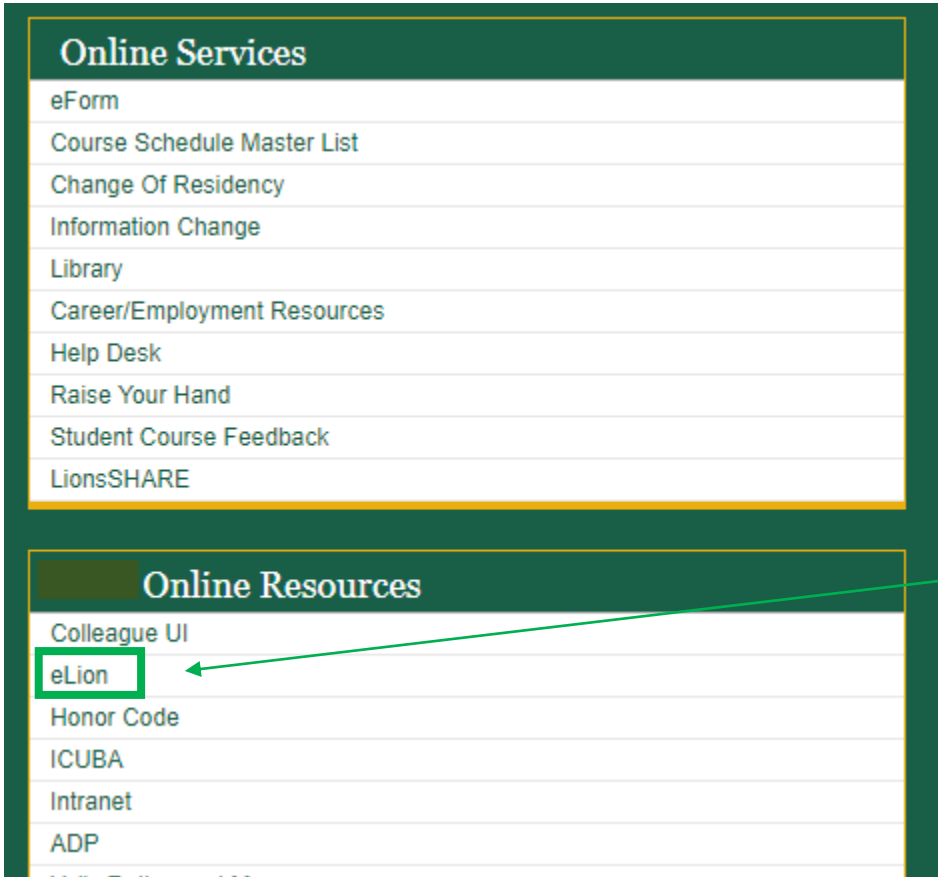
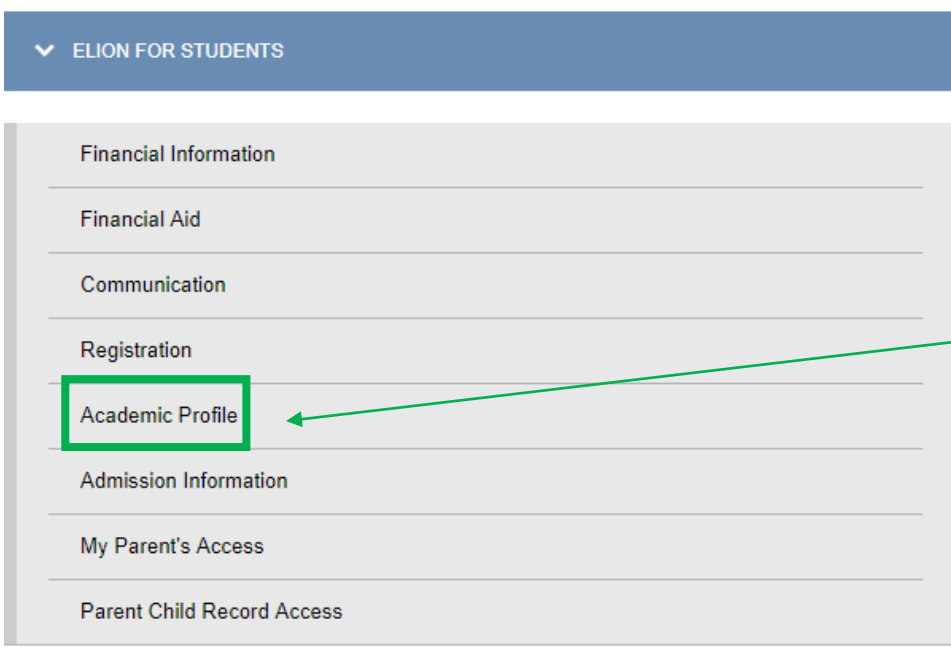


Requesting Enrollment Verification

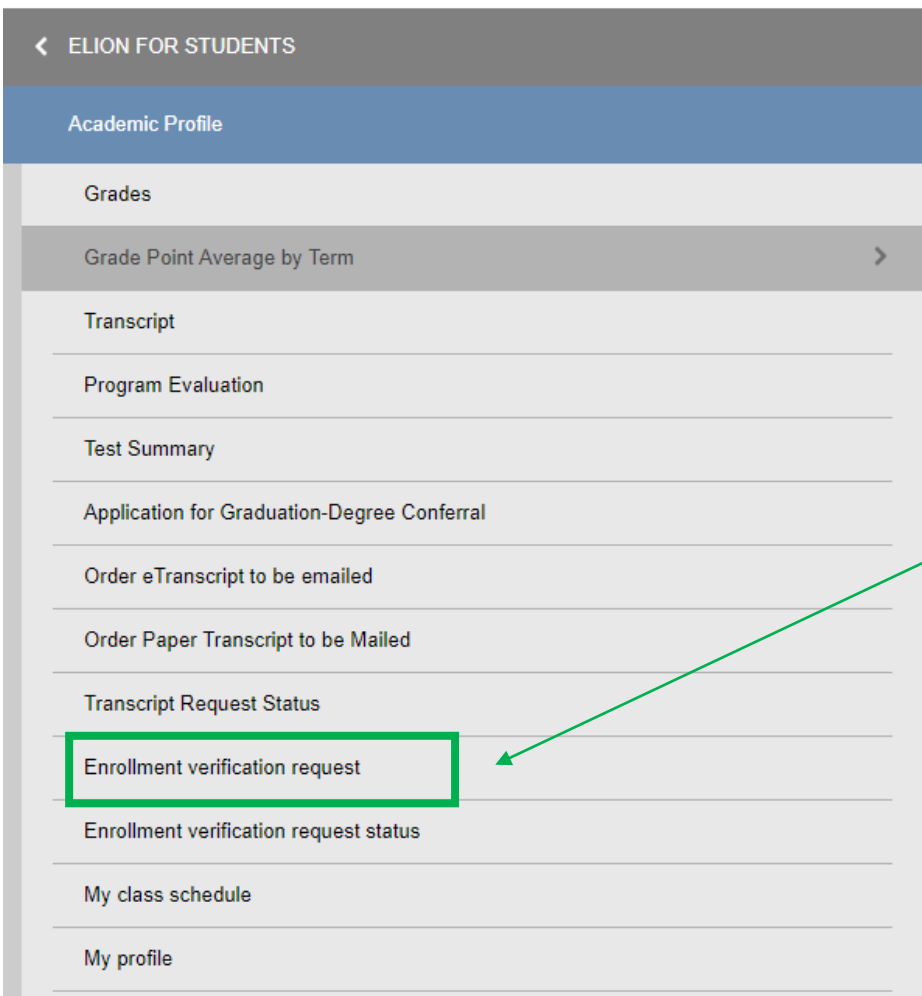
1. Access your portal by going to <http://portal.saintleo.edu/> (if link doesn't work, copy and paste into your browser).
2. Once you are logged into the portal, select "eLion" under online resources



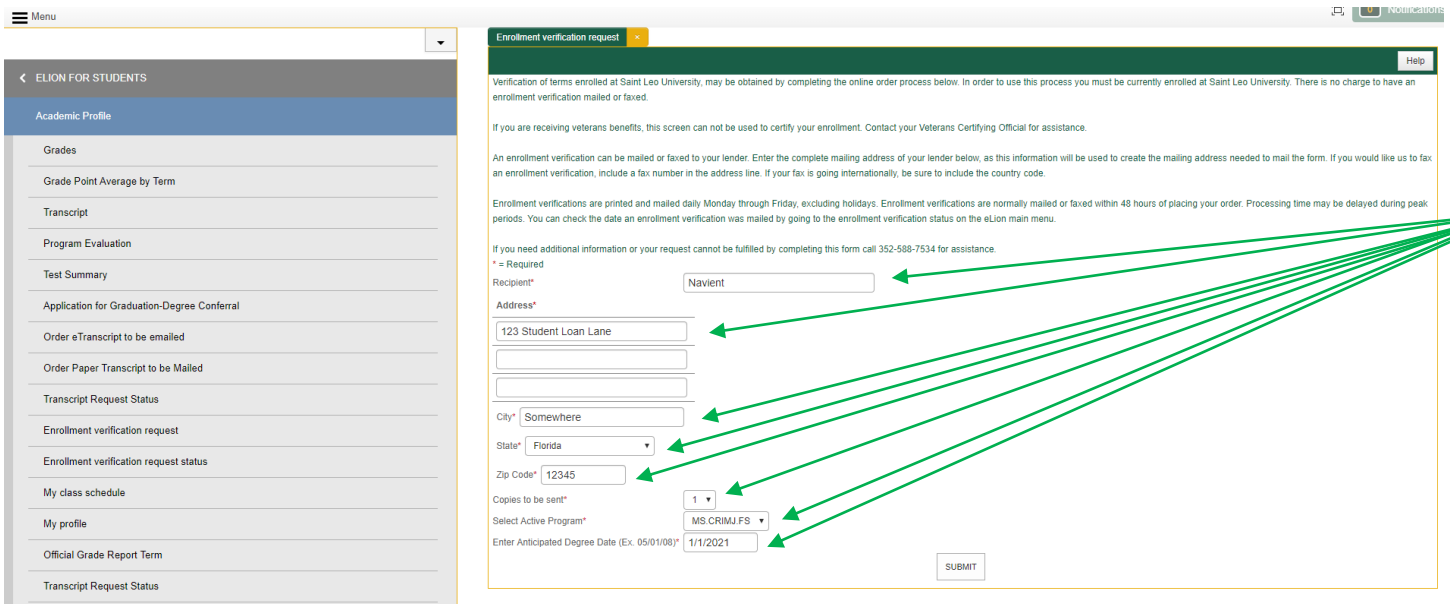
3. Select the "academic profile" tab under eLion for students.



4. Next select “enrollment verification request”.



5. A box will open on the right where you will then fill out the information for who you need to have the Enrollment verification sent (i.e. for student loan lender for in school verification).



6. After the form has been completed you can use the option “enrollment verification request status” to monitor the status of your request.