



## REGISTER ACCOUNT AND LOGIN TO LUMI

*This guide is for external users who would like to register and log into Lumi.*

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

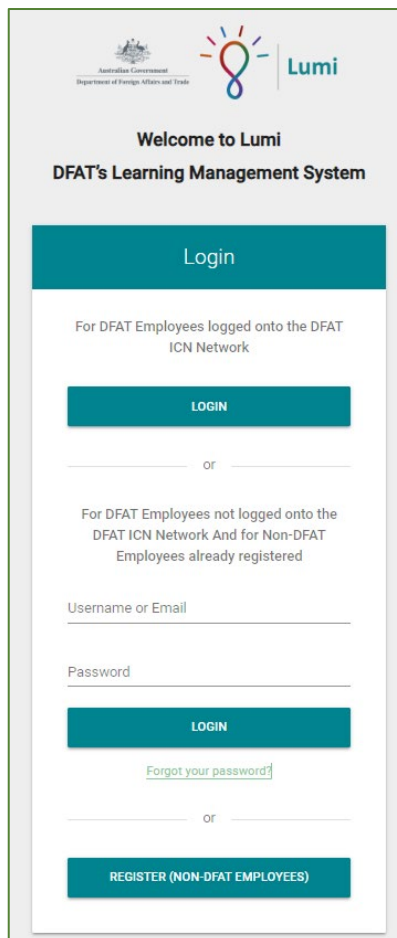
If you are currently an APS employee, it is strongly recommended that you **register using your '.gov.au' email address** as they are automatically authenticated by Lumi.

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

*Before you begin, please ensure you have access to the email you will use as your registration email.*

1. Through the browser, navigate to <https://lumi.dfat.gov.au>.
2. Select '**REGISTER (NON-DFAT EMPLOYEES)**'.



The screenshot shows the Lumi login interface. At the top, it features the Australian Government and Department of Foreign Affairs and Trade logos, alongside the Lumi logo. Below the logos, the text reads "Welcome to Lumi" and "DFAT's Learning Management System". A large teal button labeled "Login" is prominent. Underneath, there are two sections: the first is for "DFAT Employees logged onto the DFAT ICN Network" with a "LOGIN" button; the second is for "DFAT Employees not logged onto the DFAT ICN Network And for Non-DFAT Employees already registered", which includes 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.

3. Fill in the required details. Additional support is as below:
  - a. **Email Address:** this will become your username and will receive all communication from Lumi. *Please enter a '.gov.au' email if you are an APS employee.*
  - b. **Mobile number:** Please provide a contact number, this can be landline as long as you provide area code.
  - c. **Affiliation:** Please provide your affiliation. Depending on your response, you will need to provide details about your affiliation.
  - d. **DFAT Contact:** Please provide the name of a DFAT contact who can endorse your account. *Contact can be the name of a team that invited you to Lumi or is advertising the course.*
  - e. **Dependant:** For Dependants of Pre-Postees, please specify if you are a Dependant.
  - f. **Privacy Notice:** Please review and accept the Privacy Notice. A copy is available via the Privacy Notice link above the form.
4. Select '**REGISTER**' to create your account.

Please read the [Privacy Notice](#) before registering an account.

Registration

First Name required

Last Name required

Email required

Mobile Number required 📞 +61 ⓘ

Password required ⓘ

Confirm Password required

Job Role

Affiliation required | ▾

What is your reason for registering today? required

Do you have a DFAT contact who can verify your need for this account? required ▾

Name of DFAT contact required

Are you a Dependant or Spouse of a Pre-Postee? required ▾

I have read and accept the Privacy Notice. required ▾

REGISTER

5. Once you have registered, a verification email will be sent to your email account. **Please select the verification link** in that email.

Once you have verified:

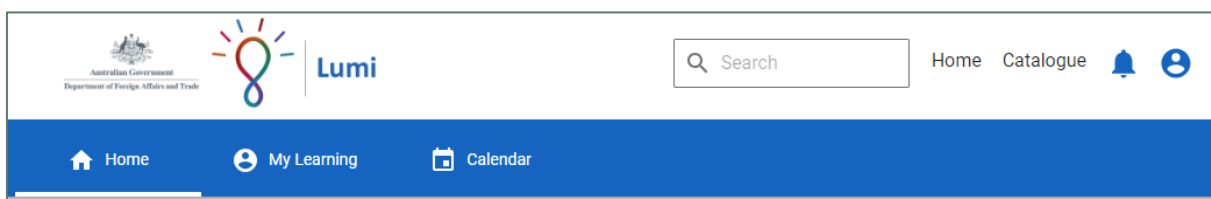
- a. '.gov.au' email users will be granted automatic access to Lumi.
  - b. All other users will undergo additional security checks. If approved, you will receive notification that your account is active. This can take up to 2 business days (Mon-Fri).
6. Once access is granted, you can return to the Lumi login screen ([lumi.dfat.gov.au](https://lumi.dfat.gov.au)) and log in with your username (email) and password.

**Note:** If you do not receive a verification email/approval, or require approval within 2 business days (for users without a .gov.au email), please contact [diplomaticacademy@dfat.gov.au](mailto:diplomaticacademy@dfat.gov.au).

## Navigating Lumi

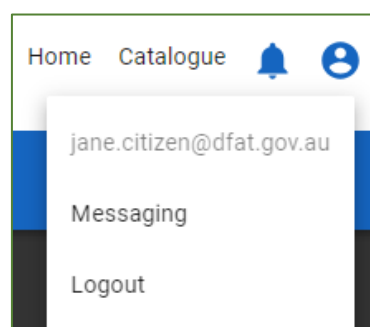
You are now ready to use Lumi to browse, register, enrol and track your learning. From the home screen you can:

1. Use *Search* feature to search for a specific course
2. Access DFAT's external *Catalogue* of learning courses, videos and resources
3. View the *Calendar* for live learning sessions (Face-to-Face & Face-to-Screen (E.g. Teams))
4. Access your Training (My Learning) History



## Logging Out

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



## Login to Lumi Once Registered

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

3. Enter in the **Multi-Factor security code** that will be sent to your registered email.
4. Select '**LOGIN**'.