

User ID and Password Information for Adjunct Faculty who previously **only had a LEO account and **did not** have a Mayland network account or @mayland.edu email account.**

How To Log In To LEO

USER ID AND PASSWORD INFORMATION

LEO User ID = first initial + lastname

If you need assistance determining your LEO User ID, please click the following link: <http://tinyurl.com/helpLEOuserID>

Email Address = LEO User ID + domain name

Example: **jhemingway@mayland.edu**

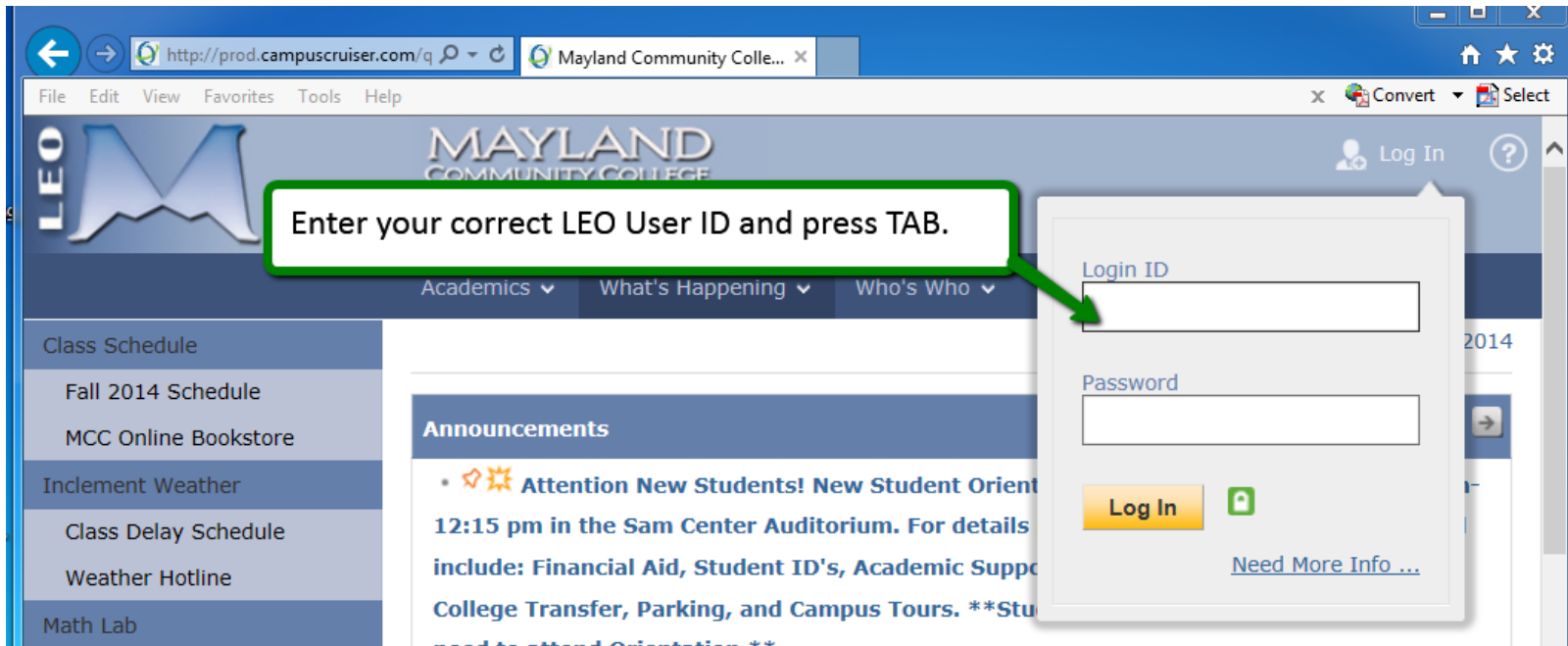
Initial Password = first 2 letters of lastname + birthdate *(First letter must be capitalized and birthdate is formatted mmddyy.)*

Example: Faculty name: John Paul Hemingway

Birthdate: 07-23-1989

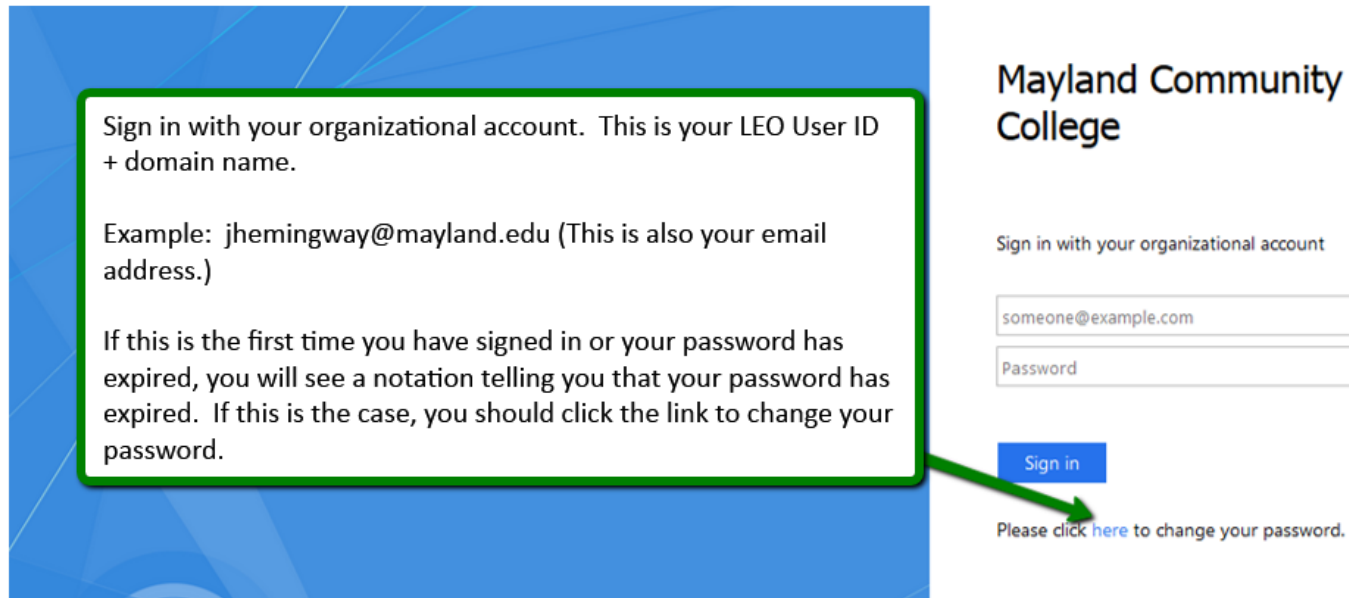
LEO Password: **He072389**

Enter your correct LEO User ID and press TAB



The screenshot shows the Mayland Community College website with a login form overlay. The form has two input fields: "Login ID" and "Password". A yellow "Log In" button is positioned below the fields. A green callout box with the text "Enter your correct LEO User ID and press TAB." has an arrow pointing to the "Login ID" field. Below the "Log In" button is a link that says "Need More Info ...". The background website includes a navigation menu with "Academics", "What's Happening", and "Who's Who", and an "Announcements" section with a notice about new students.

You will be redirected to the following Log In site:



The screenshot shows the Mayland Community College Log In site. On the left, a blue box contains instructions: "Sign in with your organizational account. This is your LEO User ID + domain name. Example: jhemingway@mayland.edu (This is also your email address.) If this is the first time you have signed in or your password has expired, you will see a notation telling you that your password has expired. If this is the case, you should click the link to change your password." A green arrow points from the bottom of this box to the "Sign in" button on the right. The right side of the image shows the login form with the text "Sign in with your organizational account" above two input fields for "someone@example.com" and "Password". Below the fields is a blue "Sign in" button and a link that says "Please click here to change your password."