

## Login and Menu Bar Overview

### Transcript

LOUIE has a new look and feel and we're excited to share it with you!

First, navigate to [nau.edu/LOUIE](http://nau.edu/LOUIE)

Click Log into LOUIE and log in with your NAU credentials.

LOUIE has a new home page with a tile layout.

At the top of the homepage is a dropdown menu. If you are an employee and a student, you will be able to switch between your student homepage and your HR homepage.

In the upper right-hand corner is a Home icon. Clicking this icon when in LOUIE will bring you back to your homepage.

The magnifying glass is the search feature within LOUIE. For example, if you wanted to see your transcript, type the word "transcript" and click the double arrow. The search results will show you options that may include viewing your unofficial transcript and requesting an official transcript. Click on the desired option to go to that specific page.

While you're on a specific page in LOUIE, click the three vertical dots next to the magnifying glass. A dropdown will appear "Add to Homepage" allows you to add any page you are on to your homepage for quick access. "Add to NavBar" allows you to add any page you are on to your navigation bar. "Add to favorites" allows you to add any page you are on to your favorites. "My preferences" will bring you to your preferences, for example, if you want to change your accessibility layout. And "sign out" will sign you out of LOUIE.

The compass icon will display your navigation bar. Here you can see recent pages you have visited, your favorites, the new navigator tile, and the Classic Home tile. See our brief video on the navigator bar for more information on these features.

Back on the homepage you have your new tile layout.

If you need further assistance navigating LOUIE, please view our other training videos, or contact the ITS Service Desk at 928-523-3335.