



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.

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		Sign in

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

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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.

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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.

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

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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.

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On O Student Checklist	On Flames Pass =
On Financial Check-In	On O Student Checklist =
On Financial Aid =	On Financial Aid =
On Academics =	On Academics =
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Note: The widget in the top position will be displayed on your home page when using it on a mobile device.

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."	Student Checklist					
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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.

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

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

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Student Checklist				
You're all caught up for this semester!				

Need Assistance?

For more information about myLU, visit <u>Liberty.edu/myLU</u>.