You can login to Lumi from a stand-alone personal device – that is, a personal device such as a laptop or mobile phone with an Internet connection but **NOT** logged into your agencies' network* via remote access or any other means.

There are **two additional requirements** that must be set up in Lumi, while you are logged you're your agencies' network, to enable you to then login from a personal device. It's only a couple of extra steps and they're quick and easy to do.

Login Requirements

To login to Lumi from a stand-alone personal device**, you need to have **first registered a Lumi account, logged into Lumi on your agencies' network, set up a secondary email AND created a Lumi password** (so you can receive Two-Factor Authentication emails when logging on via your personal device).

'Logged In' Explained

* Being *'logged into your agencies' network'* includes when you are logged into your work computer in the office, or when you are logged into your agencies' network via remote access (either on a work or a personal computer).

** Being *'logged in from a stand-alone personal device'* means that you have a personal device with an Internet connection but are NOT logged into your agencies' network via remote access or any other means.
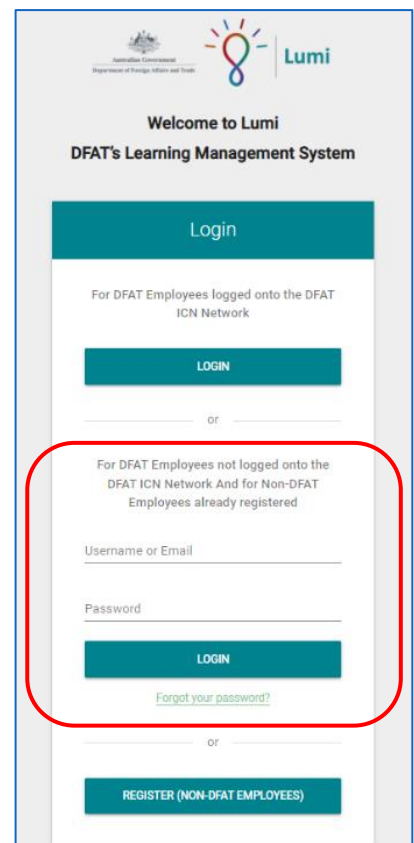
STEP 1: Login to Lumi on your Agencies' Network

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. 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 agency emails.*

STEP 2: Set Up a Secondary Email & Password

While you are logged into Lumi via your agencies' network, **set up a secondary email AND create a Lumi password**.
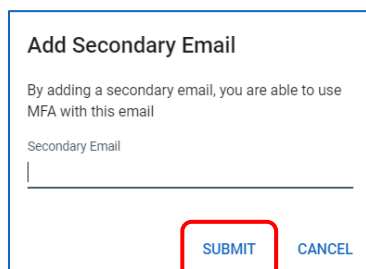
NOTE: You only have to set this up once. You will then receive Lumi notifications to your agencies' email account and your secondary email account.

1. While logged into Lumi on your agencies' network, select the **'person'** icon in the top right-hand corner of the Home page | Select **'Secondary Email'**.
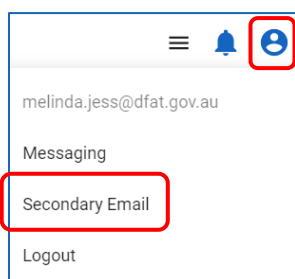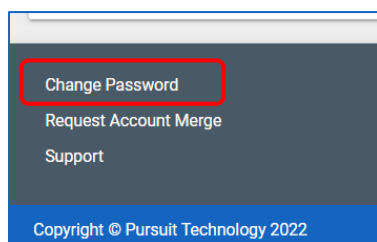

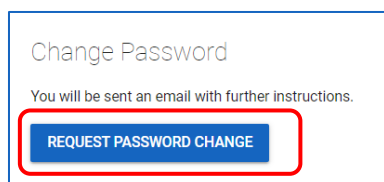2. Enter your **secondary email address** and select **'Submit'**.

   NOTE: Make sure the secondary email account is one you can access from your personal device so you can receive the Two-Factor Authentication emails.

3. Select **'Change Password'** from the bottom left-hand side of the Home page.

4. Select **'REQUEST PASSWORD CHANGE'**.

5. You will receive an email (to both your agency and secondary email accounts) from Lumi asking you to change your password.

   NOTE: For security reasons, your password must be changed within 20 minutes of receiving the email.
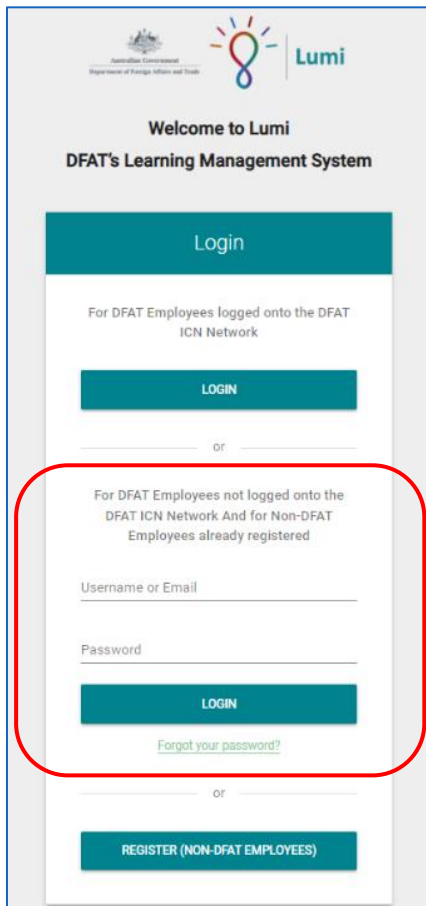
   DO NOT use your agency network password when creating your Lumi password.

   Check that Lumi emails don't end up in your Junk/Spam mail folders (both for your agency email account and your secondary email account).

STEP 3: Login to Lumi from a Stand-Alone Personal Device

1. 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.

Logging Out

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