The Department of Foreign Affairs & Trade (DFAT) trains Australian officials in international engagement tradecraft, including in areas such as advocacy, negotiation, forecasting strategic planning. APS officers can **enrol** and **pay online** for DFAT's learning programs via our Learning Management System, *Lumi*.

It is strongly recommended that you **register using your '.gov.au' email address** as they are automatically authenticated by Lumi and do not require manual approval.

If you need to register using a non-.gov.au email address, please provide detailed information for your reason for registering and a DFAT contact who can verify your need for a Lumi account.

Register for a Lumi Account

1. Login to your *agencies' network* | Open an *Internet browser* | Login to *Lumi* via the website address, https://lumi.dfat.gov.au.

    NOTE: You need to be logged into your agencies' network (or at least have access to your .gov.au email account) so you can receive the Two-Factor Authentication email.

2. Select **'REGISTER (NON-DFAT EMPLOYEES)'**.

3. Fill in the required details **using your '.gov.au' email address**.

4. Tick **'I have read and accept the privacy notice'** | Select **'REGISTER'**.

   NOTE: A link to the Privacy Notice is at the top of the registration screen.

Navigating Lumi

You are now ready to use Lumi to browse, register, and track learning available to APS agency officers. You can:

1. Use the *Search* feature [*Toolbar, top right];

2. Access DFAT's external *Catalogue* of learning courses, videos and resources [*Toolbar, top right];

3. View the *Calendar* for live learning sessions (Face-to-Face & Face-to-Screen [E.g. WebEx]) [*Toolbar, top left]; or

4. Access your *Training History* [*Toolbar, top left].
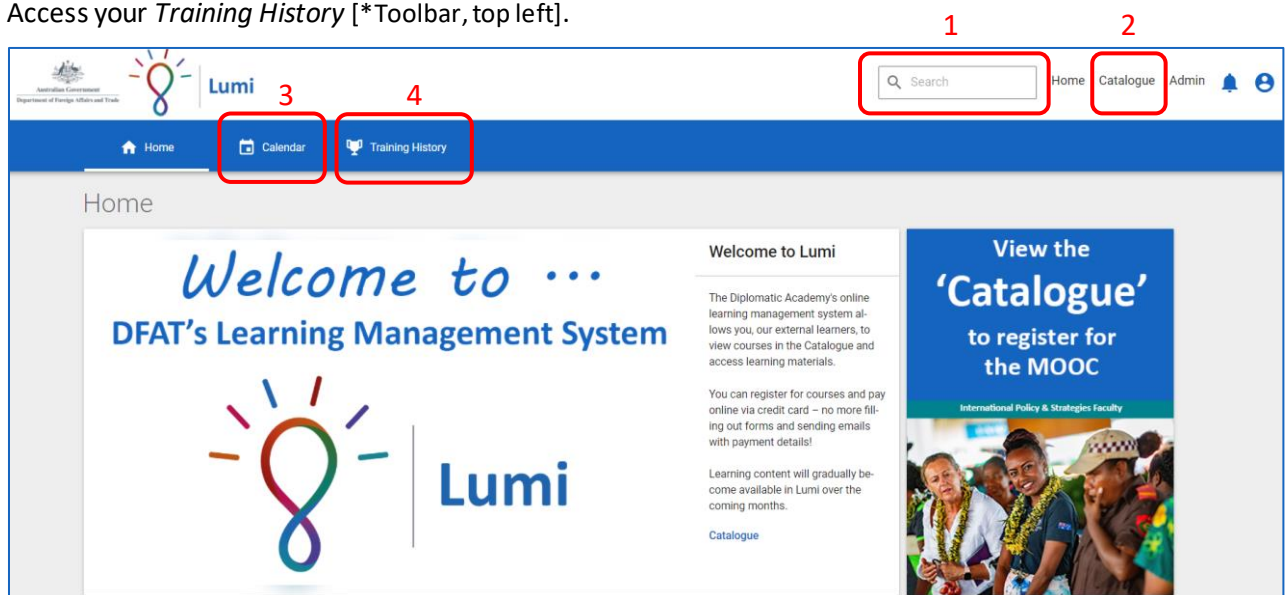
Additional support guides on how to navigate and use the system are available within Lumi, once you login, under the *'Resources'* tab.

Logging Out

1. To logout, select the **'person'** icon in the top right-hand corner of the Home page and select **'Logout'**.
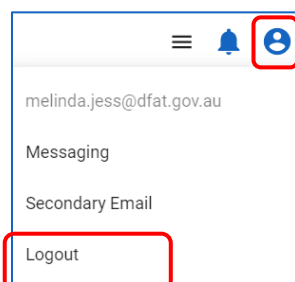
Login to Lumi Once Registered

1. Login to your *agencies' network* | Open an *Internet browser* | Login to *Lumi* via the website address, https://lumi.dfat.gov.au.

2. Enter your **agency email address** and your **Lumi password** under *'For DFAT Employees not logged into the DFAT ICN Network And for Non-DFAT Employees already registered'*.

   NOTE: *Do **NOT** enter your secondary email address to login as this is only being used to receive Two-Factor Authentication emails (and other notifications) to enable you to login while you are unable to access your '.gov.au' emails.*

3. Select **'LOGIN'**.

4. You can also refer to your secondary email account to access any system-based notifications from Lumi without having to login to your agencies' '.gov.au' network.