How to login to Luminis for Faculty:

Log in to Luminis at http://my.nl.edu, or by clicking the Luminis link on the NLU homepage. Your username is first letter of your first name + the first 5 letters of your last name + the last four digits of your SSN. Your initial password is the same as your username.

If you experience problems logging in, please contact the OIT helpdesk at x4357, or through e-mail at helpdesk@nl.edu.

Once you are logged in, click on the Email icon:
If this is the first time you have logged into Luminis, this will open up a window asking for your password:

This is not your Luminis password.

The password you need to enter is your initial logon password; in other words, it is the password you use to first logon to your computer or Citrix. It is also the password you use to check your Faculty/Staff email through OWA (Outlook Web Access). Note, this will only happen the first time you login, or subsequently when you change this password. You do not need to complete this step every time you log in to Luminis.
After entering your password and pressing the OK button, wait for the screen to refresh. When it does, you should see something like the following:

If it does not refresh right away, you may have so many messages in your Inbox that it will take a few moments to complete. If you experience problems, try logging out and logging back in. If you continue to experience problems, please call the helpdesk at x4357 or through e-mail at helpdesk@nl.edu.

The email you see here is your NLU Faculty & Staff email account, not a Student Email account. It is the same email account you check through Outlook or OWA (Outlook Web Access).