

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 <u>mylu.liberty.edu</u> and sign in with your Liberty **email** and **password**.

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| Sign in | | |
| sparkyeagle@liberty. | edu | |
| Can't access your acco | unt? | |
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| Enter passv | vord | |
| | | |
| Forgot my password | | |
| Use an app instead | | |
| | | Sign in |

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

| Opt In to Communications Receive alerts about deadlines and other information. | Review Preferences | м | ly Widgets | ¢Settings |
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| By opting in you agree that Liberty and its affiliates may call and/or text you about its offerings an matters by any phone number you have provided and may provide in the future, including any wire automated technology: | id other business fless number, using | | Student Checklis | ι |
| et u Alert yesterday | i | | You're all cauç seme | ht up for this ster! |
| Planned Softdocs Etrieve Downtime - 6/25 See Announcements | | → | Academics Assignments | |
| CU Alert 2 days ago | I | | You're all | caught up! |
| Kuvito Scheduled Downtime - 6/21-6/22 See Announcements | | 1 | Talk to an advisor | د 🖬 🗖 |
| nfel News | | 1 | Y Outlook | View In Outlook 🛛 |
| 2 days ago | : | L | Email | Calendar |

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

| My Widgets | #Settings |
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| You're all caught u semester | up for this r! |
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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**.

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7. To remove all widgets from your home page, click off 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 each widget title to move it up or down.

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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.

| MyWidgets Settings LUOA | | |
|-------------------------|----------------------------------|---|
| | Choose a Student | |
| | Select an option Sparkette Eagle | • |
| | Sparky Eagle Jr. | |

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.

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

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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.

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Need Assistance?

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