



LOGIN TO LUMI THROUGH A PERSONAL DEVICE

This guide is users who have registered a Lumi account with their agency or work email.

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 **without** access to your agency/work email, via remote access or any other means. To log in via a personal device, you will need to first ensure you have configured your access.

Setting up access for personal devices

To login to Lumi from a stand-alone personal device*, you need to have **first registered a Lumi account and have accessed the account**. Once set up you will be able to assign a **secondary email** (so you can receive Two-Factor Authentication emails when logging on via your personal device).

* Being 'logged in from a stand-alone personal device' means that you have a personal device with an Internet connection and DO NOT have access to your agency/work email.

STEP 1: Login to Lumi using your agency/work email

Ensure you have access to your Agency/Work email as you need to access the Two Factor Authentication email.

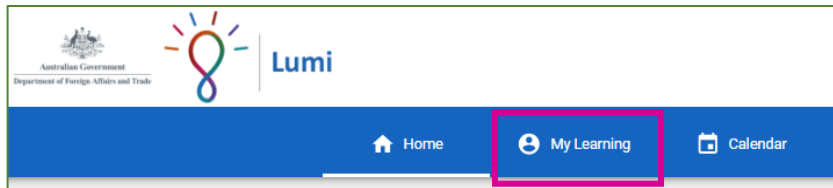
1. Login to *Lumi* via the website address: <https://lumi.dfat.gov.au>.
2. Enter your **agency/work email address** (the email address you used to create your account) and your **Lumi password** under 'For DFAT Employees not logged into the DFAT ICN Network And for Non-DFAT Employees already registered'.

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.

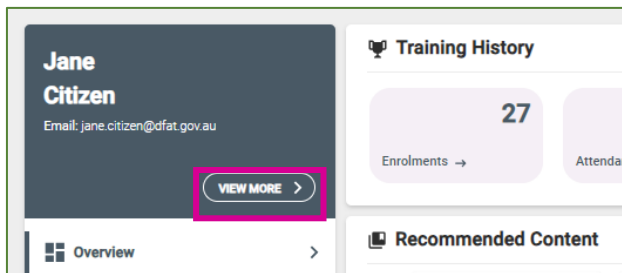
The screenshot shows the Lumi login interface. At the top, it says 'Welcome to Lumi DFAT's Learning Management System'. There are two main login sections. The first is for 'DFAT Employees logged onto the DFAT ICN Network' with a 'LOGIN' button. The second, highlighted with a pink box, is for 'DFAT Employees not logged onto the DFAT ICN Network And for Non-DFAT Employees already registered'. This section has input fields for 'Username or Email' and 'Password', a 'LOGIN' button, and a 'Forgot your password?' link. At the bottom, there is a 'REGISTER (NON-DFAT EMPLOYEES)' button.

STEP 2: Setting up a Secondary Email

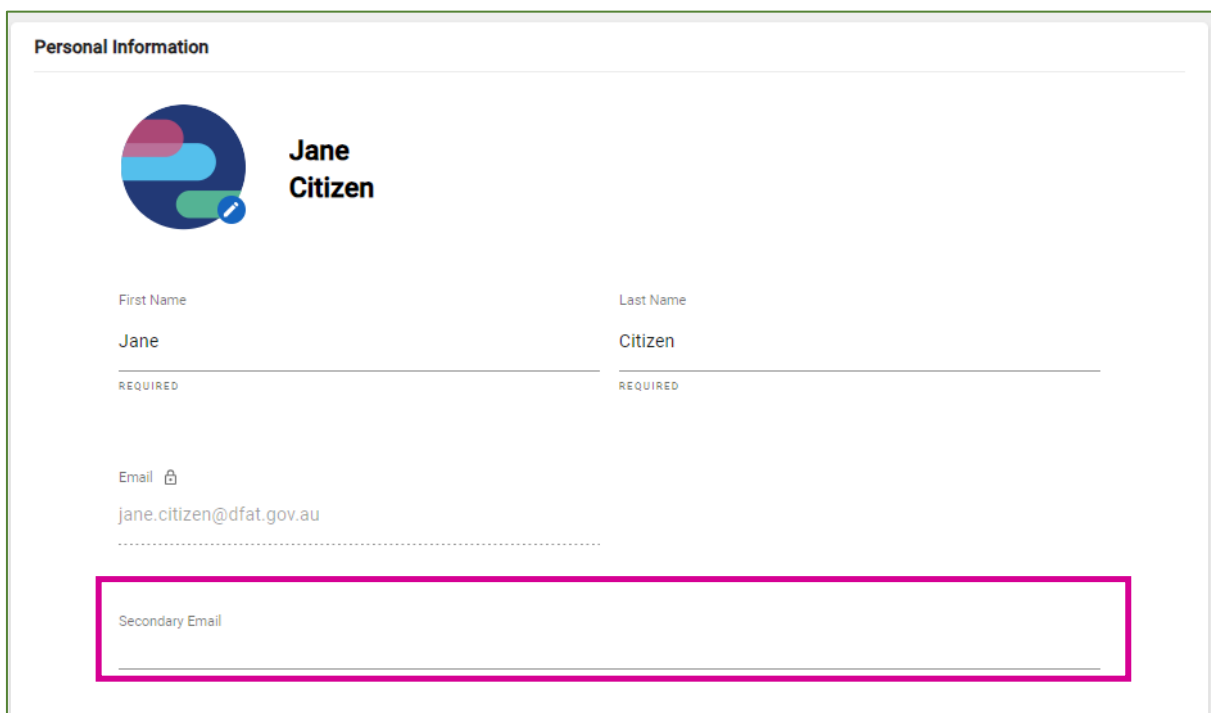
1. While logged into Lumi, select the **My Learning** button at the top of the Home page.




2. Select the **VIEW MORE** button in your personal details section.



3. Navigate to the **Secondary Email** field and enter in an alternate email address you will have access to on a personal device (such as personal email).

A screenshot of the 'Personal Information' form. The form is titled 'Personal Information' and shows the user's name 'Jane Citizen' and email 'jane.citizen@dfat.gov.au'. Below this, there are two input fields: 'First Name' with the value 'Jane' and 'Last Name' with the value 'Citizen'. Both fields are marked as 'REQUIRED'. At the bottom of the form, there is a 'Secondary Email' field, which is highlighted with a pink rectangular box. The form also includes a profile picture placeholder and a blue pencil icon for editing.

4. Select **SAVE CHANGES** at the bottom of the Personal Information form to save your email.



I have read and accept the Privacy Notice.

Yes

REQUIRED

SAVE CHANGES

5. You will now be able to receive emails to both your agency/work and secondary email account.

NOTE: While you have access to your Agency/Work email, please log out and log back in to ensure the Two Factor emails are now being sent to your personal device.

You only have to set this up once. You can change or remove your secondary email at any time through the Personal Information menu.

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/work 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**'. A code will be sent to your personal device/secondary email.
4. You can also refer to your secondary email account to access any system-based notifications.

Logging Out

To logout, select the '**Profile**' icon in the top right-hand corner of Lumi and select **Logout**.

