How to Use myLU as an LUOA Affiliate

Introduction

The myLU homepage allows you to view important information like announcements and Liberty news. If you need assistance with this tool, please contact the LUOA Affiliates Team by email at LUOAAffiliates@liberty.edu or by phone at (866) 418-8741.

myLUOA Navigation Guide

As the Affiliate Point of Contact (POC), you have access to the myLU homepage.

1. To access the myLU homepage, navigate to myLU.Liberty.edu and enter your Liberty username and click Next. Then, log in with your Liberty password and click Sign in.
2. The navigation menu displays your **LUOA Affiliate** Set which includes links to **Canvas LUOA**, **Contact Information LUOA**, and **Student Checklist LUOA**.

3. To update a student’s contact information, click **Contact Information LUOA**.
4. Choose a student from the **Choose a Student** drop-down menu.

5. You may edit a student’s **email**, **phone number**, and/or **address**.
6. Once the information is correct, click **Save**.

7. To access the student checklist, click **Student Checklist LUOA**.

8. Choose a **Student** and checklist for the current term. **Note:** If the student does not have a checklist, the screen will read “You do not have checklists for this student.”
myLUOA Navigation Menu Sets

9. In the Navigation menu you will find sets that are available to you in the Navigation Menu. To customize and create sets for yourself, click the + icon.
10. To create a new set, click the **Create Set** option. To remove a set, click the **Remove Set** option within the set you would like to remove.

![Add or Remove Set](image)

11. If you have proxy access, meaning you are the student of the Affiliate, your account will have a standard student view.

![Proxy Access](image)
12. If you have both **Parent** and **Affiliate** access, meaning you are an Affiliate of a school and a Parent of a student, all the necessary items will be available within your **LUOA Affiliate** set.

![My Access]

- **My Access**
  - **Favorites**
  - **Recently Used**
    - Canvas
    - Canvas LUOA
    - Contact Information LUOA

**Need Assistance?**

If you have any questions or encounter any issues during this process, please contact the LUOA Affiliates Team by email at **LUOAAffiliates@liberty.edu** or by phone at (866) 418-8741.