

Getting Started With Your Classes

Once you are admitted:

UMGC will send you an email that will provide you with a **MyUMGC ID** for you to access all of UMG's online services, including your classroom.

UMGC will send you a second message containing an authorization code that you will use to create a new password and configure your account.

The next steps you should take before the start of classes are found on our Web site at:

www.umgc.edu/getstarted

Here you will find information about your login and password, how to access your classes and where to get technology help. Although not all information applies to you, please be sure to consult each tab. You can start learning and preparing for classes a few weeks ahead of the start date. Here are a few excerpts from this Web page:

Once you are registered:

Log in to [GMyUMGC](http://www.umgc.edu/login/) at www.umgc.edu/login/ Click on the "MyUMGC" button, enter your username (not your student ID number) and password that were sent to you and click on the LOGIN button. After you log in, enter the Student Center.

- Check your contact information (under Personal Information, Name). You should make any corrections to your information now and not wait for graduation.

Two or More Weeks Before Class:

- Review the online [classroom videos](#). These videos will walk you through the UMG learning management system, LEO (online classroom).

One Week Before Class:

- Log in to your classroom one week before your course starts and follow instructions provided by your faculty member.
- To log in, go to campus.umgc.edu or [MyClasses on the Student Login page](#). If you have not already logged in, enter your username and password in the login fields and click on the LOGIN button.
- Once you enter your course,
 - Read the News for course announcements and any other news items posted by your professor. This is where your instructor will post any instructions, so pay attention to these before you dive into the discussions.

- Print your syllabi. The syllabus will detail the structure of your course and the instructor's expectations and provide his or her contact information.
- Read “course content” where you will see your reading materials and things to do list.
- Participate in your first discussion and introduce yourself to your fellow classmates. This is how you'll get to know each other.

The Access and Support Tab:

This is the place to visit to learn about UMGC's student center that contains all your information, your UMGC email and UMGC's technical support desk. Here you will find information about retrieving your login and password and resolving access problems to your LEO classroom.

The Academic Success Tab:

This is the place to learn important tips for maximizing your academic achievements, UMGC academic policies and interaction in the classroom, including engaging with faculty.