First Time Access for the Saint Leo Portal

If you are taking classes at one of our centers or online, your Portal account will be created within 24-48 hours from registering for your first classes through your Academic Advisor. If you are taking classes on our main campus, your Portal account will be created within 24-48 hours after your application has been accepted.

Navigate to the Site

Go to http://portal.saintleo.edu.

Once you get there, click on the “Forgot your password? Click here” link located above the “Sign In” button.

Confirm Your Identity

Select Password Change on the following page. This page will then ask for your Last Name (case sensitive), your month and year of birth AND your Social Security Number OR your Saint Leo ID number. Click the “Verify” button. It may take up to 30 seconds for the page to load.

Reset Your Password

Your username will appear here.

You will need to enter your new password here.

The password must be 6-12 characters, contain at least one uppercase letter, one lowercase letter and one number. Click on “Change My Password”.

Sign in to the Portal

Enter your username and your new password, then select “Sign In”. This will take you into the Portal where you can access LearningStudio, eLion, Student Email, Help Desk and the Library.

Systems Available Through the Saint Leo Portal

LearningStudio: Our online classroom

Student Email: Our University-wide student email system
eLion: Our web-based student academic and financial information site

Library: Our online reference material system