



How Do I? First Time Users

PeopleSoft version 9

Accessing LEONet for the First Time

- Access Southeastern's home page at:
<http://www.selu.edu>
- Click on the LEONET hyperlink located along the bottom of the home page.
- Click on First Time Users on the LEONet page.
- To obtain your University ID and Password
 - Key in your Social Security Number
 - Key in your Birth date
 - Click the Find My Account button
- Write down your University ID and initial Password.
- Click on "LEONet Main Page" to access LEO's Sign In page.
- Sign In to LEONet--Students.
 - Key in your University ID in the ID field
 - Key in your initial Password in the Password field
 - Click the Sign In button

Once you know your University ID and initial Password, you may access LEONet:

- Click on the LEONET hyperlink along the bottom of Southeastern's home page.
- Click on LEONet--Students
- Key in your University ID and Password
- Click the Sign In button

Things to Remember

when accessing LEONet:

- When signing in to LEONet, remember to use a capital "W" with your University ID number and a capital "S" with your initial password. LEONet Sign In fields are case-sensitive.
- Entering students may change their password *only after the first day of classes*, once an email account has been assigned. **Your e-mail password and your LEONet password are the same.**

To View your Admissions Application Status click on:
Self Service>Student Admission>Application Status

To View Southeastern's Course Catalog click on:
Self Service>Class Search/Browse Catalog>Browse Course Catalog
You can search for classes alphabetically.

To View Southeastern's Schedule of Classes click on:
Self Service > Class Search/Browse Catalog
To find a specific class, select the term from the dropdown menu. In the Class Search Criteria box, select the Course Subject and at least one other search criteria. Click the Search button to view current class availability. See sample Search Criteria box below.

Enter Search Criteria

Institution:
Term:

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject:

Course Number:

Course Career:

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

To View Your Financial Aid Information click on:
Self Service > Campus Finances > View Financial Aid
Select the year you wish to view. Your award summary will display. See sample Financial Aid page below.

Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2008	Southeastern LA University	Financial Aid Year 2007-2008
2007	Southeastern LA University	Financial Aid year 2006-2007

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

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