



MYLUOA WIDGETS

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

STUDENT PERSPECTIVE VIEW

1. To begin, navigate to [mylu.liberty.edu](https://mylu.liberty.edu) and sign in with your Liberty **email** and **password**.

LIBERTY UNIVERSITY

### Sign in

sparkyeagle@liberty.edu

[Can't access your account?](#)

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LIBERTY UNIVERSITY

← sparkyeagle@liberty.edu

### Enter password

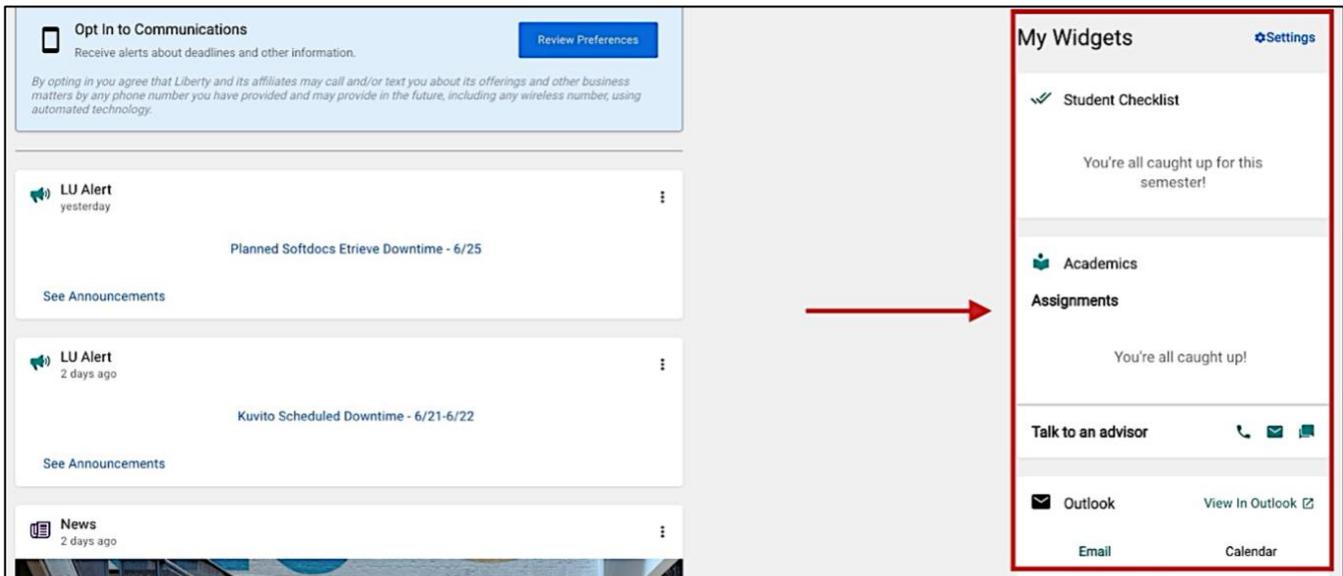
.....

[Forgot my password](#)

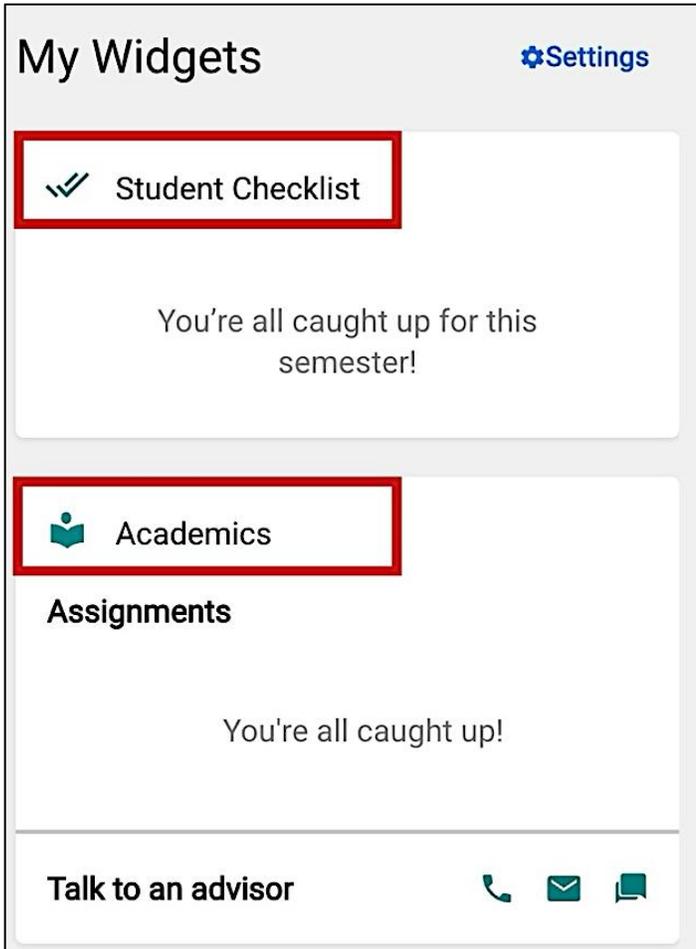
[Use an app instead](#)

[Sign in](#)

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

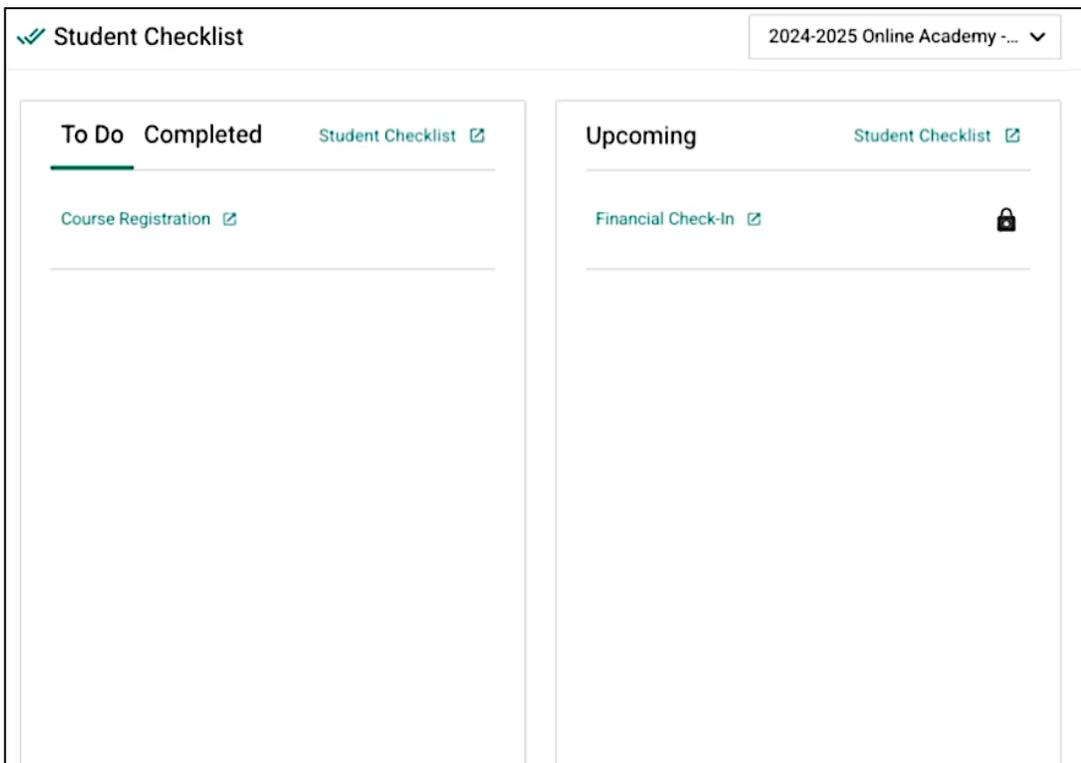
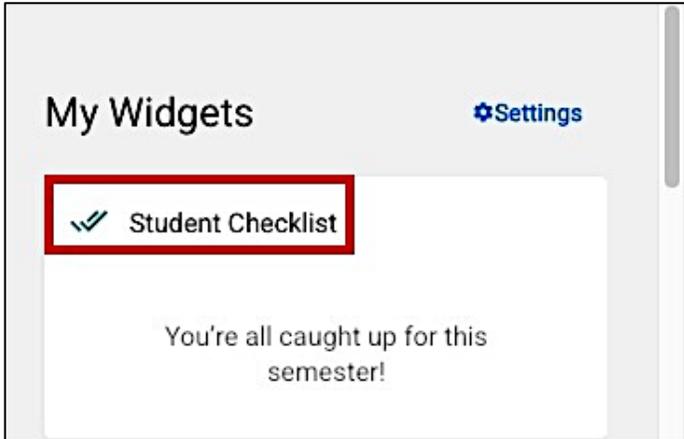


3. To open the widget's linked page, click the widget's **title**.

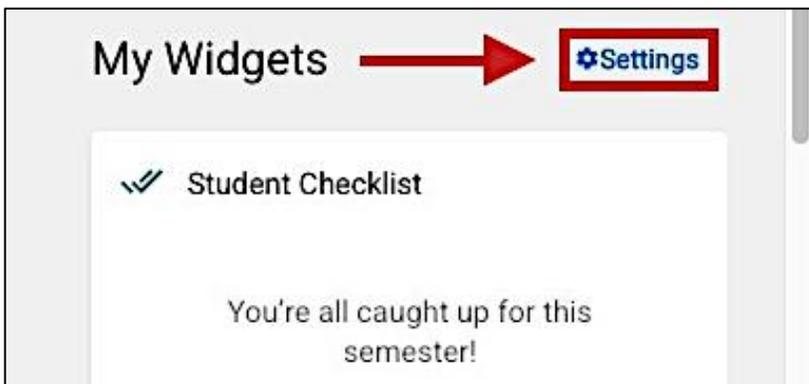


In this example, we will demonstrate how to use the **Student Checklist** widget.

4. Click the **Student Checklist** title to load the page. The page provides the status of your checklist.



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**.

Sparky Eagle

**Show MyWidgets**

These widgets will be shown on your homepage. The widget in the top position will be displayed initially when using myLU on mobile.

On

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Student Checklist

Financial Check-In

Academics

Outlook

MyWidgets Settings LUOA

Sparky Eagle

**Show MyWidgets**

These widgets will be shown on your homepage. The widget in the top position will be displayed initially when using myLU on mobile.

On

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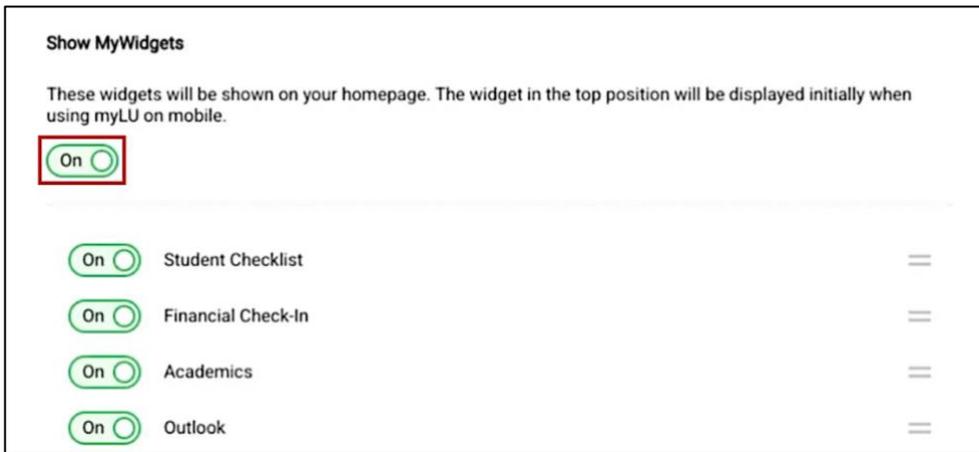
Student Checklist

Financial Check-In

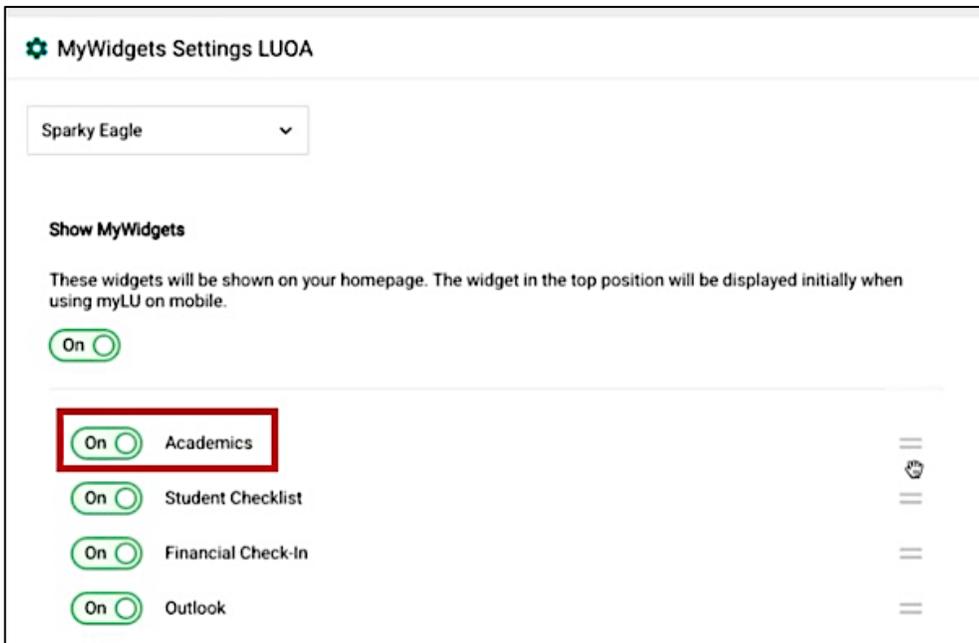
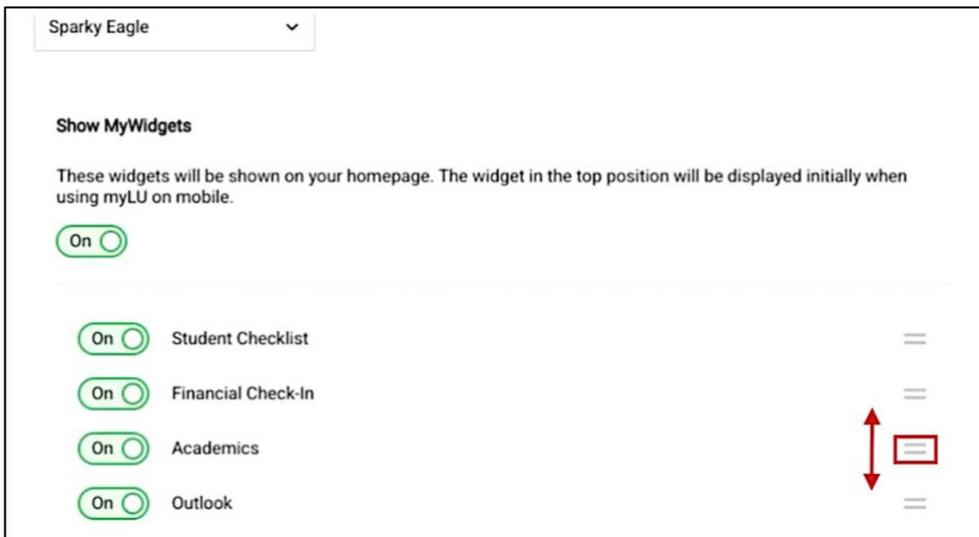
Academics

Outlook

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

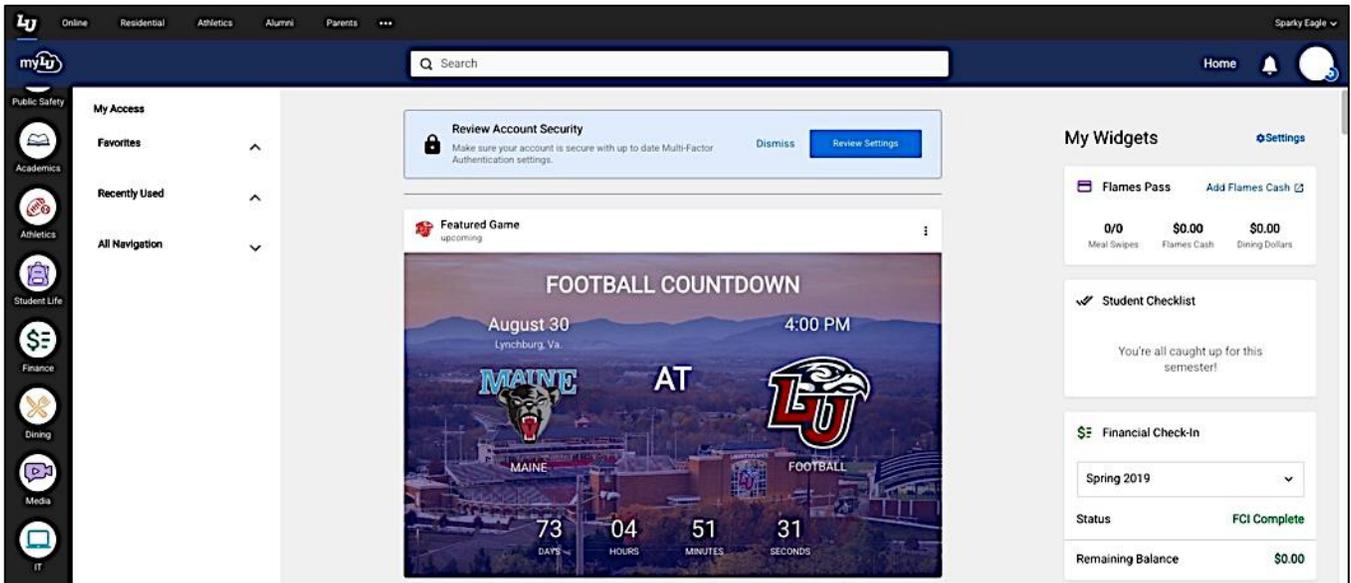


8. To rearrange the display order of the widgets on your home page, click and drag the **handle** next to each widget title to move it up or down.



## PARENT PERSPECTIVE

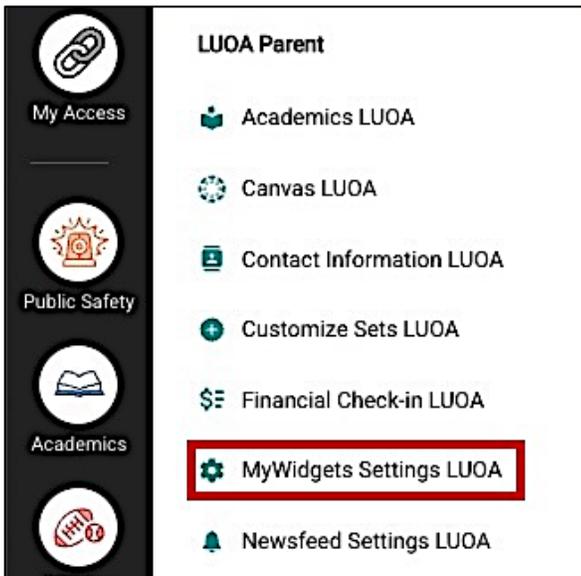
If you are a parent of a student, you can customize your student's widgets by navigating to your myLU home page.



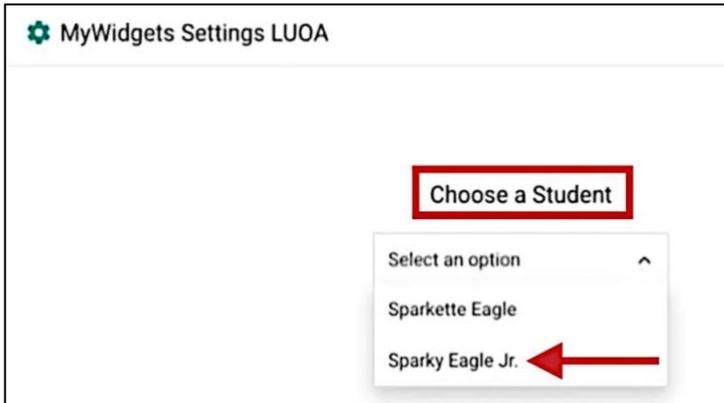
1. Click on the **LUOA Parent Set** in the bottom left-hand navigation menu.



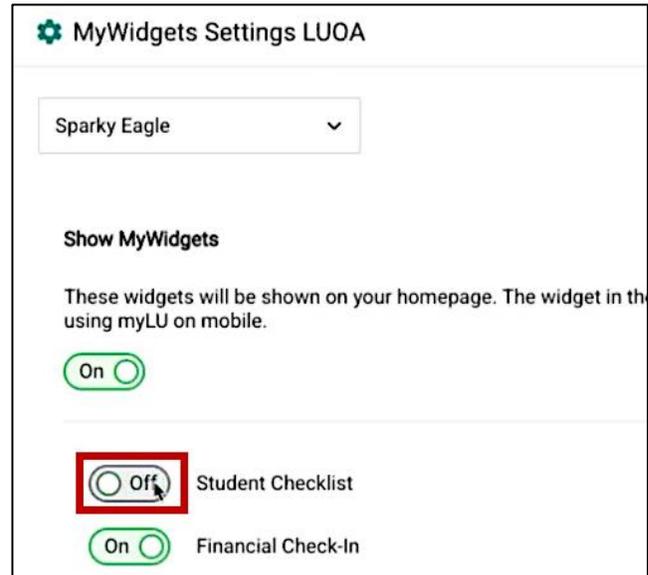
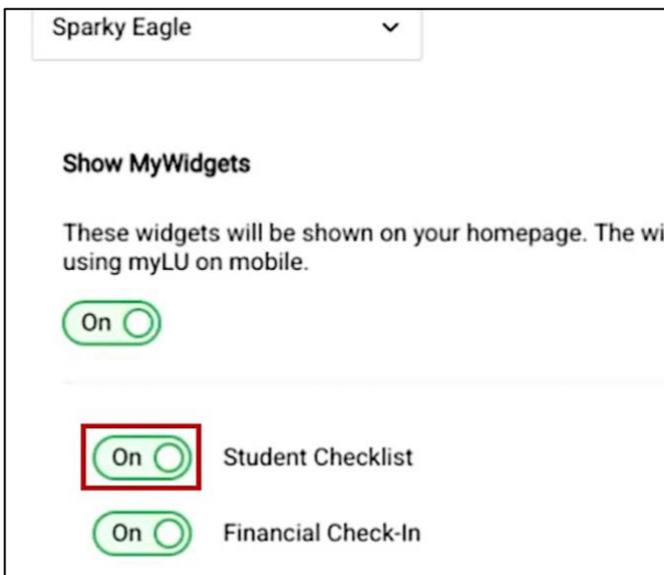
2. To customize your student's displayed widgets, select **MyWidgets Settings LUOA**.



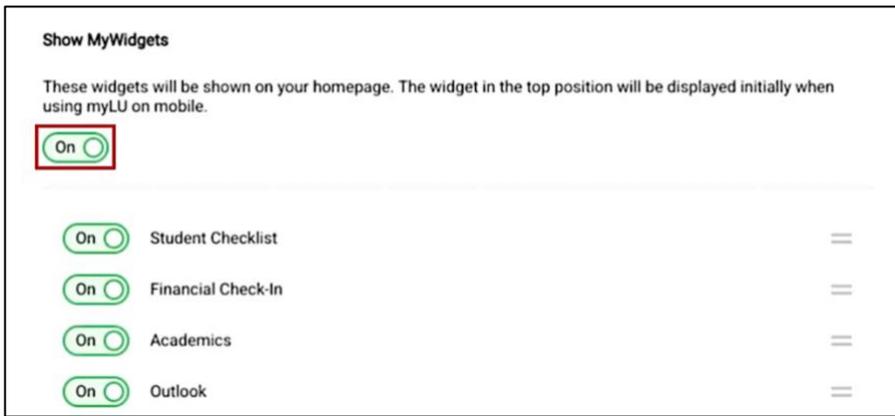
3. To change a student's widget settings, select the student from the **Choose a Student** dropdown menu.



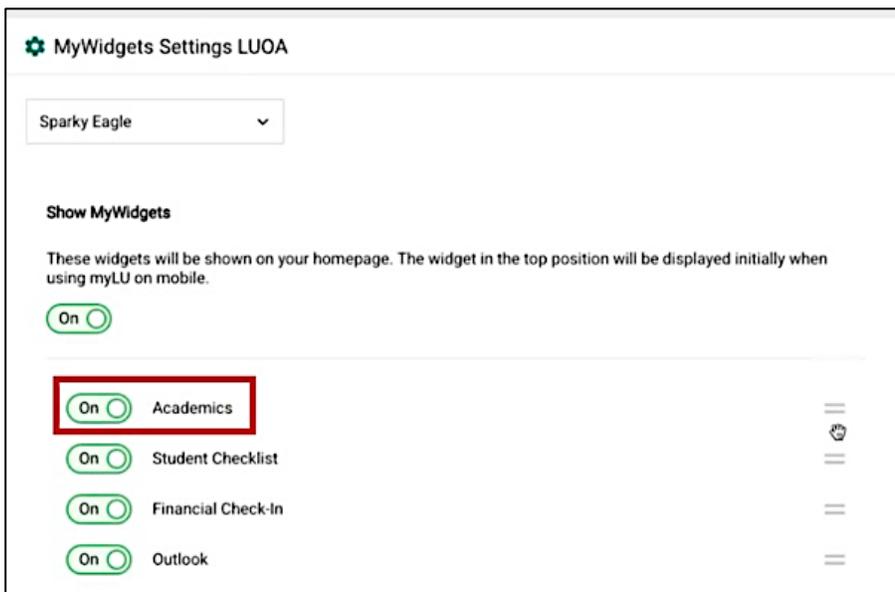
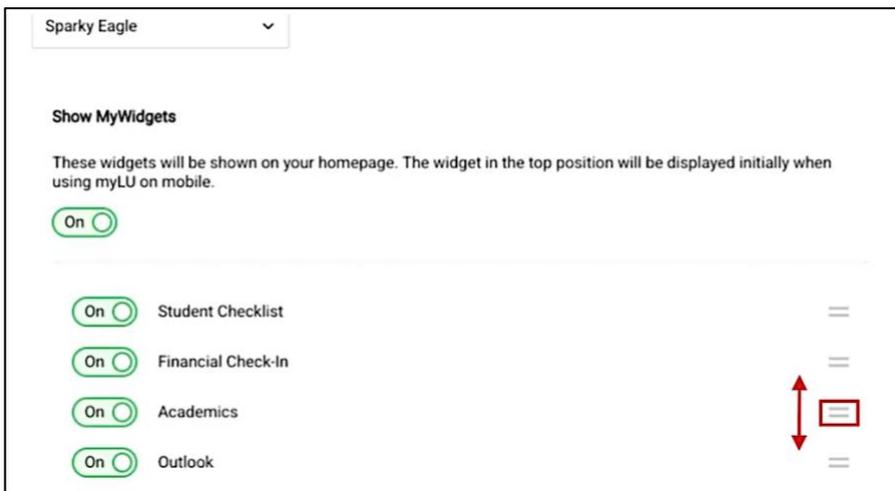
4. To choose which individual widgets are displayed on your student's home page, click the **On/Off** toggle under **Show MyWidgets**. Toggle it **On** to display or **Off** to hide specific widgets.



5. To remove all widgets from your student's home page, click off the **on/off** toggle under **Show My Widgets**.



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



## Need Assistance?

For more information about myLU, visit [Liberty.edu/myLU](http://Liberty.edu/myLU).