

myLU Portal



MYLU WIDGETS

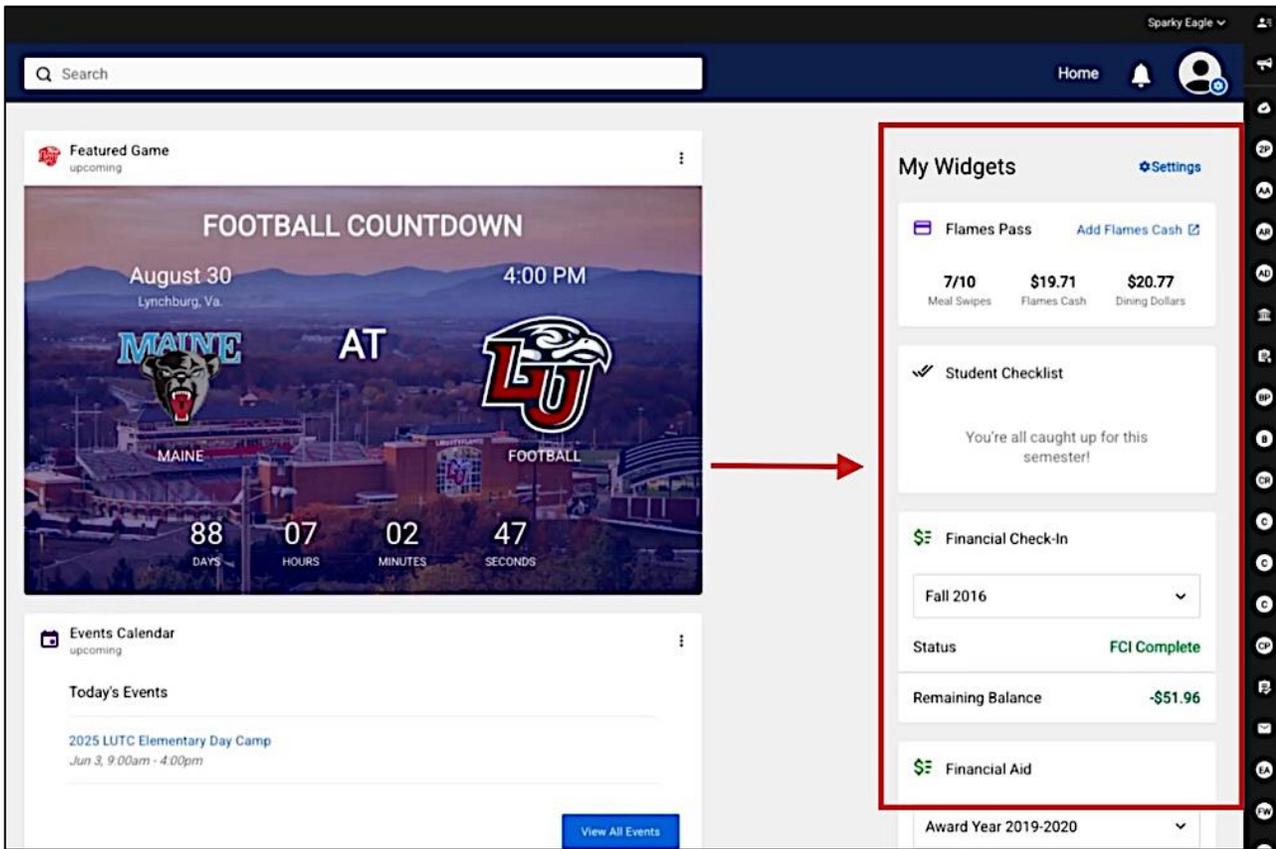
This training document provides instructions for using Widgets in myLU, which allow you to quickly and easily view various aspects of your Liberty account.

DESKTOP VIEW

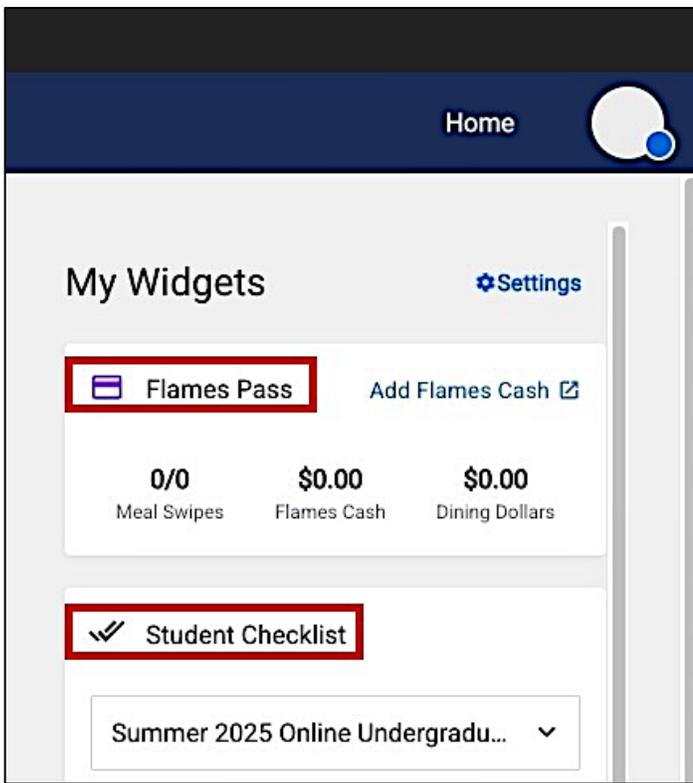
1. To begin, navigate to mylu.liberty.edu and sign in with your Liberty **email** and **password**.

A screenshot of the Liberty University sign-in page. At the top, it says "LIBERTY UNIVERSITY" and "Sign in". Below that is a text input field containing the email address "sparkyeagle@liberty.edu", which is highlighted with a red box. Underneath the input field is a link that says "Can't access your account?". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button.A screenshot of the Liberty University "Enter password" page. At the top, it says "LIBERTY UNIVERSITY" and shows a back arrow followed by the email address "sparkyeagle@liberty.edu". Below that is the heading "Enter password" and a password input field containing a series of dots, highlighted with a red box. Underneath the input field are two links: "Forgot my password" and "Use an app instead". At the bottom right is a blue "Sign in" button, with a red arrow pointing from the password input field to it.

2. Your widgets will display under the **My Widgets** section on the right side of the screen.

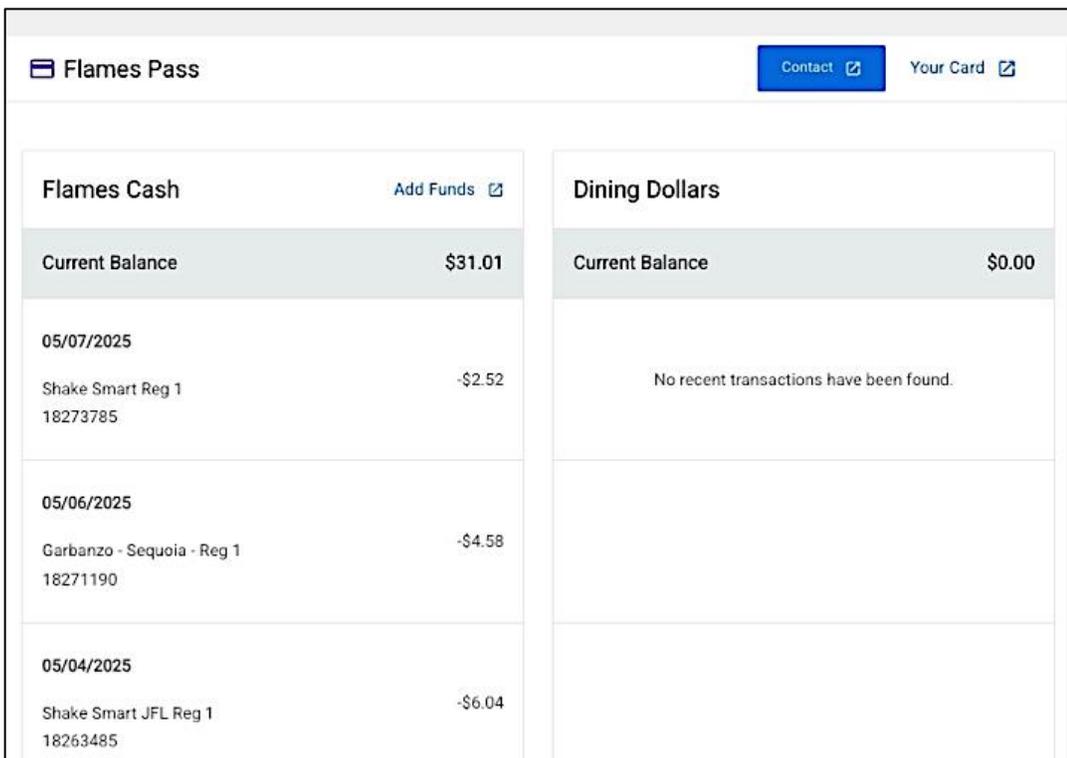
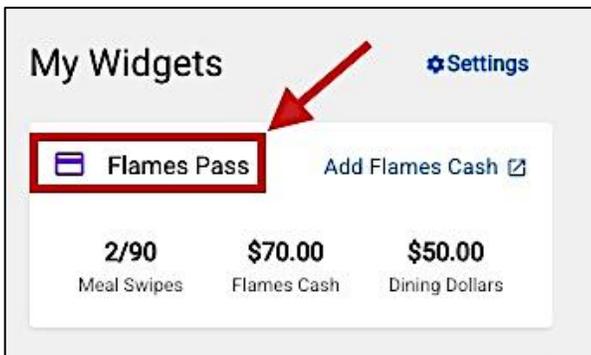


3. To open the widget's linked page, click the widget's **title**.

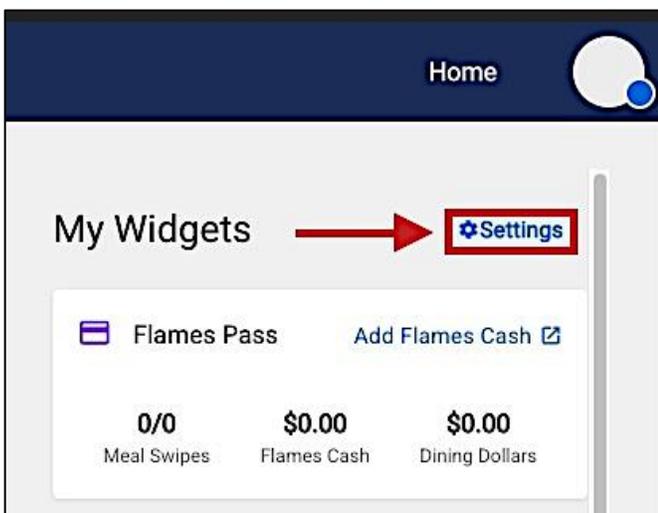


In this example, we will demonstrate how to use the **Flames Pass** widget.

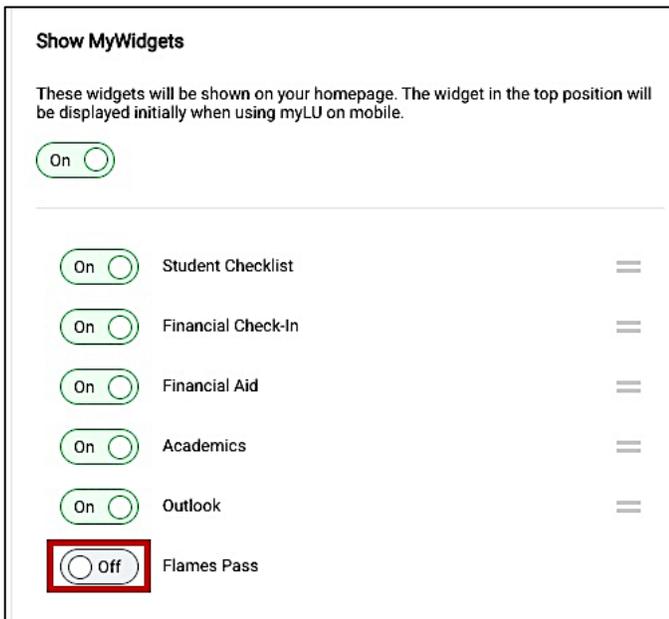
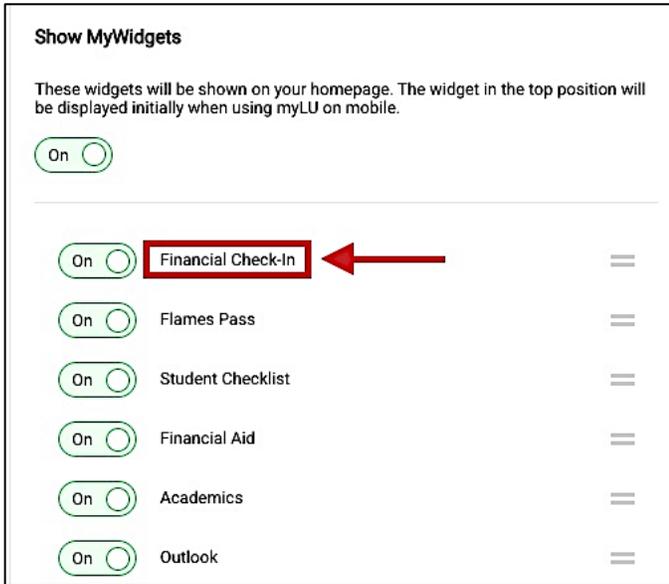
4. Click the **Flames Pass** title to load the full application page, where you can see a full view of your **Flames Cash**, **Dining Dollars**, and **Meal Plans**.



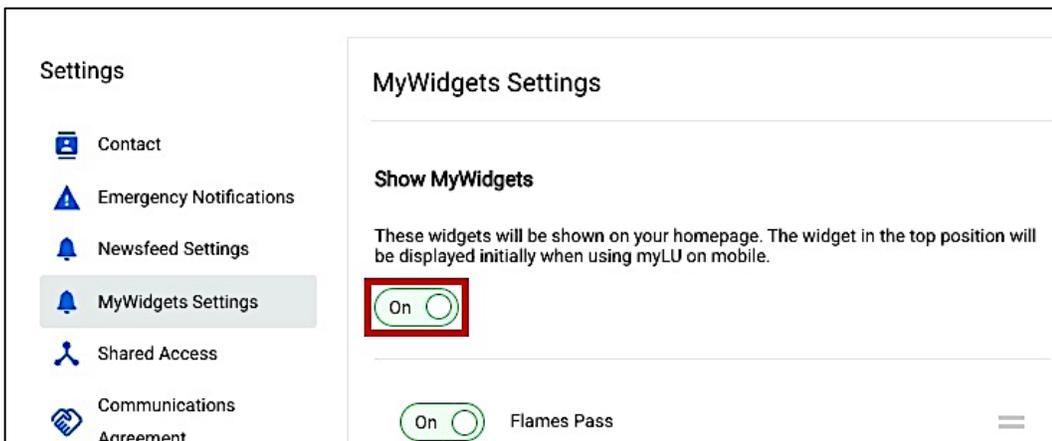
5. To customize your widgets, click the **Settings** button above the widgets.



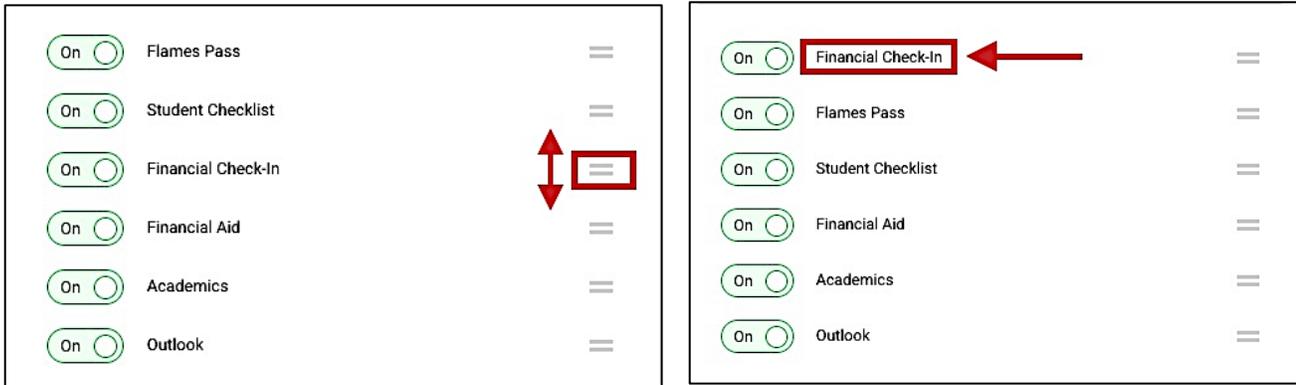
6. To choose which individual widgets are displayed on your home page, click the **On/Off** toggle under **Show MyWidgets**. Toggle it **On** to display or **Off** to hide specific widgets.



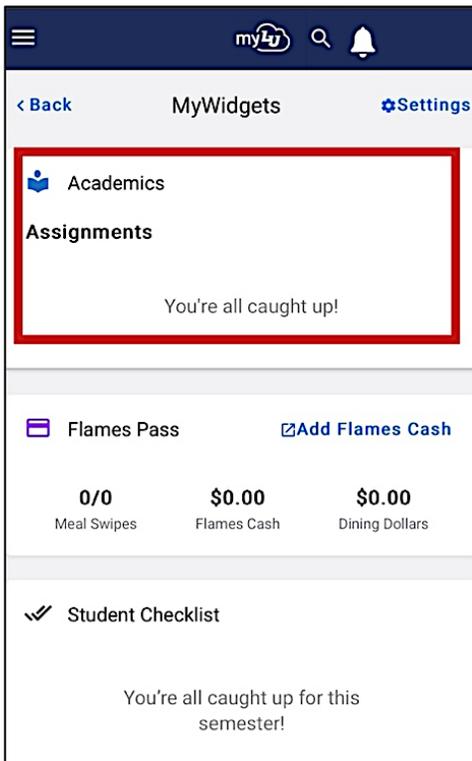
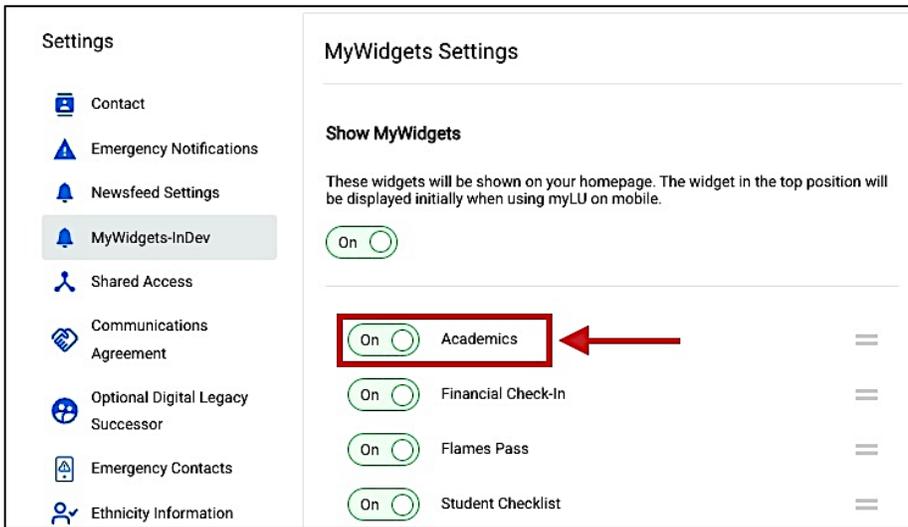
7. To remove all widgets from your home page, click the **On/Off** toggle under **Show My Widgets**.



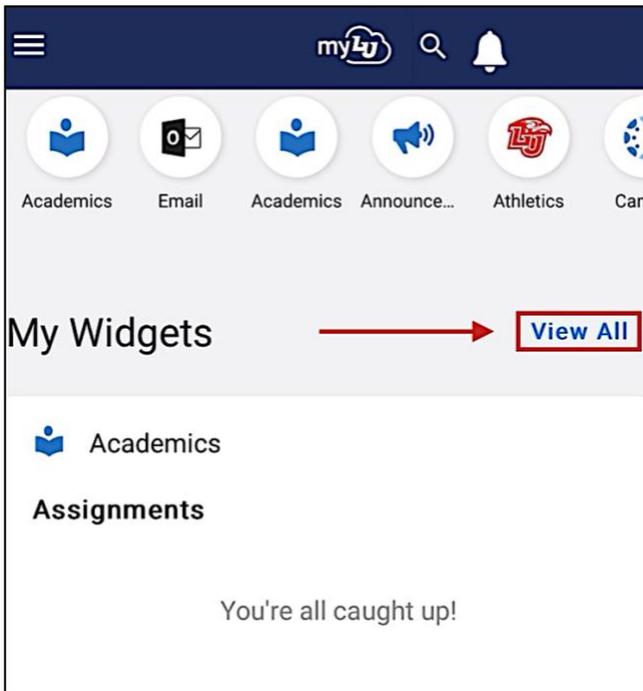
8. To rearrange the display order of the widgets on your home page, click and drag the **handle** next to a widget title to move it up or down.



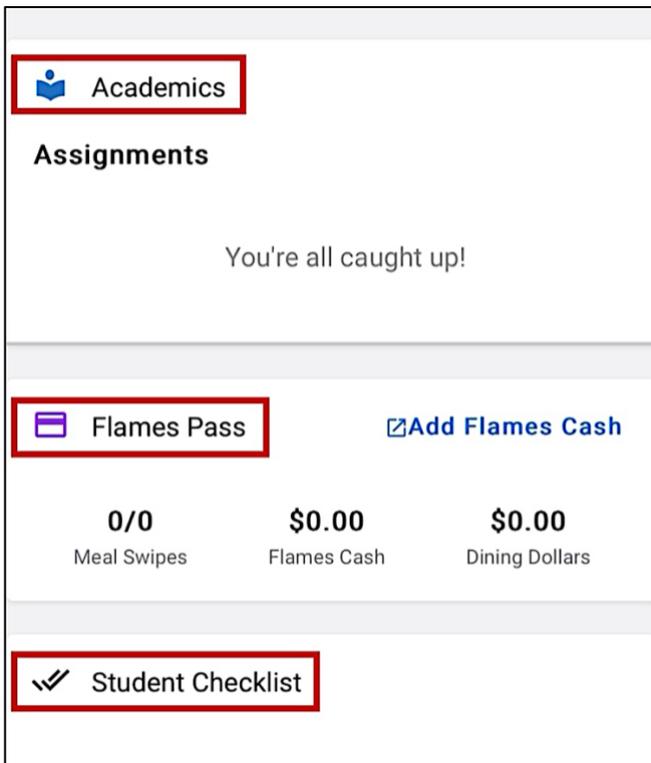
Note: The widget in the top position will be displayed on your home page when using it on a mobile device.



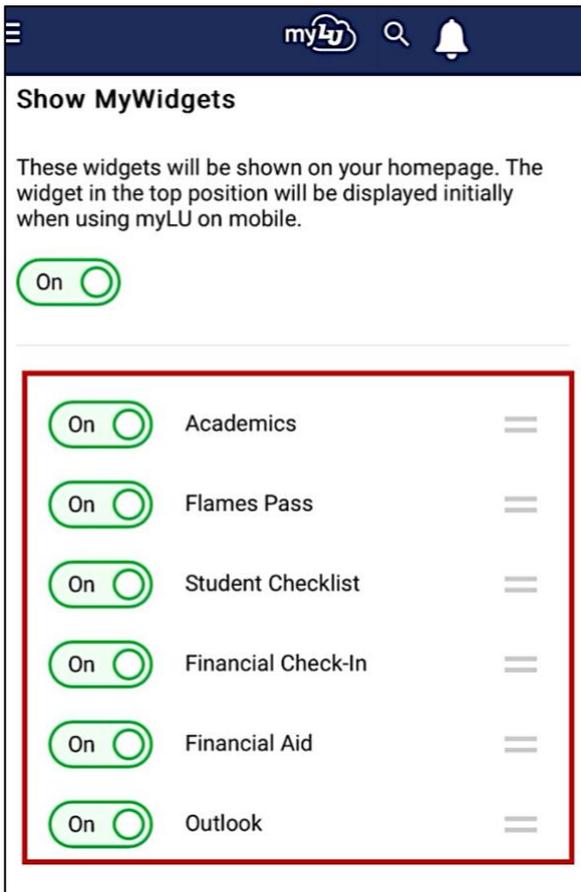
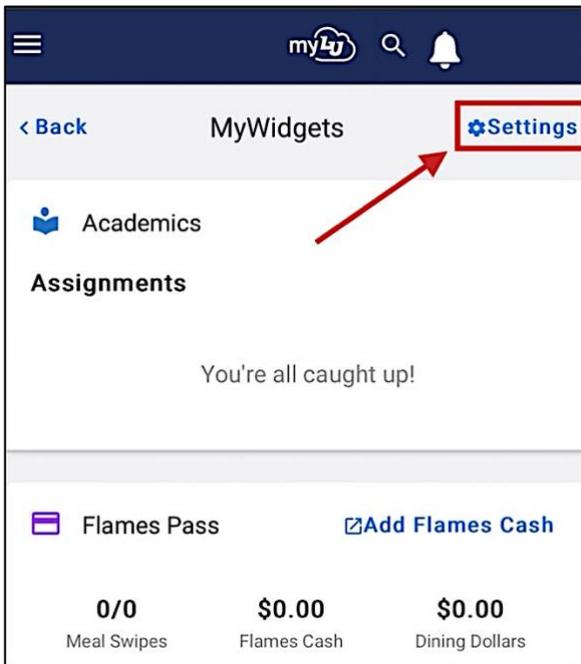
1. To view your myLU widgets on your mobile device, tap **View All** next to **MyWidgets**.



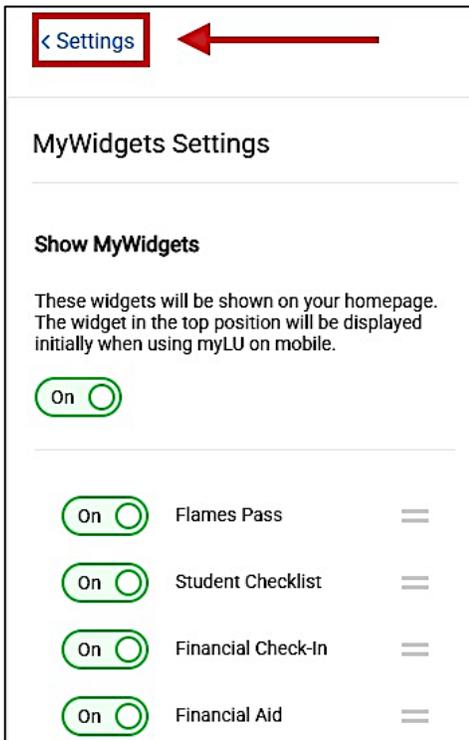
2. To view the information on the full application page for each corresponding widget, tap on the **title**.



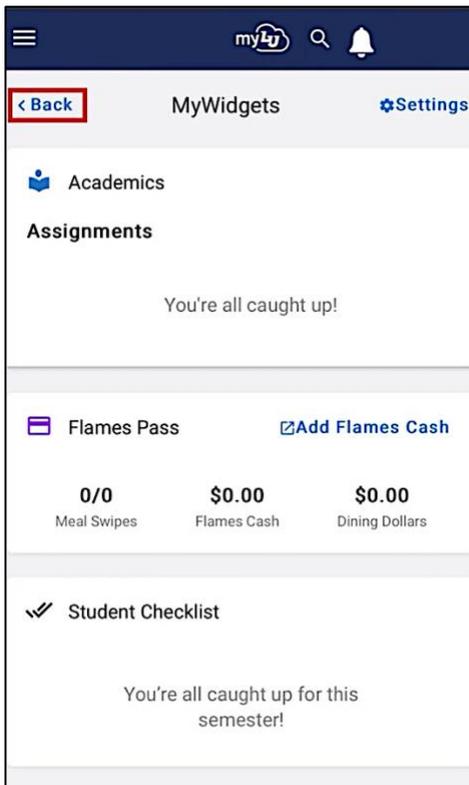
3. To customize your widgets, tap **Settings** from the top right side of the page.



4. To return to the MyWidgets menu and view all widgets, swipe to the **left side** of your mobile device screen.



5. To return to your myLU home page, tap **Back**.



Need Assistance?

For more information about myLU, visit Liberty.edu/myLU.