



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**.

LIBERTY UNIVERSITY

Sign in

sparkyeagle@liberty.edu

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

Back Next

LIBERTY UNIVERSITY

← sparkyeagle@liberty.edu

Enter password

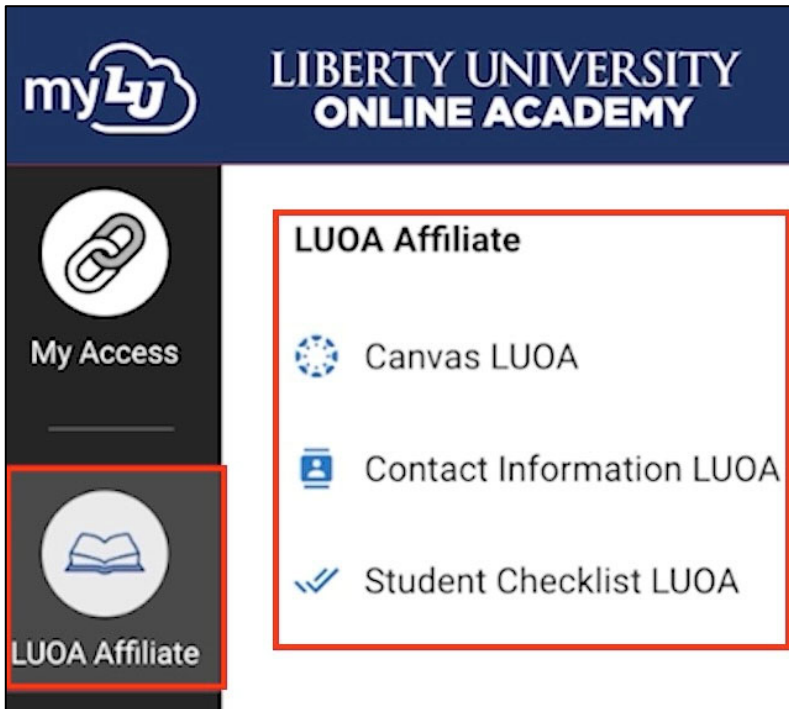
.....

[Forgot my password?](#)

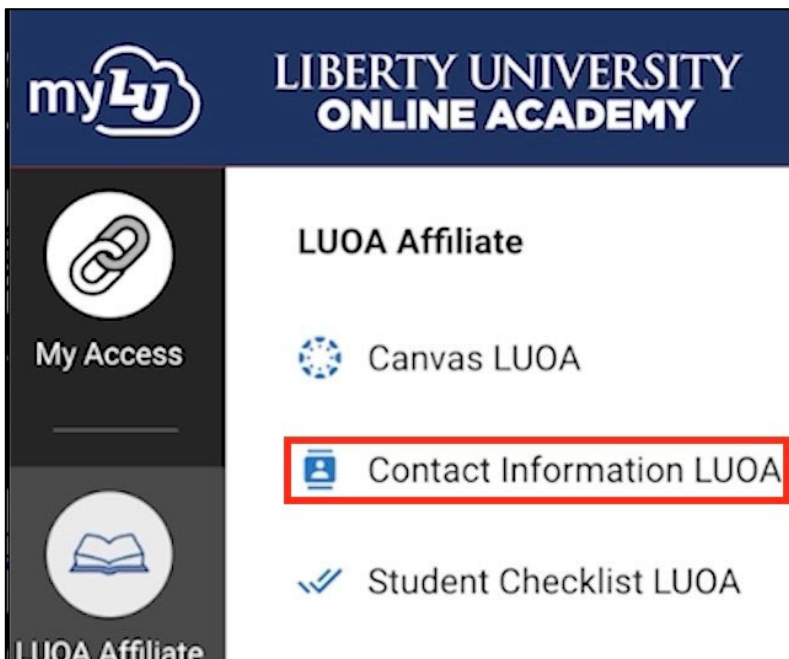
Sign in



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.

Contact Information LUOA

Choose a Student


Select an Option ^

- Eagle, Nathan
- Eagle, Katherine
- Eagle, Hannah
- Eagle, Joseph


5. You may edit a student's **email, phone number, and/or address.**

Contact Information LUOA

Eagle, Katherine v


Email 

Personal 1	LU Email
keagle71@liberty.edu	keagle71@liberty.edu

Phone 

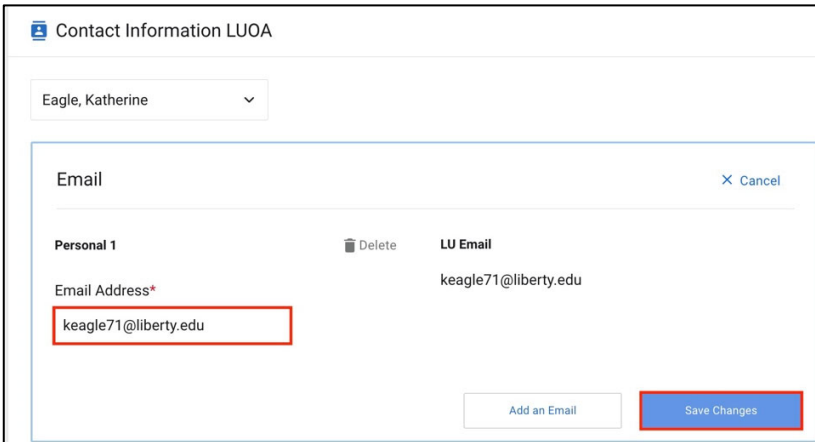
Application

5555555555

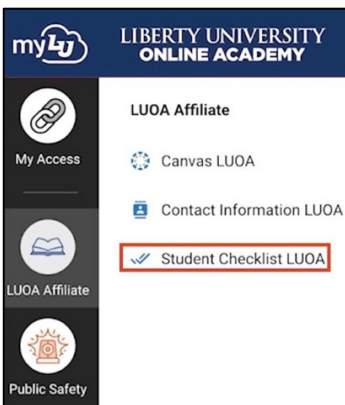
Address 

Legal Home Permanent	Application
1971 University Blvd	1971 University Blvd
Lynchburg	Lynchburg
VA	VA
24515	24515

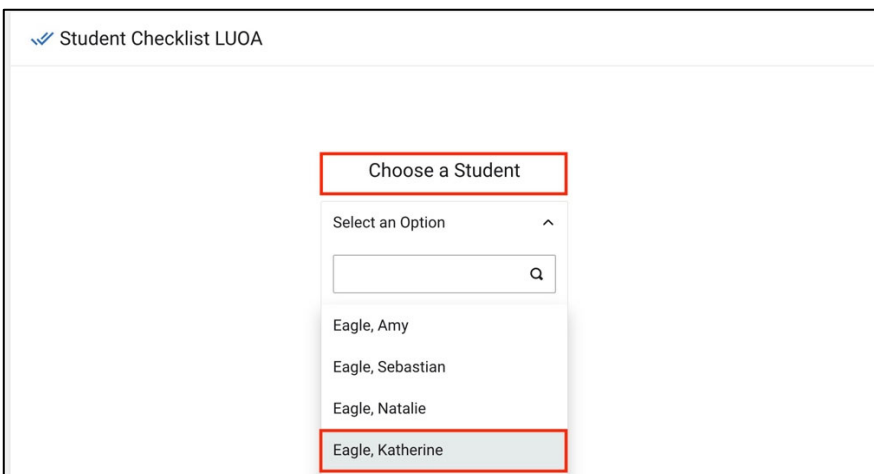
6. Once the information is correct, click **Save**.

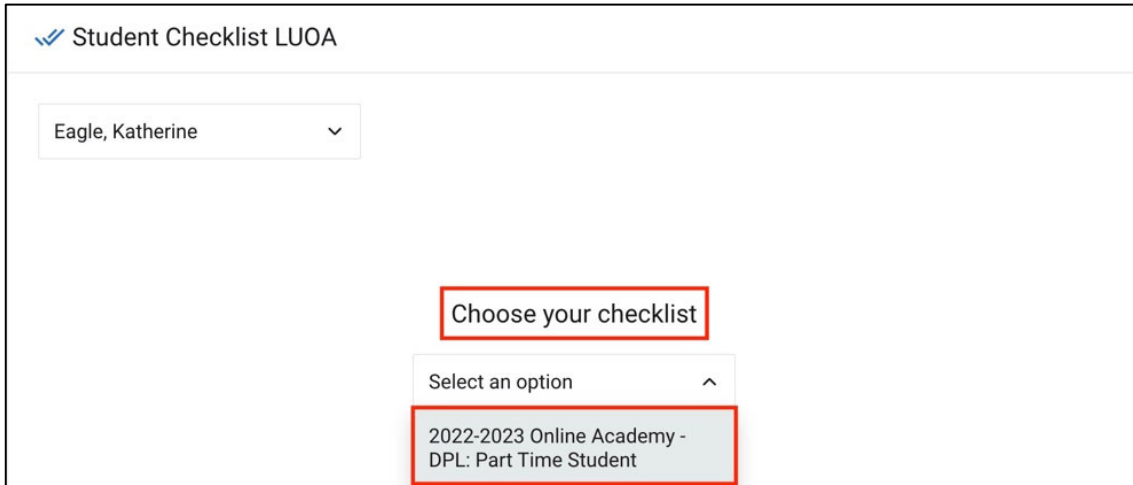


7. To access the student checklist, click **Student Checklist LUOA**.



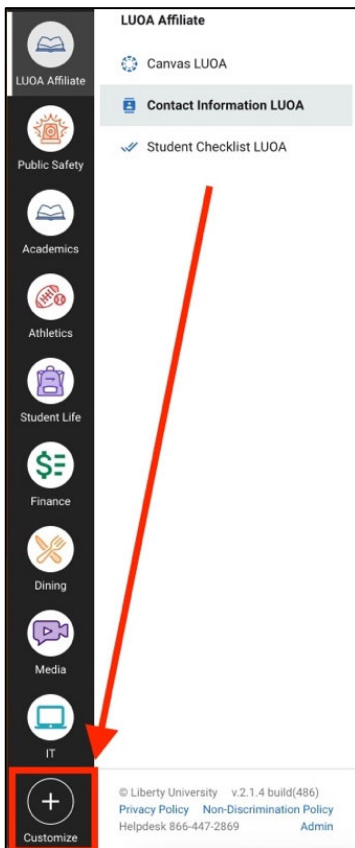
8. Choose a Student and checklist for the current term. **Note: If the student does not have a checklist, the screen will read “You do not have checklists for this student.”**



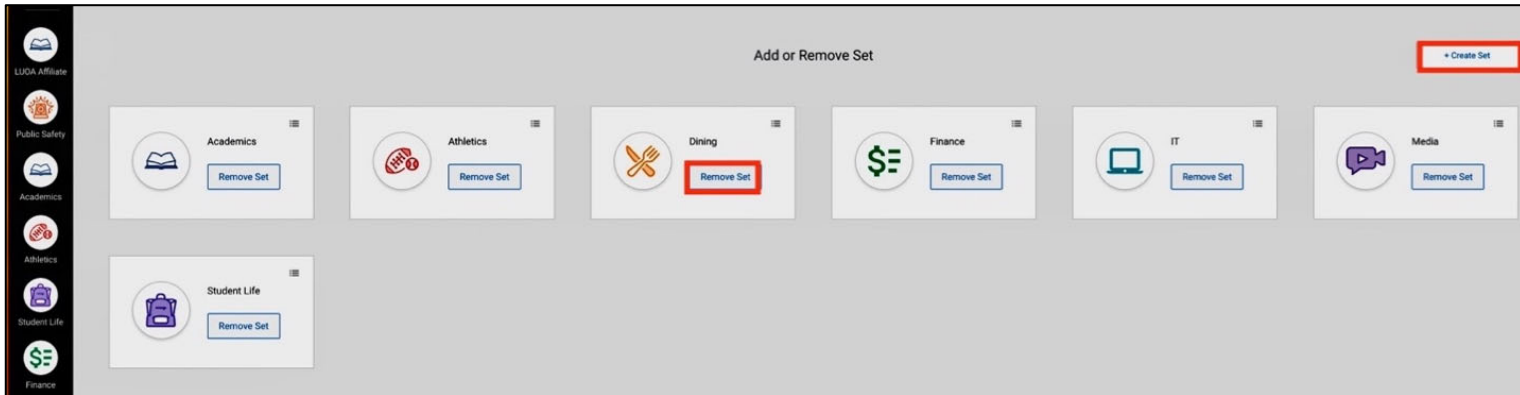


myLUOA Navigation Menu Sets

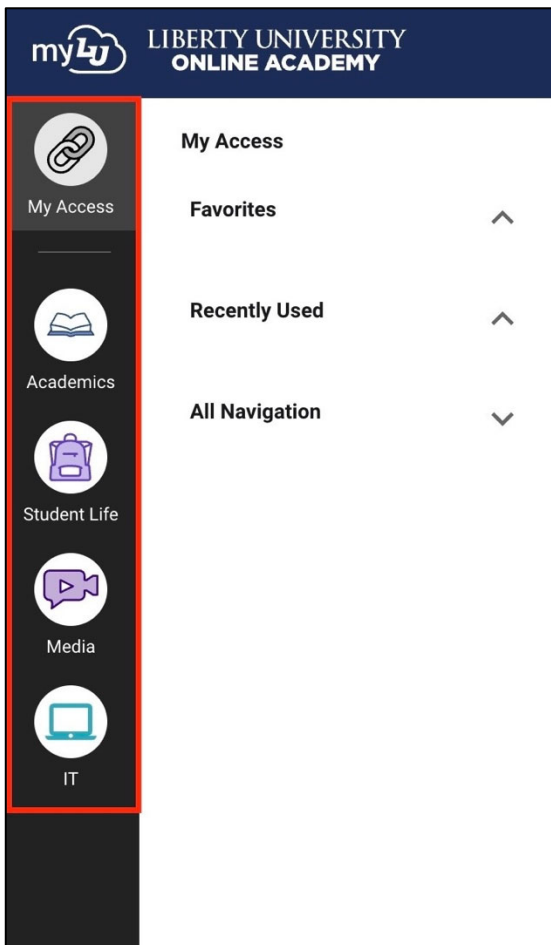
9. In the Navigation menu you will find sets that are available **to you** in the **Navigation Menu**. To customize and create sets **for yourself**, click the **+ icon**.



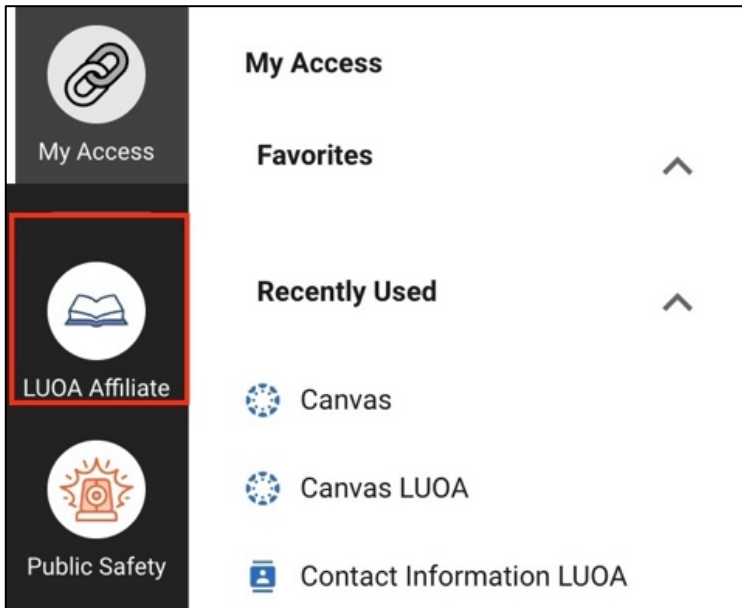
10. To create a new set, click the **Create Set** option. To remove a set, click the **Remove Set** option within the set you would like to remove.



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



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.



Need Assistance?

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