

HOW TO REGISTER GUIDE

(as of 8/23/18)

If you don't know what course you want to take click on the PDF of the catalog or "MORE Course Info"- incudes a list of ALL courses by type including wraparounds not in catalog

We are excited to enable Professional Development students the opportunity to register **on the College's LMS** – LEO – Lake Erie Online - direct link <u>https://leo.lec.edu/ICS/Professional_Development/</u>



Click "Create LEO Account" if you don't already have one-this enables independent registration on LEO (even if you have taken courses in the past).

Create LEO Account To obtain credentials in order to be able to register for courses, click the continue button below. You will be requ	ired to verify your identity, then a username and password will be emailed to you.
To obtain credentials in order to be able to register for courses, click the continue button below. You will be requ	ired to verify your identity, then a username and password will be emailed to you.
(Continue	
Professional Development	
Create LEO Account - Create Account	
To obtain credentials in order to be able to register for courses, fill in the information below, enter the ReCaptcha text, then	click continue. In the following screen, your identity will be verified.
First Name: Middle Name: Last Name:	
Address Line 1: Address Line 2:	
City:	
zio:	
tome Phone:	
Mobile Phone:	
Email:	
Confirm Email:	
Birth Date:	1/1/0001 Format is m/d/yyyy
SSN:	XXX-XX-XXXX
Do you work for one of the following School Districts?	None
Have you earned a degree from Lake Erie College (bachelor, master, or licensure endorsement)	No 🔻
I'm not a robot	

If your birth date is single digit day and month do NOT add the zero (e.g. 1/9/1983 is the proper formatting) IF the system is frozen after clicking Continue contact the office at <u>lstrausbaugh@lec.edu</u> or 440.375.7379.

This should be the next screen you automatically see.

P	Professional Development
С	Create LEO Account
	Your credentials can be found in your email inbox.
	To obtain credentials in order to be able to register for courses, click the continue button below. You will be required to verify your identity, then a username and password will be emailed to you.
(() Continue

Open a new tab (we suggest Google Chrome) to log into your email. You will have an email from <u>noreply@lec.edu</u>. It will say, "The following credentials may be used in order to log into your account".

CHECK YOUR SPAM and JUNK folder if you don't see it.

xxxxxx (User Name-all numerals) xxxxxxx (Password-mix of letters, numerals, special symbols-CASE SENSITIVE)

Use the User Name and Password provided to log in.

Jamie's version here

In order to Register you MUST SEE THIS on the Professional Development tab: $\leftarrow \rightarrow C$ is secure https://leo.lec.edu/ICS/Professional Development/

	- The state of the				
LEO			Welcome back W	endy Freshman (Personal Info Logout)	
Home Admissions Students	Professional Development My Pages				
You are here: Professional Develo	pment > Overview				
Professional Development Overview	Professional Development				
<u>Welcome</u>	Welcome		?	FALL 18 CATALOG	
FALL 18 CATALOG	Registration is open for Fall 2018!			1 2017 orano	
<u>Course Search</u>					
<u>Create LEO Account</u>	EVERYONE must have a LEO Account to register for PD co	urses	3. Make sure to create your LEO	COLLEGE MULTURE STORESSON DEVELOPMENT STORESSON	
Pagistar	Account below.			Status:	
Pay	A real Planation of The Andrew Control of T			PROFESSIONAL DEVELOPMENT CATALOG	
MORE Course Info					
Grades					
Click "Register"					
chek Register					
Home Admissions Students F	rofessional Development My Pages				
You are here: Professional Developm	ent > Register				
Professional Development Overview	Register				(*)
Register	Student Information Update	?	Add/Drop Courses		?
 Student Information Update 					
 My Course Schedule 			Add (Deep		

 Add/Drop Courses
 All My Courses PD Forms Alert: The Drop Period is closed. To drop a class contact the Registrar's Office or the Director of Professional Development (440-375-7379) for all PD courses. If you are a PD student and know your course number click or 'Add by Course Code.' • Pay MORE Course Info Grades Innic Integrit Professional Development Student Personal Information Update Academic Integrity Transcript Current Term: Fall 2018 Please take a moment to update your information. In order for your faculty to communicate with you, please confirm all your information Add Period Open / Drop Period Closed is correct. Quick Links Add/Drop Courses Q _Course Search For assistance, contact the Registrar's Office (<u>registrar@lec.edu</u>, 440-375-7010). My Pages count Password Reset Lake Erie College Home

Select "Add/Drop Courses" if ready to enroll.

Click "Course Search" if you are looking at courses and NOT ready to enroll.

Register	
Add/Drop Courses - Add/Drop Courses	
Add/Drop > Add/Drop Courses	
Add/Drop	
Term: Fall 2018 V	
The Drop Period is closed. To drop a class contact the Registrar's Office or the Director of Professional Development (440-375-7379) for all PD courses. If you course number click on 'Add by Course Code.'	are a PD student and know your
Add by Course Code Course Search	
Title: Begins With ▼	
Course Code: Begins With ▼	
Term: Fall 2018 V	
Department: All	
Division: Professional Development 🔻	
Search More Search Options	

Click "Add by Course Code"

Now you'll see this:

a brop courses	
es	
all 2018 🔻	
sed. To drop a class contact the Registrar's Office or the Director of Profe n 'Add by Course Code.'	isional Development (440-375-7379) for all PD courses. If you are a PD student and know your
Course Search rt typing its course code in the box rmat is XX (space) XXXX (space) X.) 1801 (space) W. A dropdown of or the specific term will appear.	
You can add up to six courses at a re.	
Course Code:	
2.	
4.	
6.	
Add Course(s)	
	es all 2018 sed. To drop a class contact the Registrar's Office or the Director of Profes n 'Add by Course Code.' Course Search rt typing its course code in the box rmat is XX (space) XXX (space) X.) 1901 (space) W.A dropdown of for the specific term will appear. de and section number you want You can add up to six courses at a re. Course Code: 2. 4. 6. Add Course(s)

All PD courses begin ED (space) xxxx and W (for example ED 7009 W)

Then click	Add Courses

O Variable Credit

ED 1000 T	
Course Info:	Online Course , Variable Grading Type
Error:	Variable Grading Type
Resolution:	This course has a variable grading type. You must indicate the grading type for which you want to take the course before adding it. Grading Type: Grade Scale/Letter Grade Add Course Do not Add

If you enrolled in an Online or Ultramission course you will select how you want to be graded. Wraparounds are always pass/fail and Face to Face Courses will be decided on day one of class.

Please ignore Drop Period update. To drop a course you MUST contact the Director.

Registe	er						() ()
Add/Drop	Courses - Add	Drop Courses					?
Add/Drop >	Add/Drop Courses						
Add/Dr	ор						
Term: The Dro course You are	Fall op Period is close number click on ' e currently registe	2018 ▼ d. To drop a class conta Add by Course Code.' red for 0 credits . You	ct the Registrar's Office are pending registration	or the Director of Profess	sional Development (440-	-375-7379) for all PD courses. If you	J are a PD student and know your
Add by	Course Code	se Search					
	Title:	Begins With V					
	Course Code:	Begins With 🔻					
	Term:	Fall 2018 V					
	Department:	All	¥				
	Division:	Professional Developm	nent 🔻				
		Search More Search	Options				
Your Sched	ule						
Drop No Current (Code Courses for the selected	Title Term and Division.	Schedule	Location	Credits	Credit Type	Division
Course(s) F	Requiring Payment						
Drop	Course	Title	Schedule	Credits	Credit Type	Division	Status
	ED 1000 I	TEST Seminar		1.00	Letter Grade	Professional Development	Reserved
Payment is	required for these cou	ses before your registration car	n be completed.				
Remove S	elected Courses Pa	ay Must Pay Courses					
Mu Acces	unt Info						

Click "Pay Must Pay Courses"

Register				🔅 🖨
Add/Drop Courses - Pay Must Pay Courses				?
Add/Drop > Add/Drop Courses > Pay Must Pay Courses				
All Courses requiring payment that have not been paid total amount of the charges for the selected courses(s Please call the Business Office about any course prec	f are displayed here. If you do not (). After you have successfully paid reded by an !.	wish to pay any of the selected c for the course(s), the status of t	ourses, uncheck the 'Pay' check he course(s) will be made 'Curr	kbox. When you click the Pay Now button, the Payment portlet will display with the ent'.
				Recalculate Amount Total Amount: \$1.00
Pay Term	Course	Title	Amount	
 Fall 2018 - (full semester) 	ED 1000 T	TEST Seminar	\$1.00	
		Cancel	ay Now	

Click "Pay Now"

Register	
Add/Drop Courses - Payment Method	?
Add/Drop > Add/Drop Courses > Pav Must Pav Courses > Payment Method	
Please choose the type of payment you would like to make.	
Credit Card E-check	
Continue	

Choose Credit Card or E-Check and Click "Continue".

Amount of Payment \$1.00 Description of Payment Please review your information below and hit "Continue" to submit your payment. Once the payment is submitted, you will receive a confirmation em-	il.
2. Enter Credit Card Information	
Credit Card Type * American Express ▼ Card Number *	
Expiration Date *	
3. Enter the Billing Address for the above account	
First Name * Last Name * pD Student	
Company Name Address * City * State * Zip *	
Country * UNITED STATES OF AMERICA Phone Number * Format is 555-5555, use + for international	
4. Enter your E-mail Address for a receipt to be sent to you E-mail Address Continue Cancel	

Click "Continue"

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

Professional Development
Overview
Register
 <u>Student Information Update</u>
<u>My Course Schedule</u>
<u>Add/Drop Courses</u>
<u>All My Courses</u>
Pay
Policies
MORE Course Info
Grades
Academic Integrity
Transcript

Click "Pay" to view your bill, course and fee statement.

Click "Policies" for further information.

Click "MORE Course Info" for syllabi for Online Courses and Guiding Documents (course requirement) for Wraparounds Click "Grades" to see posted grades and or download an unofficial transcript.

Click "Academic Integrity" to view College policies with regard to plagiarism etc.

Click "Transcript" to request additional transcripts (electronic or paper).

You can see your courses in "<u>My Course Schedule</u>", click on course <u>ED xxxx</u> for course description, enrollment, location, faculty email etc.

You will receive a registration confirmation email from the Registrar's Office sent from <u>prodel@lec.edu</u> with 24 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.