## To claim your Liberty Network Account follow these steps:

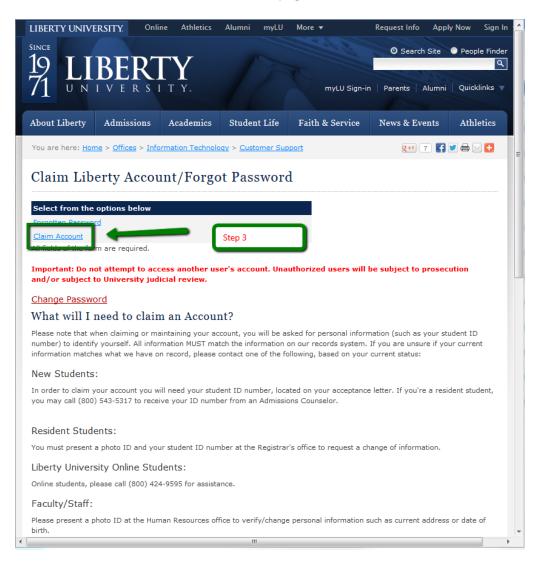
1. <u>Click here</u> to go to the Liberty University homepage and click the **myLU Sign-in** link at the top of the page (Or you may click on the following link and skip to Step 3: <u>http://www.liberty.edu/account</u>)



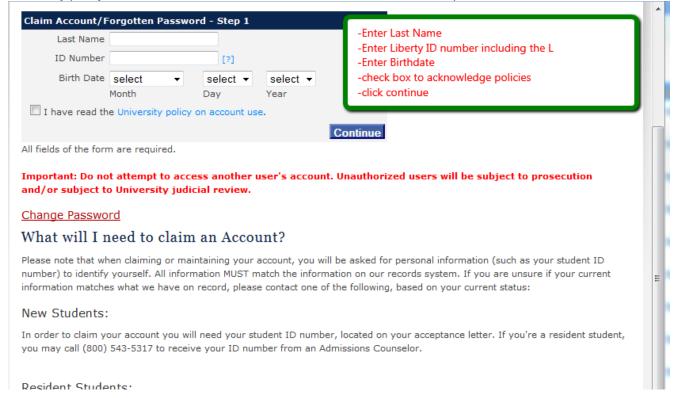
2. On the CAS sign-in page click on the **Claim Account** link.



3. Click on the Claim Account link on the next page.



4. Enter your *Last Name*, *Liberty ID number*, and *Birth Date*. You will then need to check the check-box to confirm that you have read the University policy on account use. Click **Continue** to move on to the next step.



- 5. Enter your Social Security Number (numbers only NO dashes) and your five-digit Zip Code, then click Continue
  - o If you are an International student this step will require you to enter your *Country* and *Phone Number* instead.

LIBERTY UNIV	ERSITY. Online	Athletics	Alumni myLU	More 🔻			acct_25124538: 🔻	۹	Ē
	19 71 U N	BER	<b>TY</b> 5 I T Y.	R		O Search Site	• People Finder • ni Quicklinks •		
	About Liberty	Admission	s Academic	s Student Life	Faith & Service	News & Events	Athletics		
	You are here: Hon	ne > <u>Offices</u> > )	Information Techr	nology > <u>Customer S</u>	upport	₹+1 0 <b>[</b>			
	Claim Libe	rty Acco	unt/Forgo	ot Password					
	Claim Account/ Social	Forgotten Pas Security Numbe		[?]					
	Fiv	(numbers only e-Digit Zip Cod		[7]					
					tinue				
	All fields of the for	m are required							
	Important: Do no and/or subject t			user's account. Ui	nauthorized users will l	be subject to prose	ecution		
	Change Passwo	ord							
	What will I n	leed to clai	im an Accou	nt?					
	number) to identify	y yourself. All in	nformation MUST	match the informatio	asked for personal inforn n on our records system. following, based on your	If you are unsure if y			
	New Students	:							
				tudent ID number, lo mber from an Admis	cated on your acceptance sions Counselor.	e letter. If you're a re	sident student,		
	Resident Stude	ents:							
	You must present	a photo ID and	your student ID r	number at the Registi	ar's office to request a ch	ange of information.			
	Liberty Univers	sity Online S	Students:						
	Online students, pl	ease call (800)	424-9595 for ass	istance.					
	Faculty/Staff:	1							
	Please present a p birth.	hoto ID at the I	Human Resources	office to verify/char	ge personal information s	uch as current addre	ss or date of		
	Why Login?								

• Pick three different security questions and answer them accordingly. Create a password of your choosing based on the guidelines explained on the page. Click **Continue** to complete the process.

**Note:** The security questions ARE CASE SENSITIVE, so type the answers in a way that you will remember, write the answers down, and keep the answers in a safe place. If you do not answer the security questions EXACTLY as you type them here, you will not be able to access your account using the Forgot Password process.

When creating your password, ensure it is at least 10 characters in length and contains at least 1 capital letter, at least 1 lowercase letter, and at least 1 number or special character.

	select	▼ [?]
ate Security Answer 1		[7]
ect Security Question 2	select	▼ [?]
eate Security Answer 2		[?]
lect Security Question 3	select	
eate Security Answer 3		[?]
ease set a new password.	<u>-</u>	Requirements:
w Password	[?] 😣	🗴 Password Length
nfirm New Password	[?]	😣 Uppercase Letters
ssword Strength	0% [?]	😣 Lowercase Letters
To	o Short	😣 Numbers and/or Symbols
	the following and cannot be one of your 1	0

subject to University judicial review.

----

- The next page should display your Username and email address. Using this username and the password that you just created, you will be able to log into the Liberty website and access all of the resources that are available to you, such as Email, ASIST, and Financial Check-in
- Once the account has been claimed, it may take up to 2 hours before the account is fully synced with the systems.

For further assistance, please call the IT HelpDesk at (866) 447-2869 or (434) 592-7800 and we will be happy to assist you with this issue at your earliest convenience.