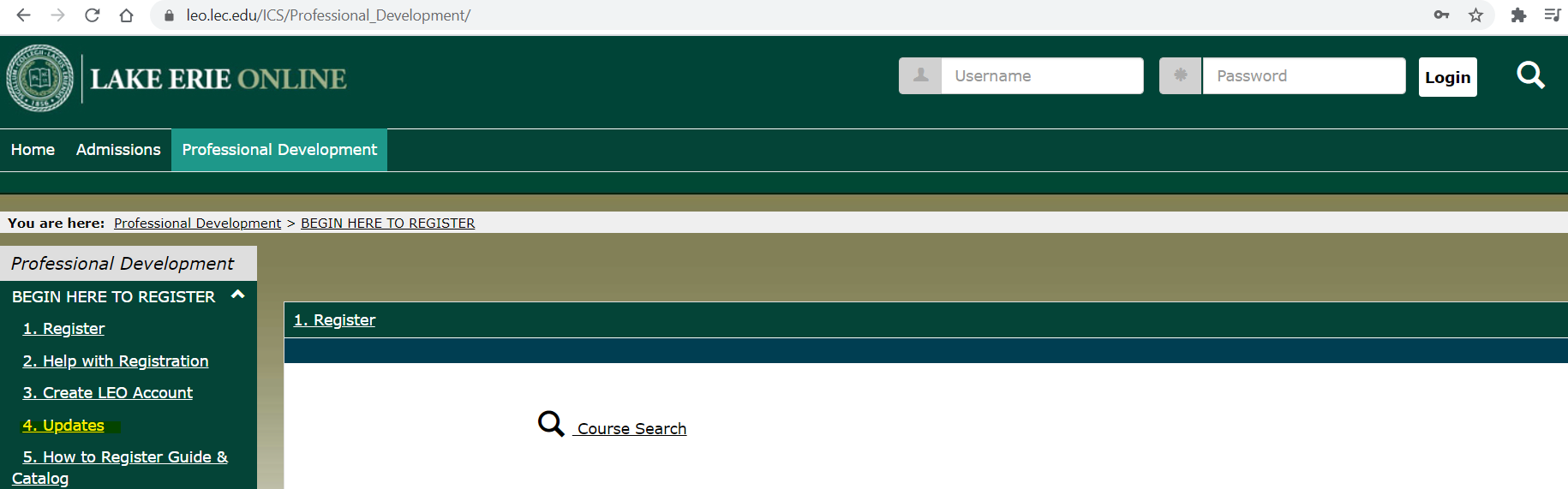


**HOW TO REGISTER GUIDE**

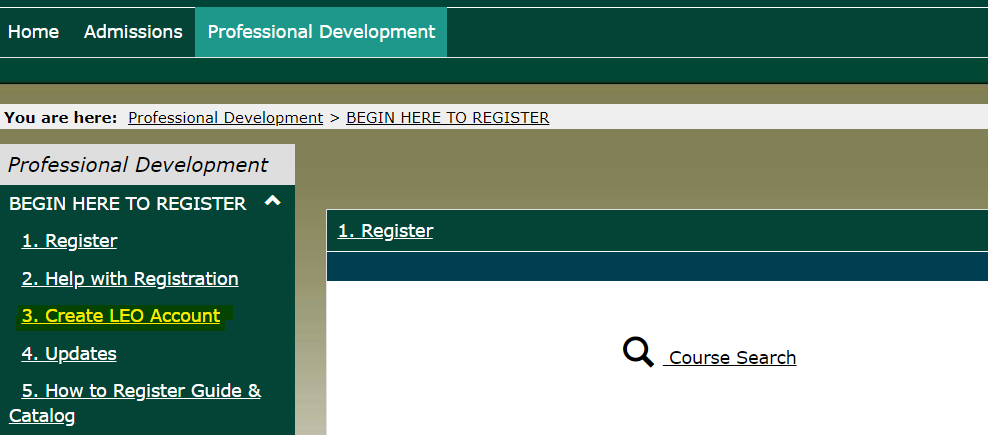
**Winter 2020 and Spring 2021**

**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/)

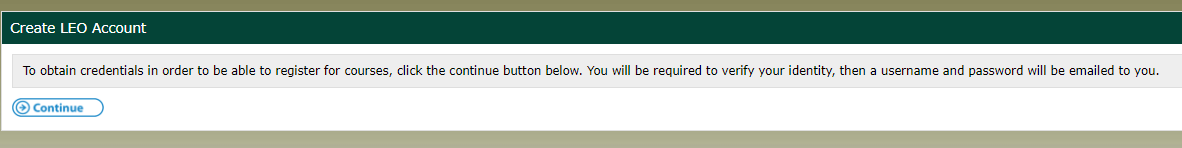
Everyone please read “Updates” under the BEGIN HERE TO REGISTER dropdown.

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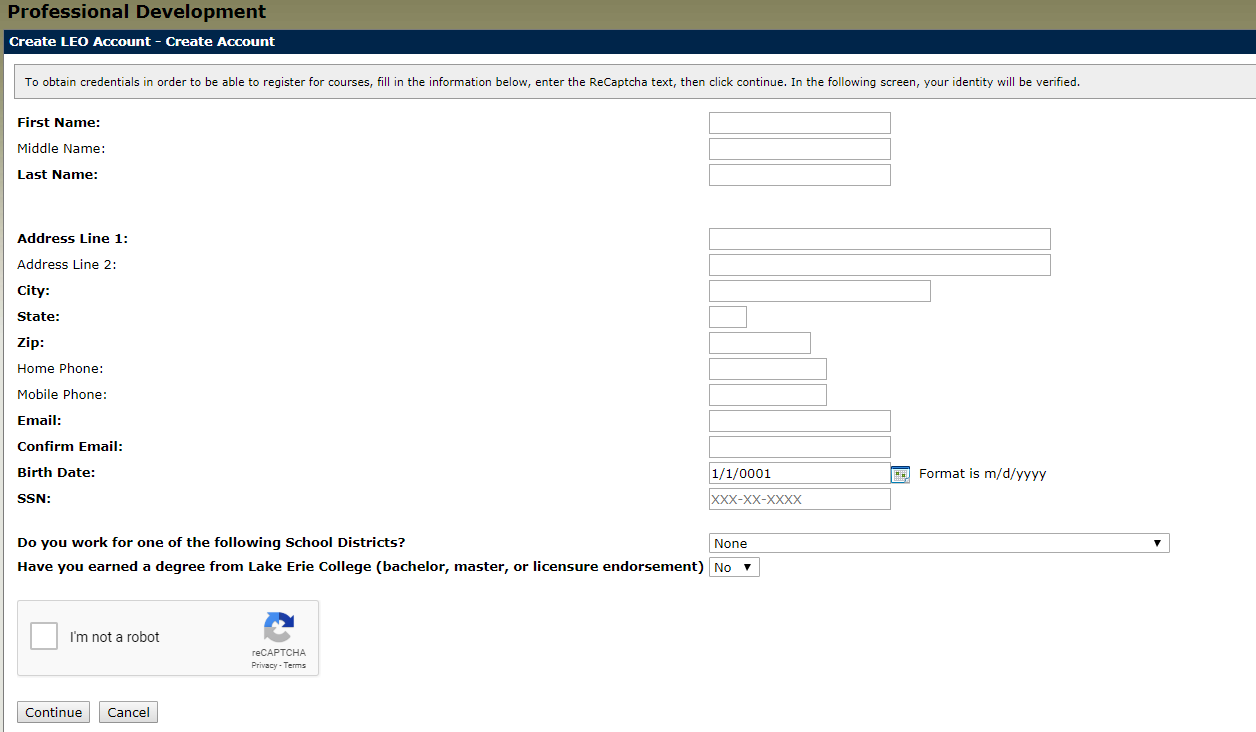
1. **Don’t** have a Username and Password? **Or forgot it?** Click “Create LEO Account”. Have a LEO Account? Skip to **#5**.

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1. Click “Continue”

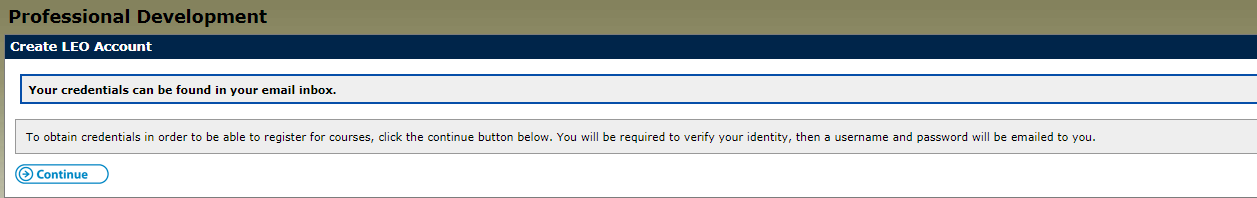


1. Complete all fields, click “Continue”.

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. Call or email Lisa to adjust your record manually.

This should be the next screen you automatically see.



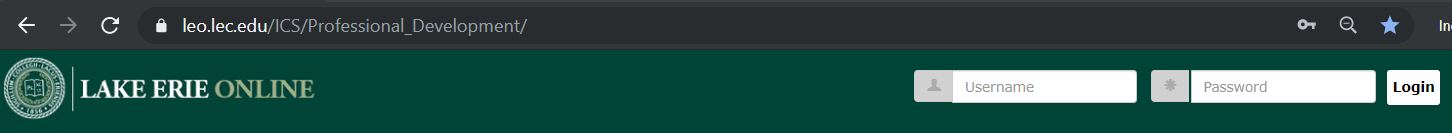
1. Access your email (whichever you provided in the Create LEO Account fields). CHECK YOUR SPAM and JUNK folder if you don’t see it. It is sent from noreply@lec.edu.

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. See step #18**)**

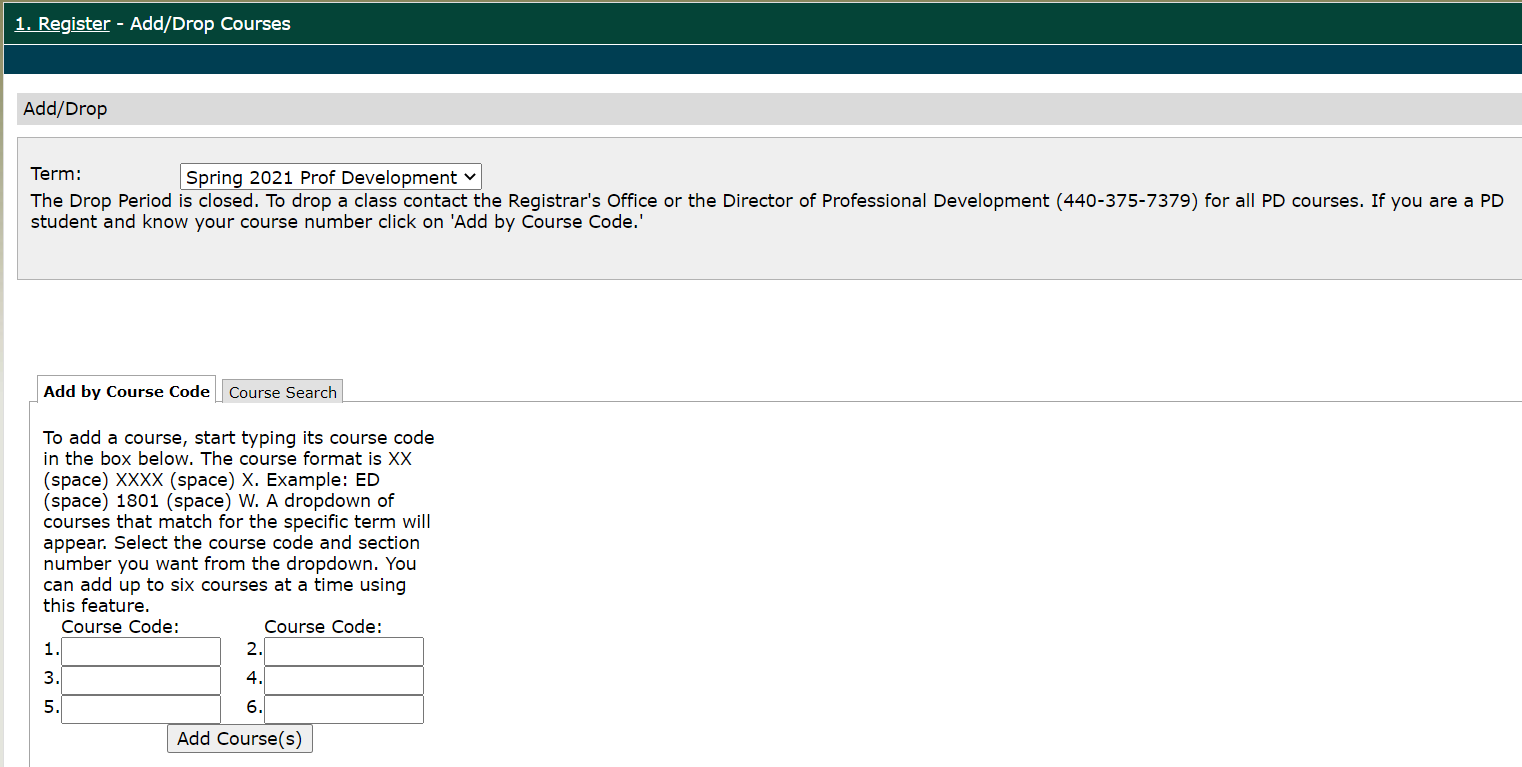
1. Type Username and Password at top of screen, click “Login”.



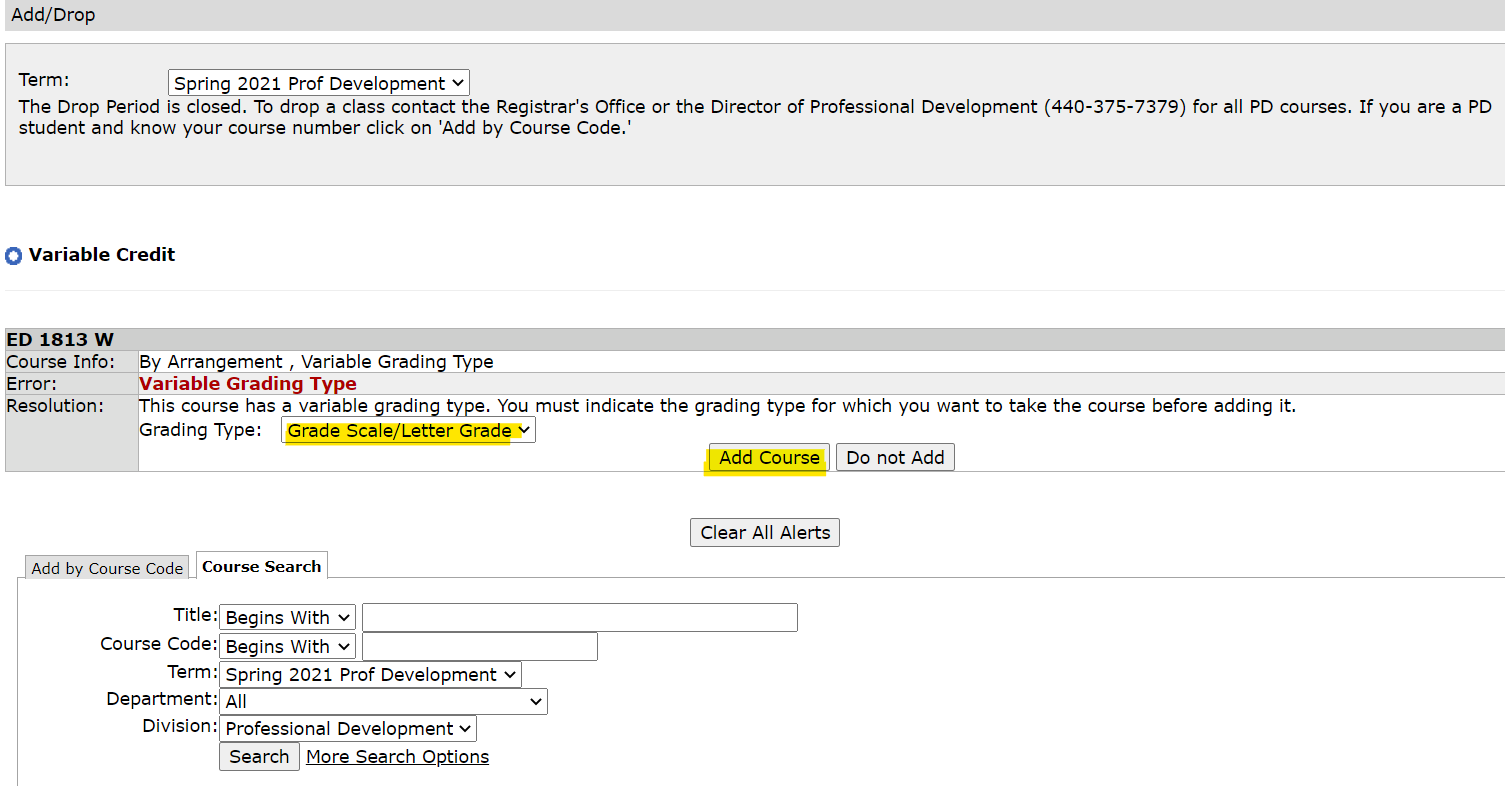
1. The system will default to Home..**ALWAYS click on Professional Development tab.**



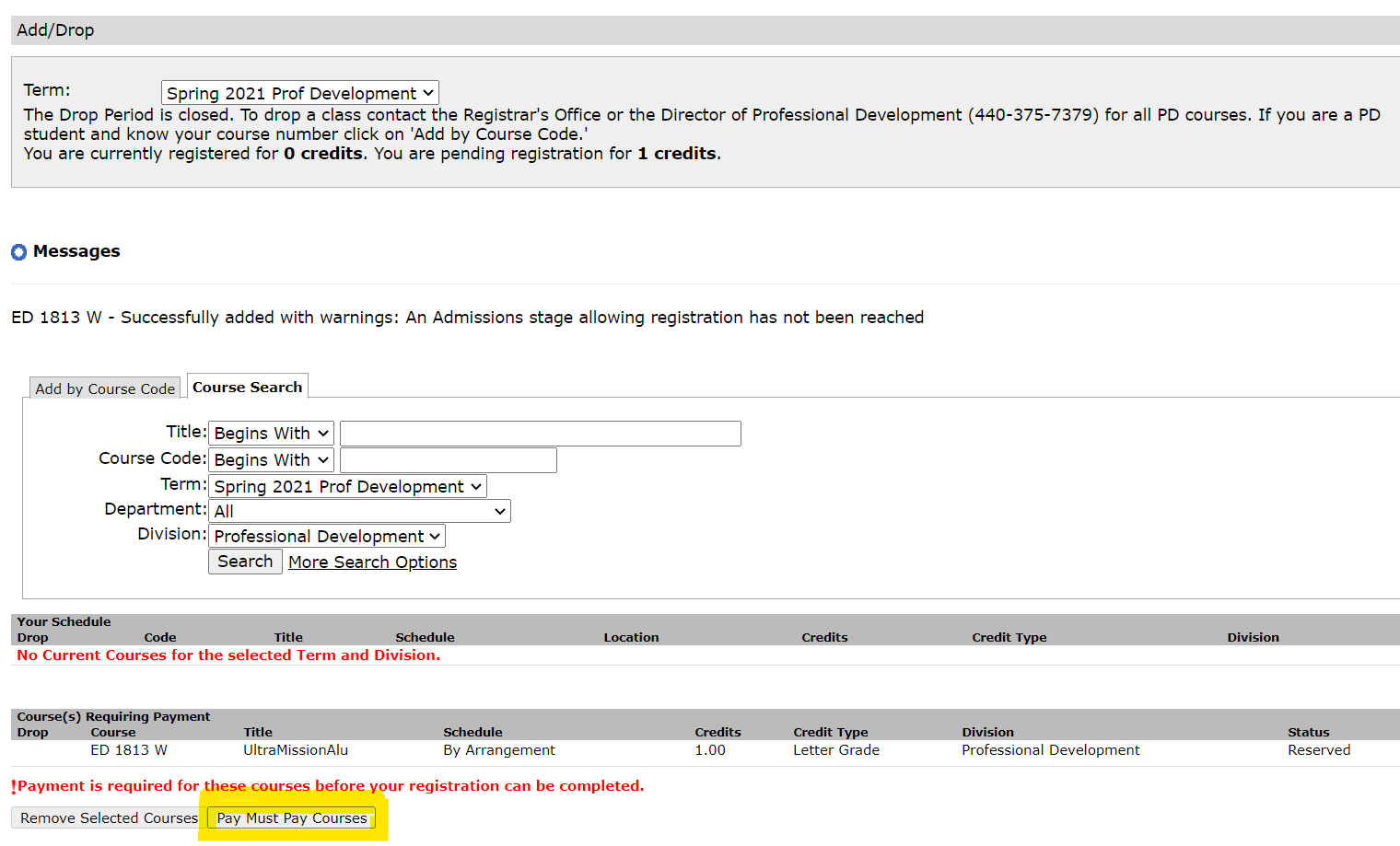
1. Click “BEGIN HERE” dropdown to see Register, click and you’ll see Add/Drop Courses. Choose proper Term:
   1. Winter 2020 Prof Development OR
   2. Spring 2021 Prof Development
2. Click “Add by Course Code” instead of using Course Search function.

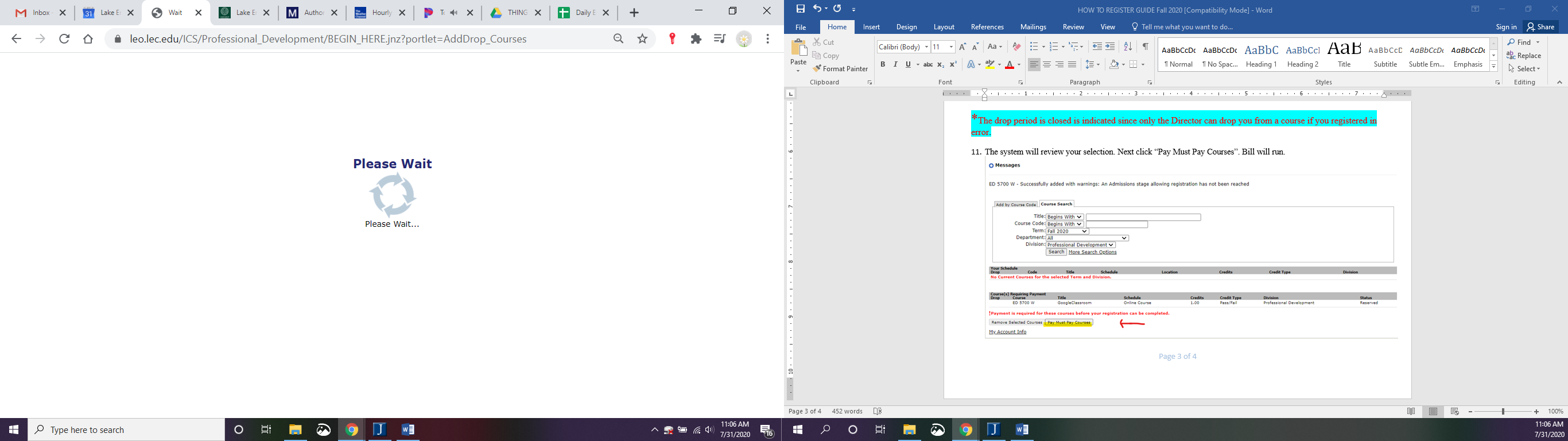


1. **Type course code in box. All PD courses are formatted: ED (space) xxxx and W.**
2. Then click S:\ProDelServices\SP 18\LEO Content\Add courses box.JPG
3. You will select how you want to be graded using the Variable Grading Type except if you are enrolling in a Wraparound course; they are always taken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

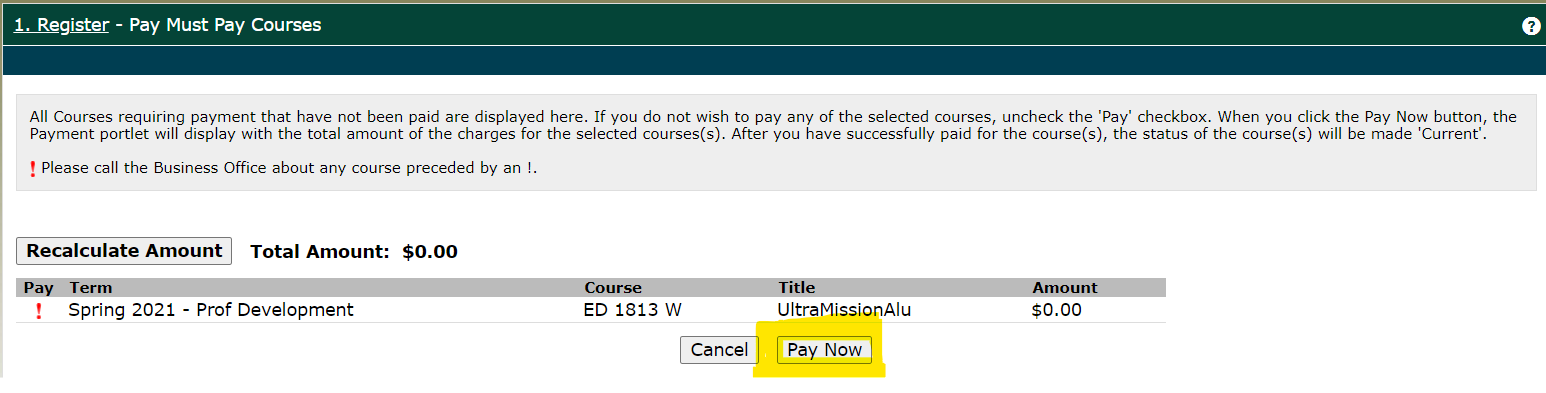


“The Drop Period is closed” means only the Director can drop a course. Please contact Lisa if you registered in error.

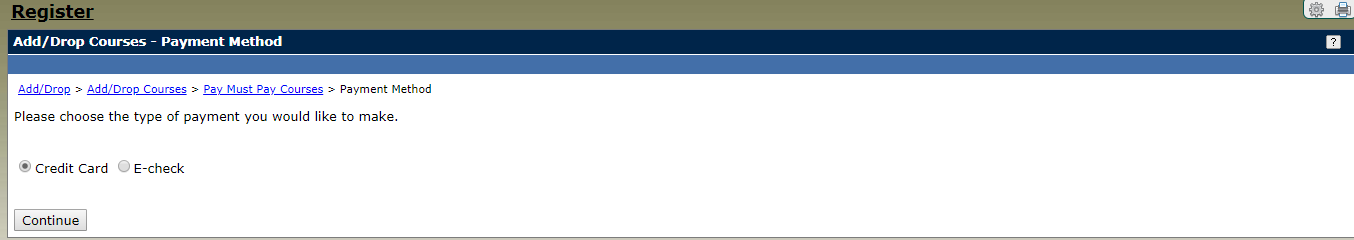
1. The system will review your selection. Next click “Pay Must Pay Courses”. 
2. Bill will run



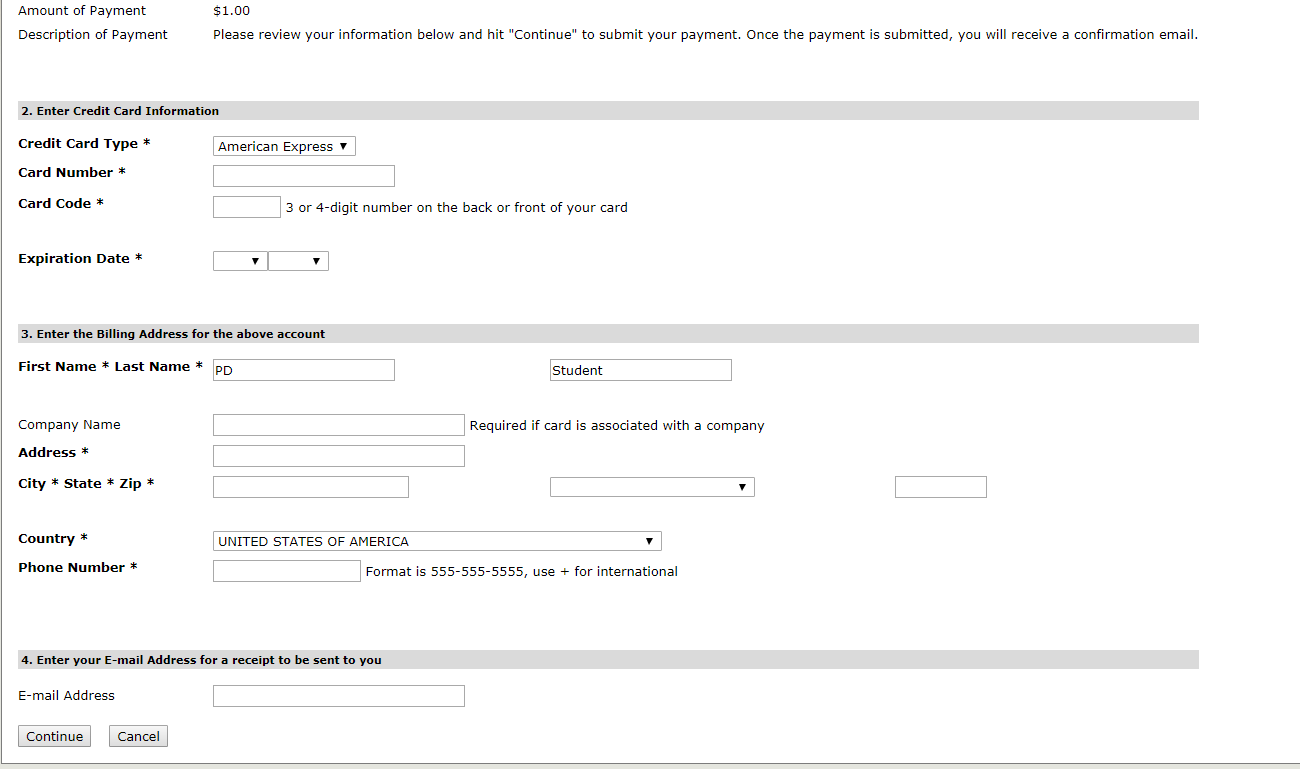
1. Click “Pay Now”.

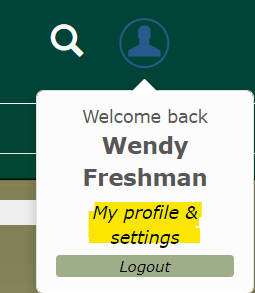


1. Choose Credit Card or E-Check and Click “Continue”.

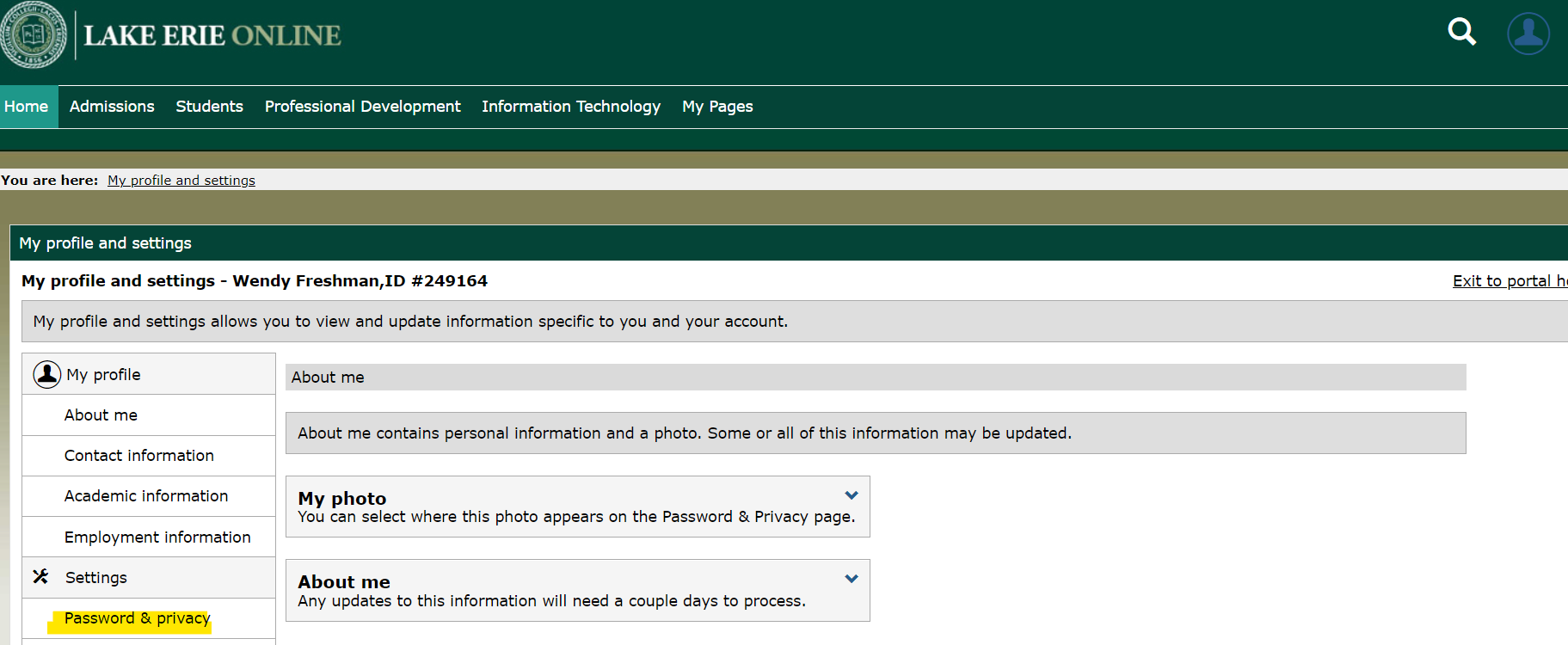


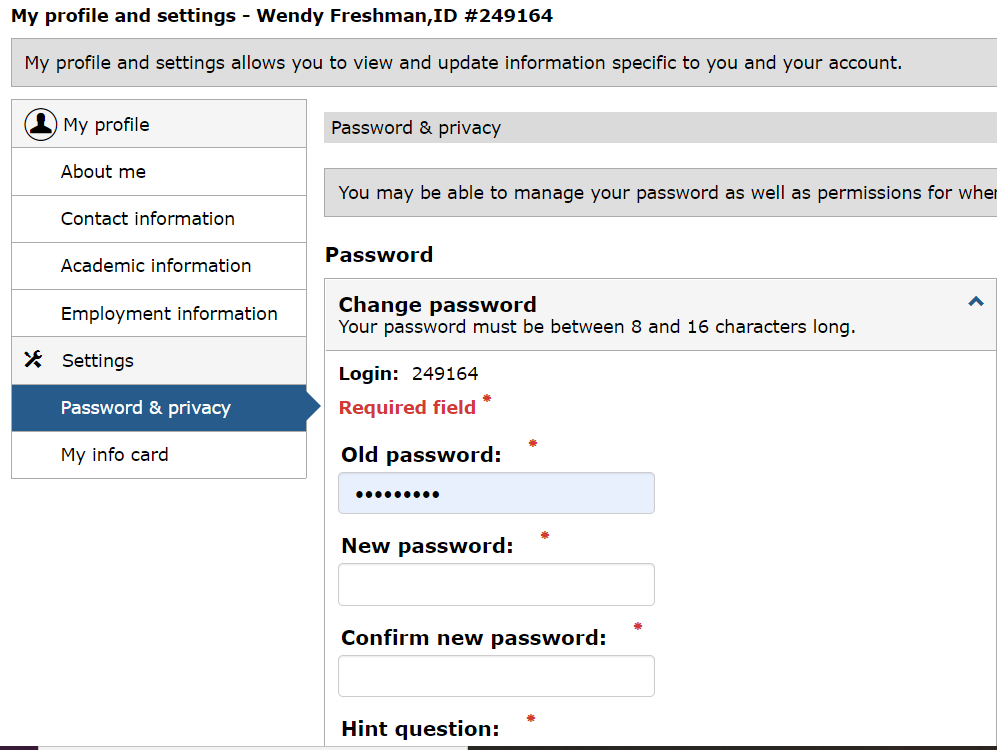
1. Complete all fields, “Continue”.



1. **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).**
2. **You will receive a registration confirmation email from the Registrar’s Office sent from** [**prodel@lec.edu**](file:///\\lecshare\shares\ProDelServices\SP%2021%20and%20Winter%202020\LEO\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. Holiday hours may apply December 10-January 3.**
3. **To change your password: log in, click on silhouette in blue, click on “My profile & settings”. You’ll see Welcome back and your name.** 

**Click on “Password & privacy”, then click on “Change password”.**

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**Type in Old password and new one twice. Make sure to SAVE!**

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