

Logging Into the Dual Enrollment Registration System

1. Access Southeastern's main web page at <http://www.southeastern.edu>.
2. In the top right corner of the main page click "My Den".
3. On the "My Den" page, click the "LeoNet" box
4. For User ID enter your Logon ID issued which is usually your first initial last name (eg JTEMPLE). For password, you will need to reset or change it if you have not used it in a while. To reset your password just go here:
http://www.southeastern.edu/future_students/dual_enrollment/facilitators/assets/change_password.pdf.

LEONET Campus Solutions 9.0 (PeopleSoft)

Students can access course schedule information, course registration, view class schedule and view grades.

Faculty and Staff can access Southeastern's Administrative System, including student records, financial aid, and other Peoplesoft based ancillary systems.

User ID

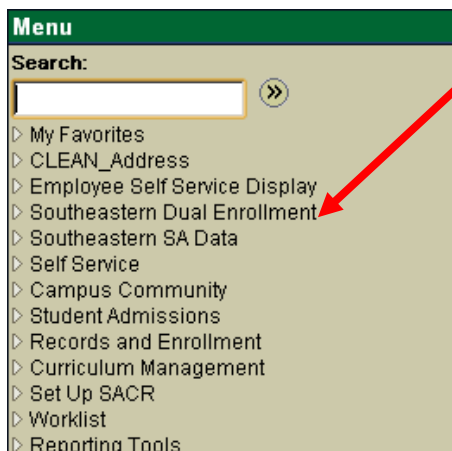
Password

Account Information and Password Change for Email, Moodle and LEONet (PeopleSoft)

I forgot my password!

Guest access to schedule of classes and course catalog

5. Once you have successfully logged in you should see options on the left hand side of the screen. Please note you will not see as many options as pictured below.



6. Click on "Southeastern Dual Enrollment" from the menu and you should see the following options appear:

- Student Information
- Class Roster
- Student Data Summary

7. You are now logged into the Dual Enrollment registration system.

To change a password students, facilitators and coordinators can go to the dual enrollment home page at https://www.southeastern.edu/future_students/dual_enrollment/ and click on the “Reset My Password” button on the left-hand navigation panel. The username will be the w number and they will click “Forgotten password” and follow the instructions to create a new password.