



How to Use myLU as an LUOA Parent

Introduction

The **myLU homepage** allows you to view important information like announcements and Liberty news.

myLUOA Navigation Guide

As the **LUOA Parent**, 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

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

[Back](#) [Next](#)

LIBERTY UNIVERSITY

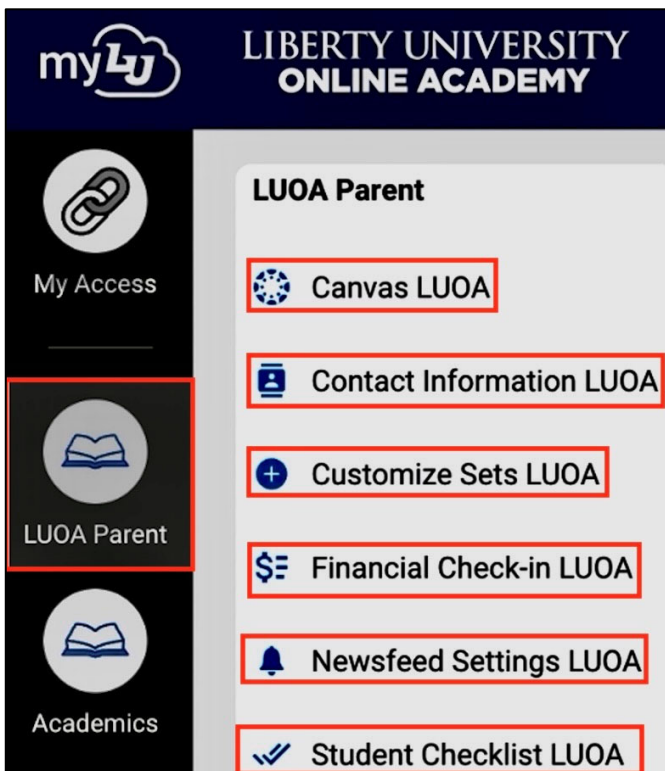
← sparkyeagle@liberty.edu

Enter password

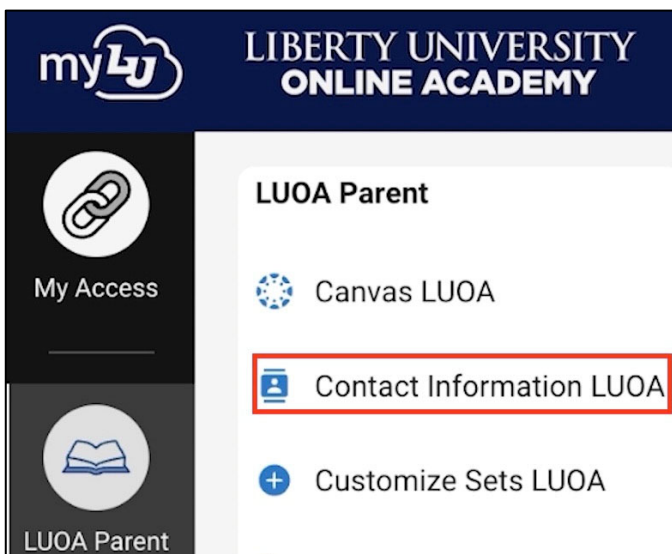
[Forgot my password](#)

[Sign in](#)

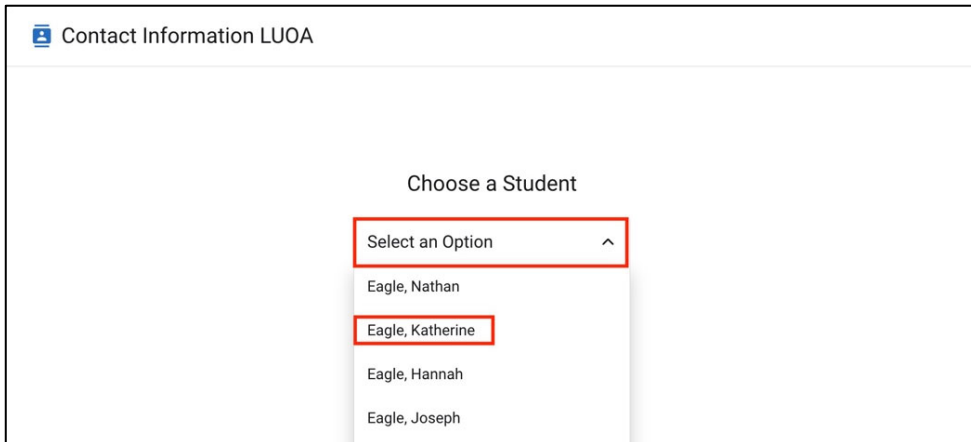
2. The navigation menu displays your **LUOA Parent** set which includes links to **Canvas LUOA**, **Contact Information LUOA**, **Customize Sets LUOA**, **Financial Check-in LUOA**, **Newsfeed Settings LUOA**, and **Student Checklist LUOA**.



3. To update your student's contact information, click **Contact Information LUOA**.

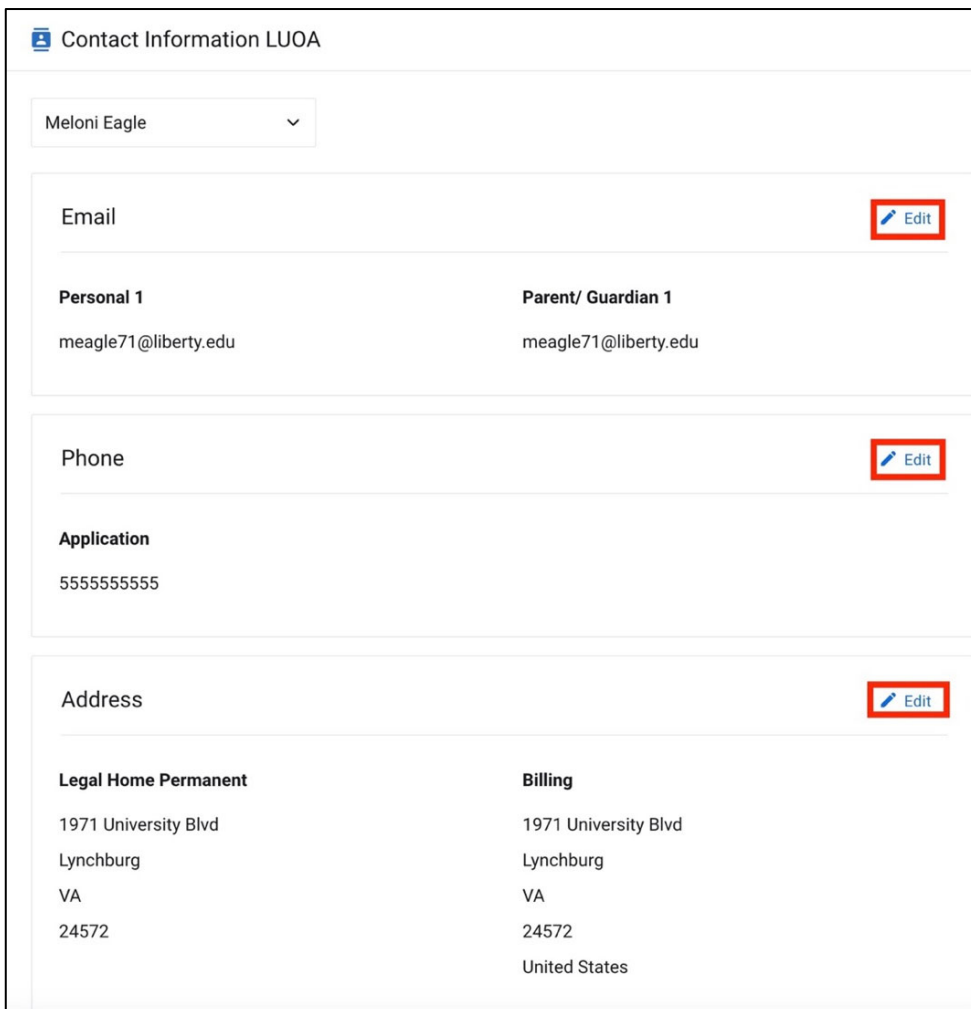


4. Select a student from **Choose a Student** drop-down menu.



The screenshot shows the 'Contact Information LUOA' form. A dropdown menu titled 'Choose a Student' is open, displaying a list of student names. The first option, 'Select an Option', is highlighted with a red box. Below it, 'Eagle, Katherine' is also highlighted with a red box. Other visible options include 'Eagle, Nathan', 'Eagle, Hannah', and 'Eagle, Joseph'.

5. Click the **Edit** button if changes are needed to a student's **email**, **phone number**, and/or **address**.



The screenshot shows the 'Contact Information LUOA' form with the following details:

- Student Selection:** A dropdown menu showing 'Meloni Eagle'.
- Email Section:** Labeled 'Email', it contains the email 'meagle71@liberty.edu' and an 'Edit' button (pencil icon).
- Phone Section:** Labeled 'Phone', it contains the number '5555555555' and an 'Edit' button (pencil icon).
- Address Section:** Labeled 'Address', it contains two columns of information: 'Legal Home Permanent' and 'Billing'. Both columns show the address '1971 University Blvd, Lynchburg, VA, 24572, United States'. An 'Edit' button (pencil icon) is located to the right of the address fields.

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

Meloni Eagle

Email

Personal 1

Email Address*

meagle14@liberty.edu

LU Email

fake8478829@liberty.edu

Parent/Guardian 1

Email Address*

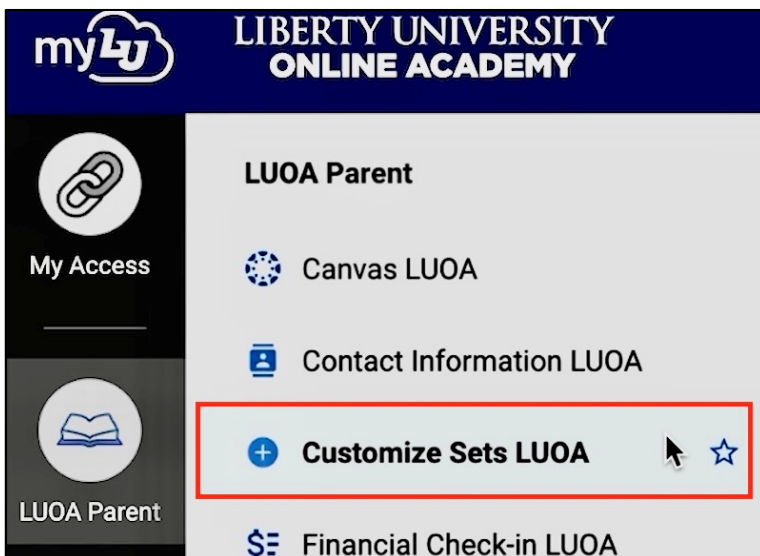
fake8717042@liberty.edu

Add an Email

Save Changes

myLUOA Navigation Menu Sets

7. To create a customized set, click **Customized Sets LUOA**.



8. Click the drop-down menu to select the student you would like to create a custom set for. ***If you have already selected a student for a different operation, such as editing Contact Information, that student will be chosen by default.***

+

Customize Sets LUOA

Meloni Eagle

▼

Add/Edit Sets

New Custom Set

Organize Sets

Add, Remove, or Edit Set

+ Create Set

9. Click the **Create Set** option.

+

Customize Sets LUOA

Meloni Eagle

▼


Add/Edit Sets

New Custom Set

Organize Sets

Add, Remove, or Edit Set


+ Create Set



Academics

Edit

Remove Set

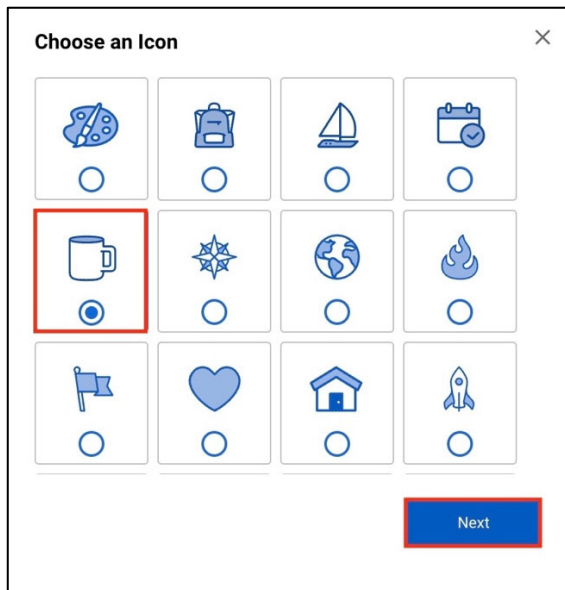


IT

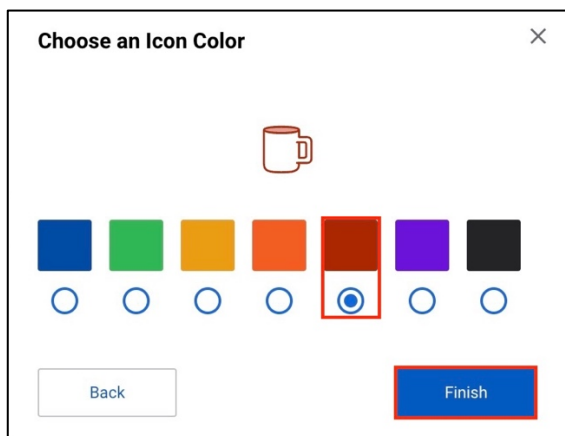
Edit

Remove Set

10. Choose an **icon** and click **Next**.



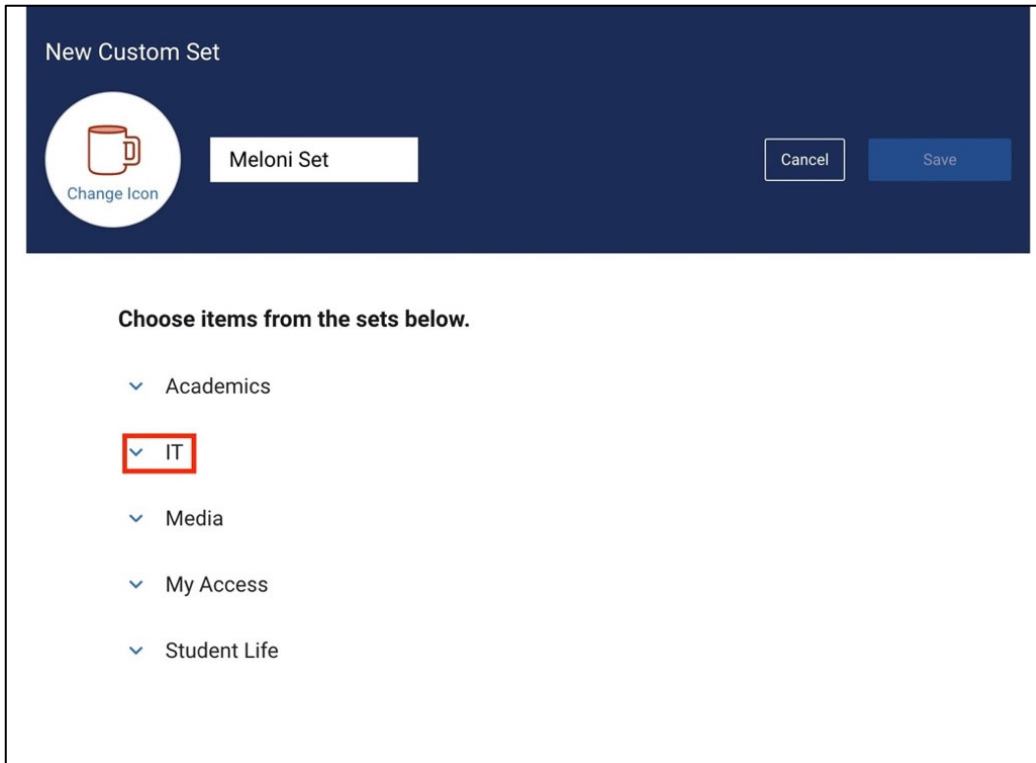
11. Then select a **color** and click **Finish**.



12. Lastly, add a **title** for the set.

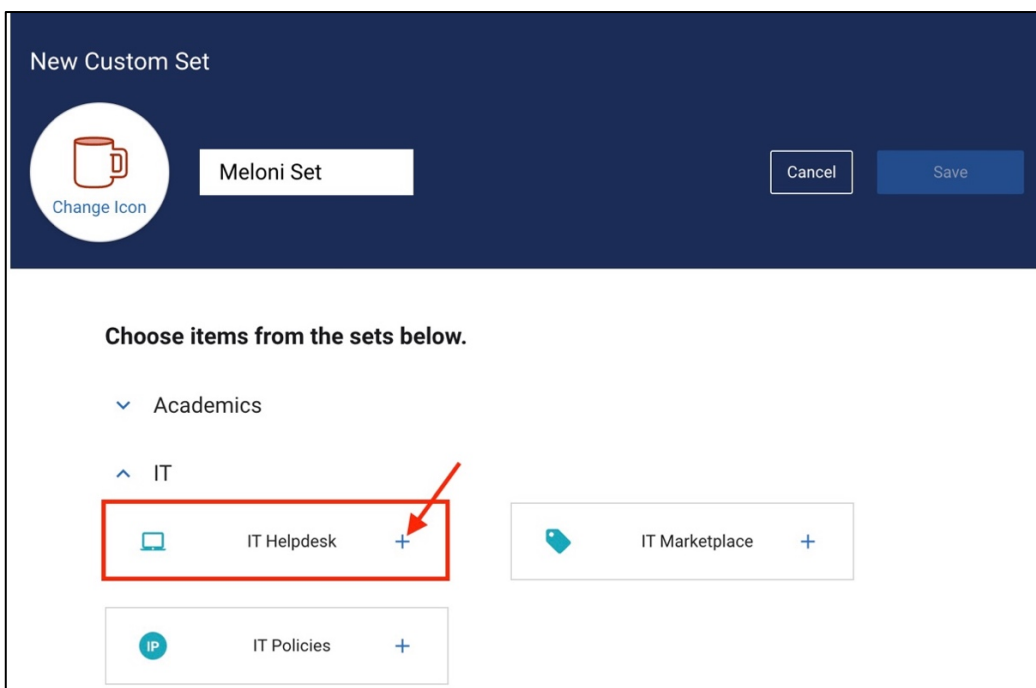


13. Choose the items you would like displayed from each category by clicking the drop-down arrow.



The screenshot shows the 'New Custom Set' interface. At the top, there is a header bar with the title 'New Custom Set'. Below the header, on the left, is a circular icon placeholder with a red mug icon and the text 'Change Icon'. To the right of this is a text input field containing 'Meloni Set'. Further right are 'Cancel' and 'Save' buttons. Below the header bar, the main area is titled 'Choose items from the sets below.' and contains a list of categories, each with a downward-pointing arrow: 'Academics', 'IT', 'Media', 'My Access', and 'Student Life'. The 'IT' category is highlighted with a red rectangular box.

14. To add the item, click the + icon.

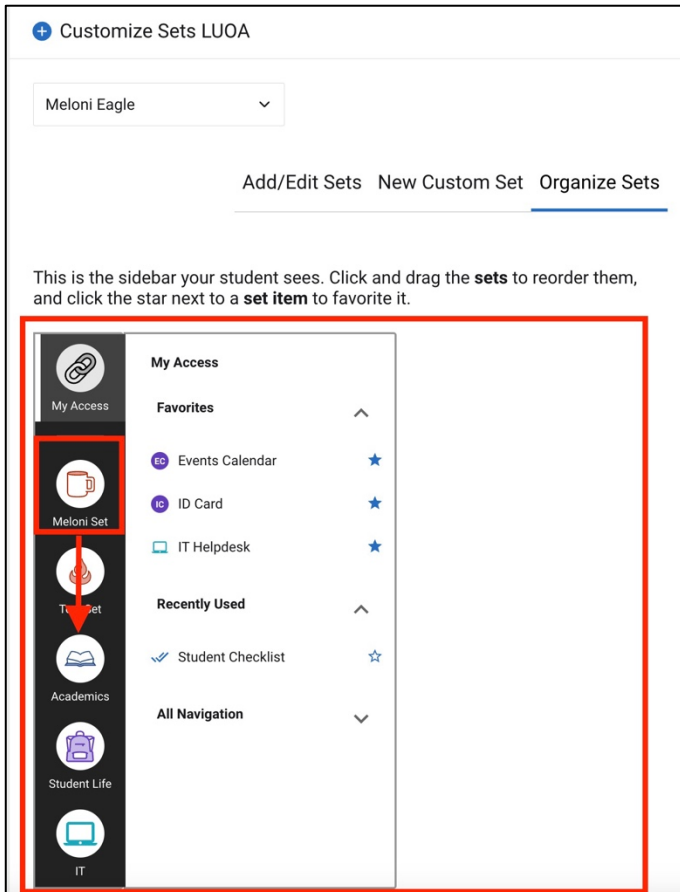


The screenshot shows the 'New Custom Set' interface with the 'IT' category expanded. The 'IT' category is now shown with an upward-pointing arrow and contains three items: 'IT Helpdesk', 'IT Marketplace', and 'IT Policies'. Each item has a plus sign (+) to its right. The 'IT Helpdesk' item is highlighted with a red rectangular box, and a red arrow points to the plus sign next to it. The 'IT Marketplace' and 'IT Policies' items are also visible below it.

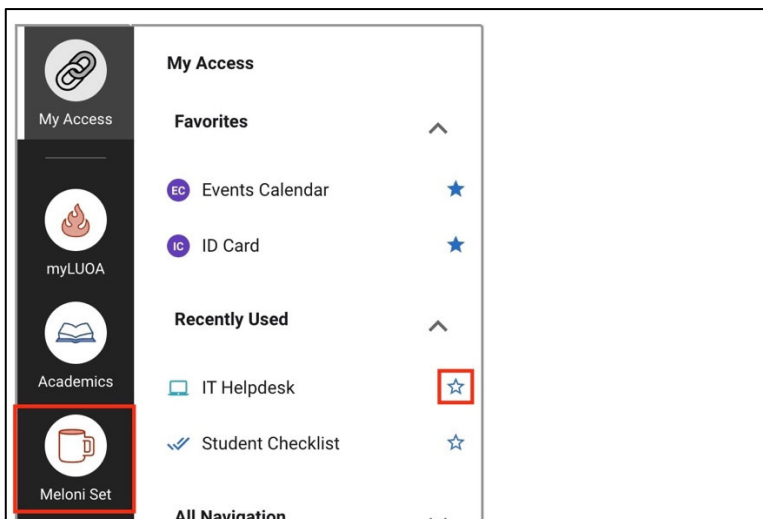
15. Then click **Save**.

16. Once you have saved the set, a preview of the organized sets section will appear. To favorite a set, click the **star** next to the set. **Note: LUOA students under 18 years old cannot edit settings.**

17. You can change the order of the sets by dragging the set icons in the order you would like them to show.

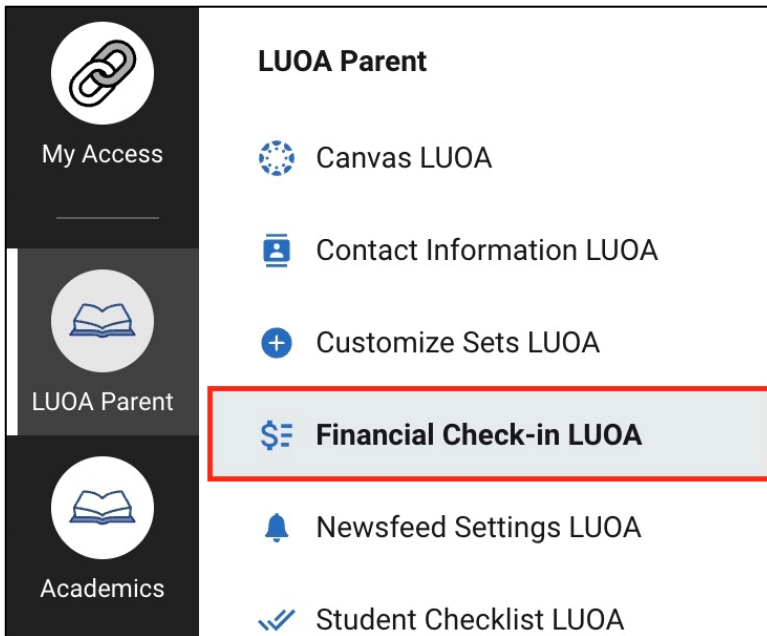


18. To favorite a set, click the **star** next to the set. **Note: LUOA students under 18 years old cannot edit settings.**



myLUOA Financial Check-in

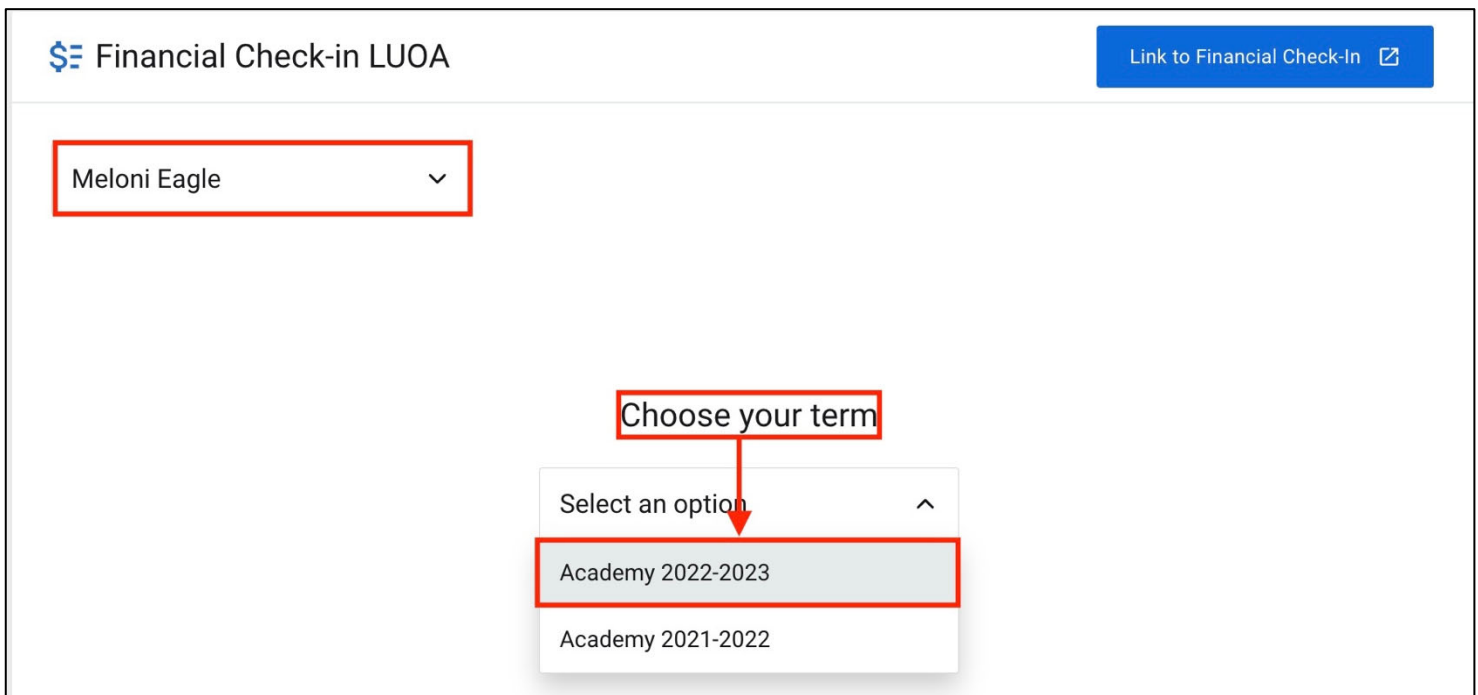
19. To view Financial Check-in, click **Financial Check-in LUOA**.



LUOA Parent

- Canvas LUOA
- Contact Information LUOA
- Customize Sets LUOA
- Financial Check-in LUOA**
- Newsfeed Settings LUOA
- Student Checklist LUOA

20. Then select the **Student** and **Choose Your Term**.



Financial Check-in LUOA [Link to Financial Check-In](#)

Meloni Eagle ▼

Choose your term

Select an option ^

- Academy 2022-2023**
- Academy 2021-2022

21. A summary of the account will show any **Remaining Balance** on the account.

Financial Check-in LUOA

Link to Financial Check-In

Meloni Eagle Academy 2022-2023

Status: Financial Check-in Complete

Summary of Account

Description:	Charges:	Credits:
Previous Balance	\$0.00	
Tuition - Online Academy	\$549.00	
Installment Pay AMEX CC		\$549.00
Remaining Balance:		\$0.00

Have Questions?

Contact Us

Chat Live Now

Email: LUOASTudentAccounts@liberty.edu

Phone: (866) 418-8741

Phone Hours: Monday - Friday 8 a.m. - 5 p.m. EST

myLUOA Newsfeed Settings

22. To edit the newsfeed settings, click **Newsfeed Settings LUOA** in the navigation menu. Then, toggle the settings or cards you would prefer displayed or hidden.

Newsfeed Settings LUOA

Meloni Eagle

Dark Mode

Use this setting to change your student's page to dark mode.

Off

Notification Bell

Use this setting to turn off the notification bell for your student. The notification bell displays how many new notifications received since you last logged in.

On

Card and Category Settings

Use this setting to turn off the notification bell for your student. The notification bell displays how many new notifications received since you last logged in.

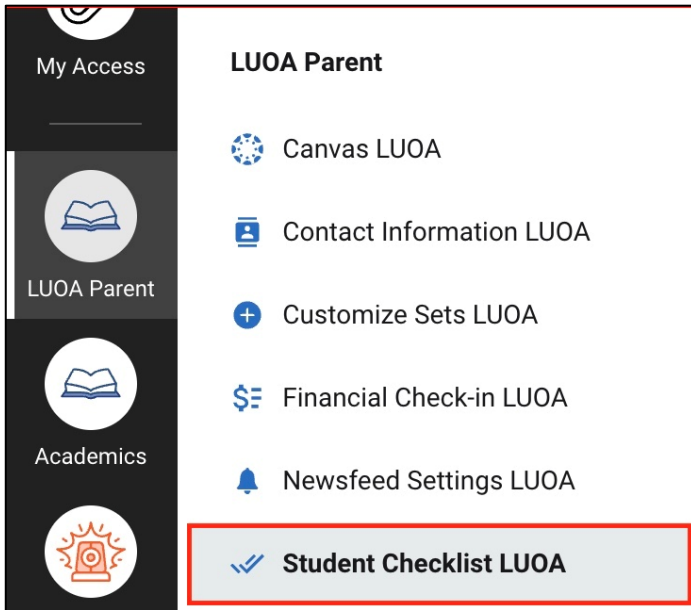
Academics On

Student Checklist On

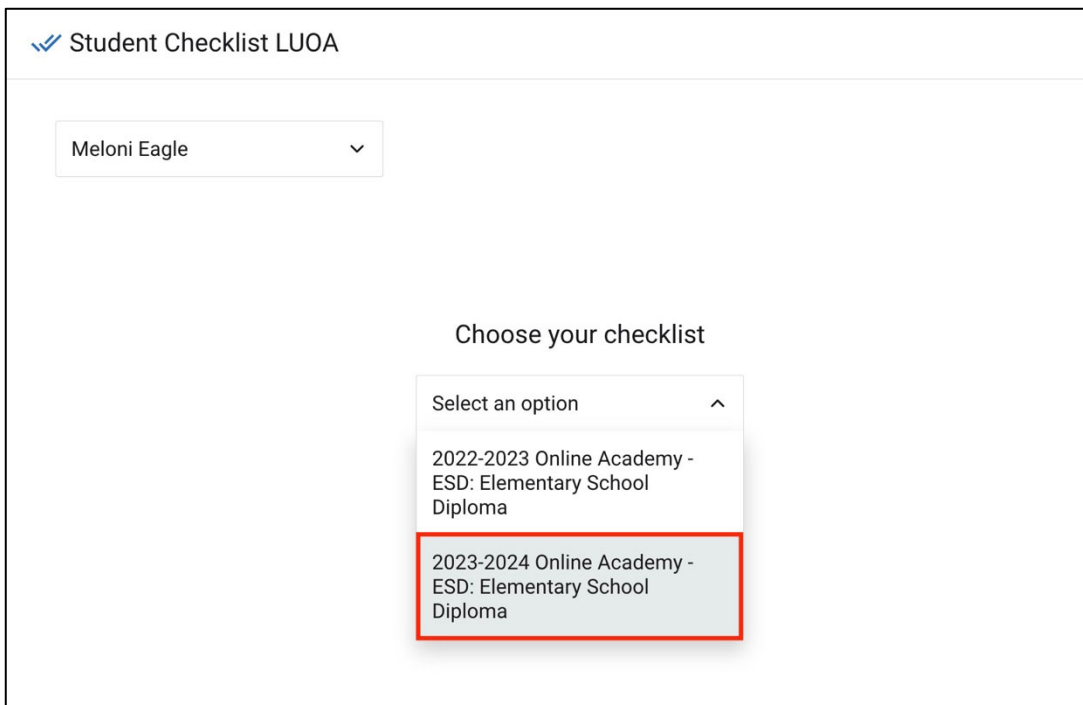
Media Off

myLUOA Student Checklist

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



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





25. Click to view **To Do**, **Completed**, and **Upcoming** items.

✓ Student Checklist LUOA

Meloni Eagle ▼ 2023-2024 Online Academy... ▼

To Do Completed [Student Checklist](#) ✓

[Course Registration](#) ✓

Upcoming [Student Checklist](#) ✓

[Financial Check-In](#) ✓

✓ Student Checklist LUOA

Meloni Eagle ▼ 2023-2024 Online Academy... ▼

To Do **Completed** [Student Checklist](#) ✓

Upcoming [Student Checklist](#) ✓

[Financial Check-In](#) ✓

✓ Student Checklist LUOA

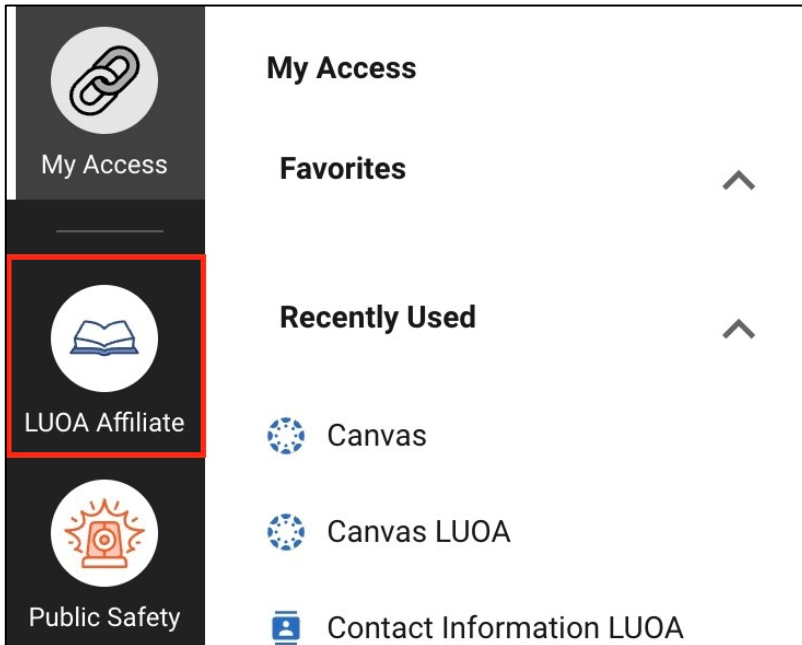
Meloni Eagle ▼ 2023-2024 Online Academy... ▼

To Do Completed [Student Checklist](#) ✓

Upcoming [Student Checklist](#) ✓

[Financial Check-In](#) ✓

26. 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?

If you have any questions or run into any issues, please reach out to LUOAinfo@liberty.edu for new LUOA parents and LUOACurrentStudents@liberty.edu for current LUOA parents.