

Luther Seminary: How to collaborate with the marketing team using Lytho

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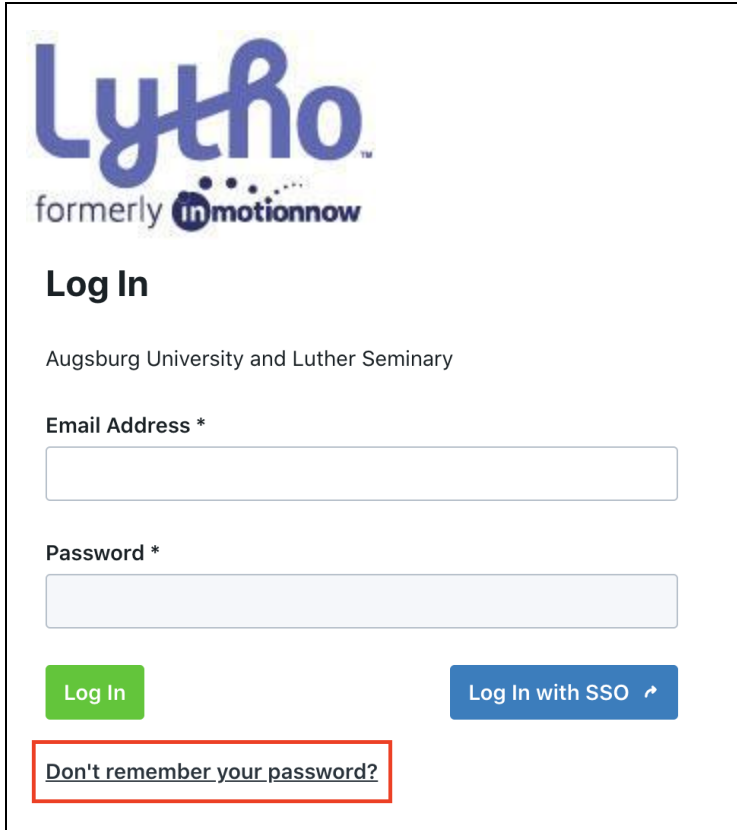
Step 1: Create an account for the marketing project management tool Lytho

Step 2: Submit a request.

Step 3: Edit a submitted request.

Step 1: Create an account for the marketing project management tool Lytho.

1. Email Douachee Lee (leedoua@augsborg.edu) and request to be added to the Lytho system.
2. Visit augsborg.ignite.inmotionnow.com.
3. Click the underlined "Don't remember your password?" link.



The image shows the Lytho login page. At the top is the Lytho logo, which includes the word "Lytho" in a large, blue, stylized font, and below it, the text "formerly inmotionnow" in a smaller, black font. Below the logo is the heading "Log In". Underneath the heading is the text "Augsburg University and Luther Seminary". There are two input fields: "Email Address *" and "Password *". Below the "Email Address *" field is a green "Log In" button. To the right of the "Log In" button is a blue "Log In with SSO" button with a small icon. Below the "Log In" button is a red-bordered box containing the underlined text "Don't remember your password?".

Lytho
formerly inmotionnow

Log In

Augsburg University and Luther Seminary

Email Address *

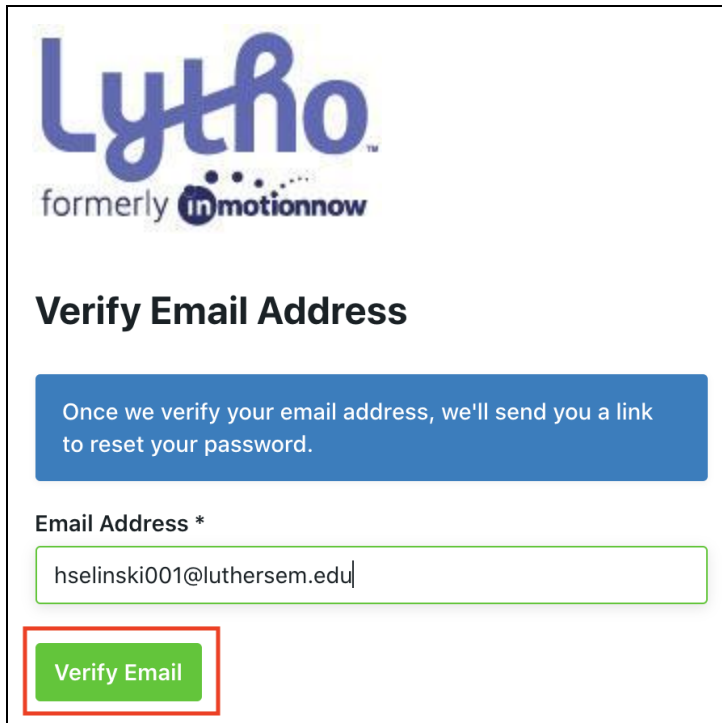
Password *

Log In

Log In with SSO ↗

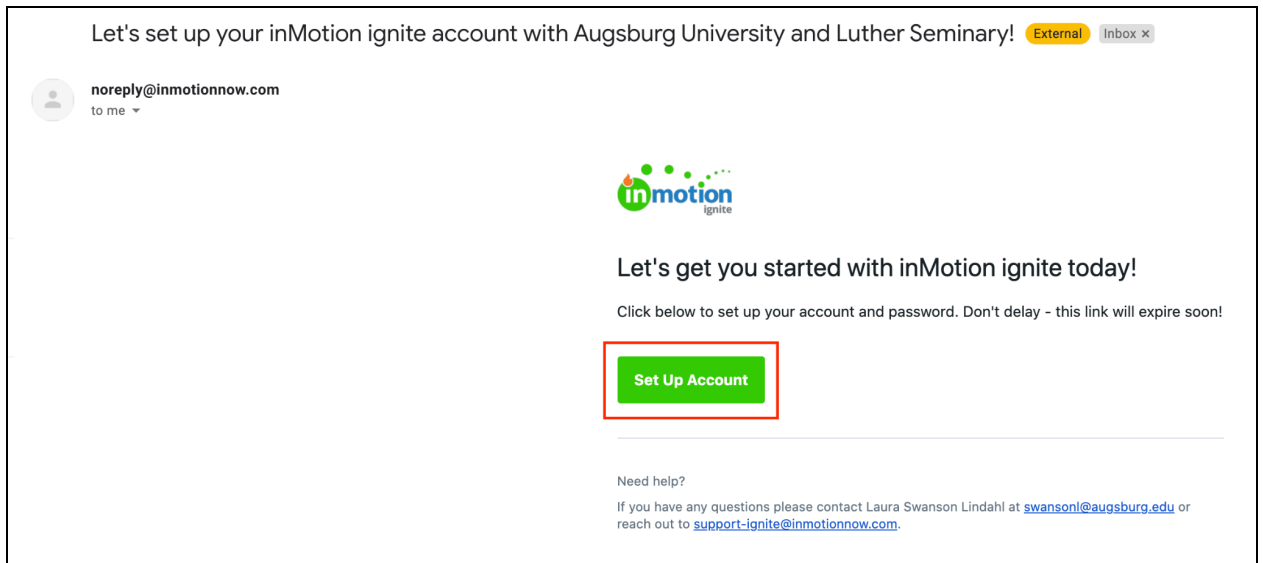
Don't remember your password?

4. Enter your Luther Seminary email address, and click “Verify Email.”



The image shows a web form for verifying an email address. At the top is the Lytho logo, which includes the word 'Lytho' in a stylized blue font and 'formerly inmotionnow' in a smaller font below it. The main heading is 'Verify Email Address'. Below this is a blue rectangular box containing the text: 'Once we verify your email address, we'll send you a link to reset your password.' Underneath the box is the label 'Email Address *' followed by a text input field containing the email address 'hselinski001@luthersem.edu'. At the bottom of the form is a green button with the text 'Verify Email', which is highlighted by a red rectangular border.

5. You will then receive an email from Lytho to set up your account. Click “Set Up Account” to proceed.



The image shows an email interface for setting up an account. The header text reads: 'Let's set up your inMotion ignite account with Augsburg University and Luther Seminary!'. To the right of this text are two small buttons: 'External' (yellow) and 'Inbox x' (grey). Below the header is a sender information section showing a person icon, the email address 'noreply@inmotionnow.com', and 'to me'. The main body of the email features the 'inmotion ignite' logo. Below the logo is the heading 'Let's get you started with inMotion ignite today!' followed by the text 'Click below to set up your account and password. Don't delay - this link will expire soon!'. A green button with the text 'Set Up Account' is prominently displayed and highlighted with a red rectangular border. At the bottom of the email, there is a 'Need help?' section with contact information for Laura Swanson Lindahl at swansonl@augsborg.edu or support-ignite@inmotionnow.com.

6. Create a password that is at least six characters long, and click “Save Password.”



Set Password

 Password must be at least 6 characters.

New Password *

.....

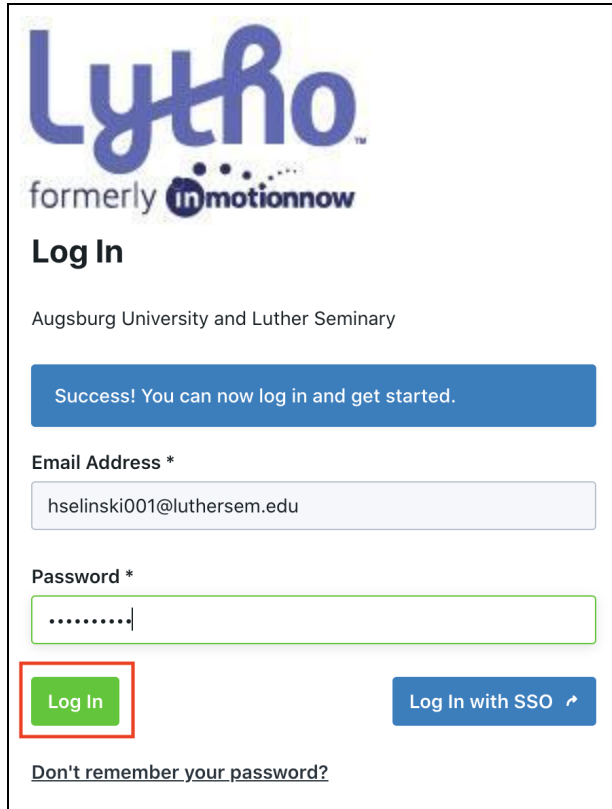
Confirm New Password *

.....

☐ Show Password

Save Password

7. You will be redirected to the login page. Enter your email address and password, and click “Log In”



The image shows the Lytho login interface. At the top is the Lytho logo with the text 'formerly inmotionnow' below it. The heading 'Log In' is centered. Below it, the text 'Augsburg University and Luther Seminary' is displayed. A blue success message box says 'Success! You can now log in and get started.' Below this are two input fields: 'Email Address *' containing 'hselinski001@luthersem.edu' and 'Password *' with masked characters. A green 'Log In' button is highlighted with a red box, and a blue 'Log In with SSO' button is to its right. A link 'Don't remember your password?' is at the bottom.

Lytho
formerly inmotionnow

Log In

Augsburg University and Luther Seminary

Success! You can now log in and get started.

Email Address *

hselinski001@luthersem.edu

Password *

.....

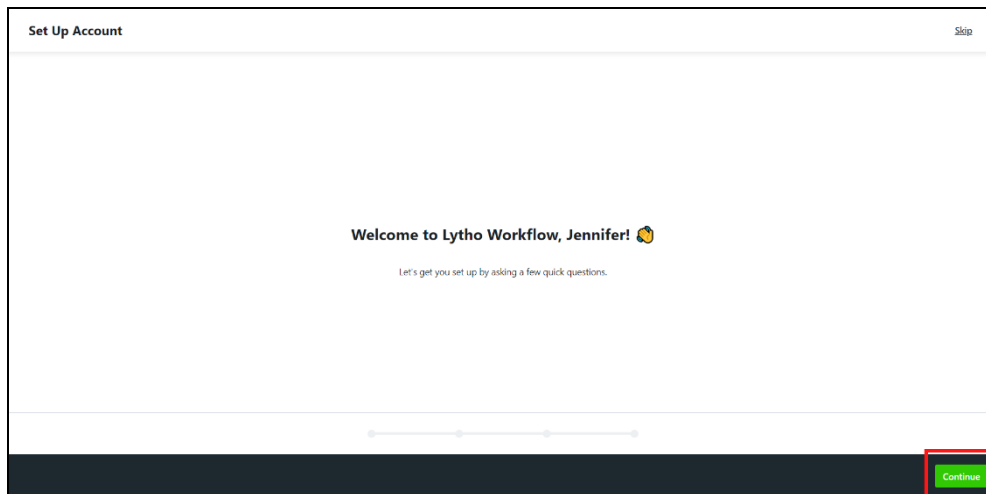
Log In

Log In with SSO ↗

[Don't remember your password?](#)

8. Click the green “Continue” button in the lower right-hand corner of your screen to set up your account.

Note: Items 4-7 under Step 1 (listed below) are **only** required the first time you sign into InMotion Ignite.



The image shows the 'Set Up Account' screen. At the top left is the title 'Set Up Account' and a 'Skip' link at the top right. The main content area says 'Welcome to Lytho Workflow, Jennifer!' with a smiley face emoji, followed by 'Let's get you set up by asking a few quick questions.' Below this is a progress bar with four steps, the second of which is active. At the bottom right, a green 'Continue' button is highlighted with a red box.

Set Up Account Skip

Welcome to Lytho Workflow, Jennifer! 😊

Let's get you set up by asking a few quick questions.

Continue

9. Click “Add Avatar” to upload a profile image from your computer if you wish. Otherwise click the green “Continue” button.

Set Up Account

Skip

Want to change your profile pic?

MM

Add Avatar

Back

Continue

Set Up Account

Skip

Want to change your profile pic?



Add Avatar

Back

Continue

10. Edit your contact information by filling in the First Name, Last Name, Job Title, and Phone Number fields. Click the green "Continue" button.

Set Up Account [Skip](#)

Everything look okay here?

First Name *
Hayley

Last Name *
Demo

Job Title
Marketing

Phone Number
612-330-xxxx

Progress bar: 3 of 4 steps complete

[Back](#) [Continue](#)

11. Click the green “Continue” button on the confirmation screen.

Set Up Account

Fantastic! You're all set. 🎉

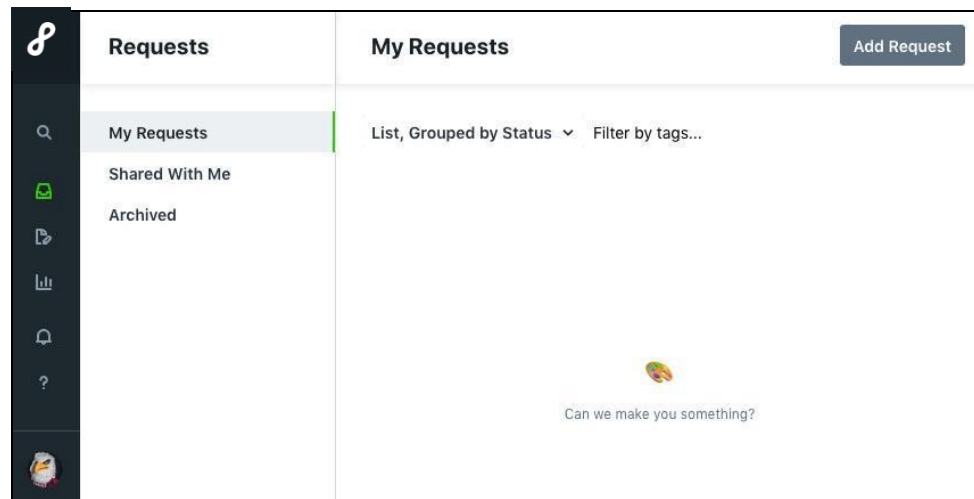
Click 'Continue' to get started!

Progress bar: 4 of 4 steps complete

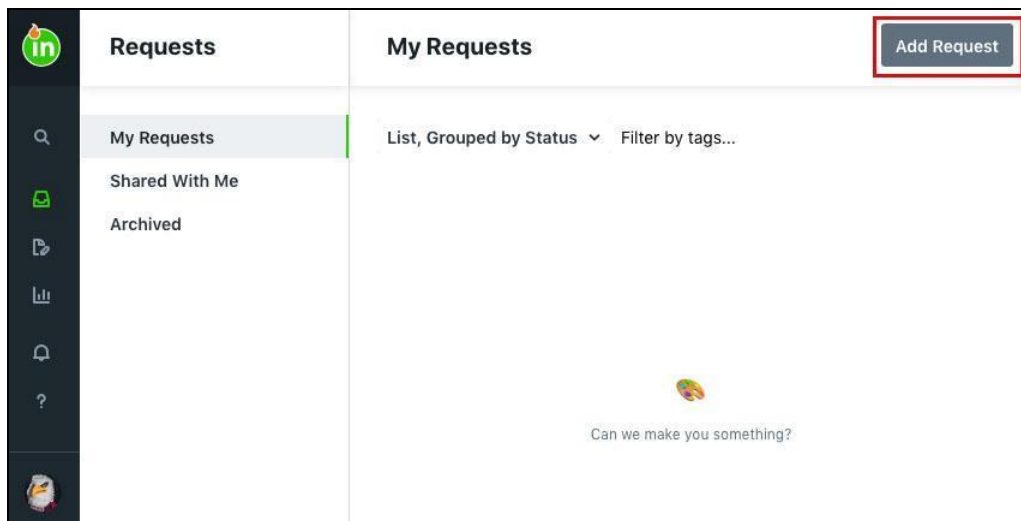
[Back](#) [Continue](#)

Step 2: Submit a request.

1. Visit augsburg.ignite.inmotionnow.com.
 - a. If you are already signed into Lytho on your device, your screen will look like this.



- b. If you are not yet signed into Lytho, you will need to enter your Luther Seminary email address and password and click “Login.”
2. Click the “Add Request” button in the upper right-hand corner of the “My Requests” section.



3. **Title the work or project** for which you are seeking assistance. Then click the green “Create Request” button.



The screenshot shows a web application interface with a sidebar on the left containing navigation icons. The main content area has two tabs: 'Requests' and 'My Requests'. A modal window titled 'Create Request' is open in the center. The modal has a close button (X) in the top right corner. Inside the modal, there is a text input field labeled 'Request Name *' with the text 'Student recruitment brochure' entered. Below the input field are two buttons: 'Cancel' and 'Create Request'. The 'Create Request' button is highlighted with a red border. The background shows a sidebar with navigation icons and a main area with tabs for 'Requests' and 'My Requests'.

4. Select a request form from the drop-down menu.
 - a. **Multi-Deliverable Project Request - Augsburg University**
 - i. Use this request form when you need assistance with more than one project in connection with an event or initiative at Augsburg University.
 - ii. Example: A homecoming digital screen, homecoming signage, homecoming invitation, and homecoming website updates
 - b. **Multi-Deliverable Project Request - Luther Seminary**
 - i. Use this request form when you need assistance with more than one project in connection with an event or initiative at Luther Seminary.
 - ii. Example: A commencement program, commencement website updates, letters to commencement honorees, and a graduate gift
 - c. **Single Project Request - Augsburg University and Luther Seminary**
 - i. Use this request form when you need assistance with one of the following:
 1. Branded Design Work - Print or Digital (*e.g., anything requiring graphic design*)
 2. Digital Screen (*digital display boards on Augsburg's Minneapolis campus*)
 3. Photos - New or Existing (*new photos to be captured or photo request from the institutional image library*)
 4. Website - New Project or Update (*any subsite on luthersem.edu or inside.luthersem.edu*)

Student recruitment brochure [Back to Requests](#) ...

Request Overview

Request Form *

- ✓ Select request form...
- Multi-Deliverable Project Request - Augsburg University
- Multi-Deliverable Project Request - Luther Seminary
- Single Project Request - Augsburg University and Luther Seminary

Submit Request

5. Fill in all of the form fields to the best of your ability. The fields marked with an asterisk (*) are required.
6. For multi-deliverable requests, you must click the “Add Deliverable” button to input information for each of the projects on which you’d like to collaborate.

Student recruitment brochure [Back to Requests](#) ...

Request Overview

Request Form *

Multi-Deliverable Project Request - Luther Seminary

Multi-Deliverable Project Request - Luther Seminary

Luther Seminary Department *

Admissions

Your Contact Info

Luther Email: * hselinski001@luthersem.edu

Luther Phone: * 612-330-xxxx

Add Deliverable ▾

Submit Request

7. Need more help? See an [example project request with multiple deliverables](#).

8. Click the green “Submit Request” button when you’ve filled in all of the project request form fields for single or multi-deliverable project.

Student recruitment brochure

[Back to Requests](#)

Please describe what you are seeking. List as many details as possible:

We would like to schedule a photoshoot for Admissions with Luther Seminary students on campus staged at different locations showcasing student life and engagement. The images will be used in our brochure and possibly posted to the website. The photographer should plan to work with admissions staff and the selected students.

Who else should be included on correspondence regarding this request?

Admissions staff

Set a Desired Delivery Date:

Jul 23

Delivery Date: Major projects typically take several weeks to complete, while less intensive work may be completed more quickly depending on our prior commitments. Not all projects are the same, so we will work with you to determine a realistic timeline and production schedule based on the needs of your particular project.

Why is this date significant?

We need the photos so that the brochure can be wrapped up and printed prior to our recruitment event on July 30

Do you need your deliverable printed?

☐ Yes ☒ No

Submit Request

9. Your request is now ready for marketing staff to review. You’ll notice that on the following screen your request status is “Submitted.”

Requests

My Requests

Shared With Me

Archived

Student recruitment brochure

Submitted

Request Progress

Created

Submitted

Accepted

Complete

Jun 22

Jun 22

Request Details

Multi-Deliverable Project Request - Luther Seminary

Luther Seminary Department *
Admissions

Your Contact Info

Luther Email:
hselinski001@luthersem.edu

Luther Phone:
612-330-xxxx

Branded Design Work - Print or Digital

Branded Design Work - Print or Digital

Modify Request

DETAILS

Members

Requester Name

Hayley Demo

Request Form

Multi-Deliverable Project Request - Luther Seminary

COMMENTS

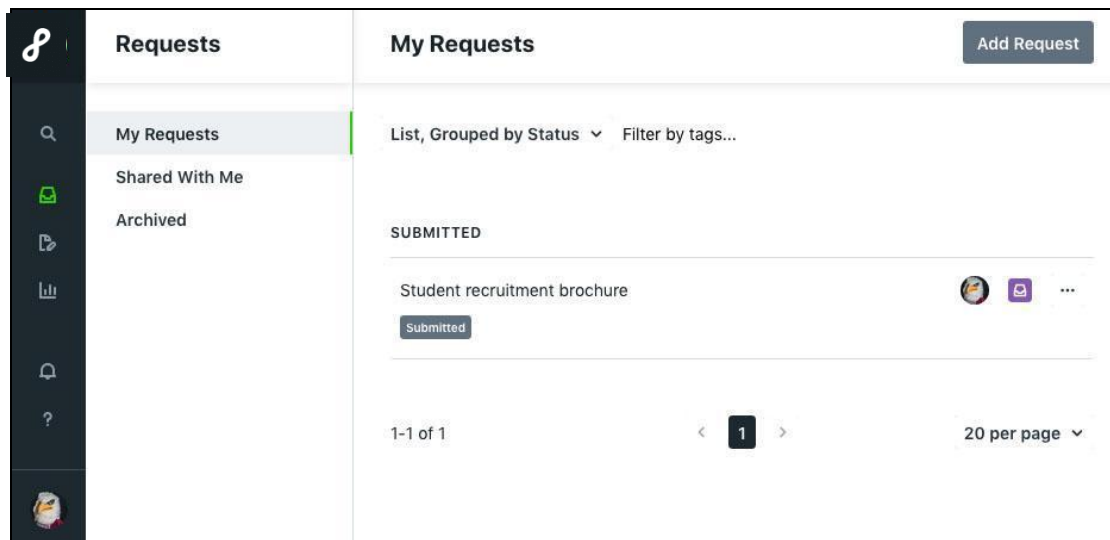
ACTIVITY

Step 3: Edit a submitted request.

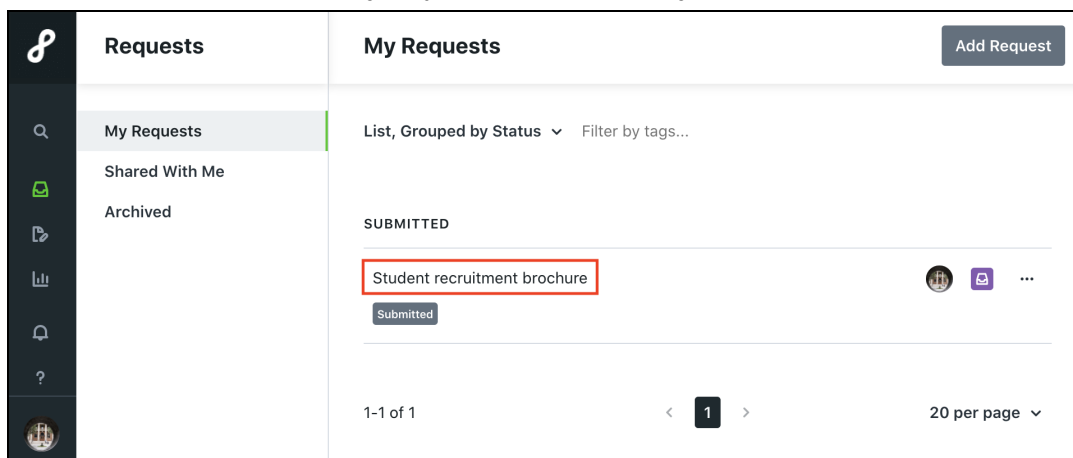
If shortly after you submit a request you realize it needs to be adjusted, you may modify the request. Note: If marketing staff have begun working on the project, you **will not** have the ability to update the request through Lytho. Instead, you must reach out to a member of the [marketing staff](#) via email.

To edit a request:

1. Visit augsburg.ignite.inmotionnow.com.
 - a. If you are already signed into Lytho on your device, your screen will look like this.



- b. If you are not yet signed into Lytho, you will need to enter your Luther Seminary email address and password and click “Login.”
2. Click on the name of the project you would like to adjust.



3. Click the “Modify Request” button.

The screenshot shows a web interface for managing requests. On the left is a sidebar with navigation icons. The main content area is titled 'Requests' and features a 'Student recruitment brochure' header. Below this is a 'Request Progress' bar with stages: Created (Jun 22), Submitted (Jun 22), Accepted, and Complete. The 'Request Details' section displays the title 'Multi-Deliverable Project Request - Luther Seminary', the department 'Luther Seminary Department * Admissions', and a 'Your Contact Info' section. A 'Modify Request' button is highlighted with a red box at the bottom of the details section. On the right, a 'DETAILS' sidebar shows the requester's name 'Hayley Demo' and the request form title. Below this is a 'COMMENTS' section with a text input field.

4. Update the form fields that require revision.
5. Click the “Done Editing” button to resubmit your request.

The screenshot shows the 'Request Overview' page for the same request. The 'Request Form' section displays the title 'Multi-Deliverable Project Request - Luther Seminary' and the department 'Luther Seminary Department * Admissions'. The 'Your Contact Info' section includes fields for 'Luther Email: *' (hselinski001@luthersem.edu) and 'Luther Phone: *' (612-330-xxxx). A 'Done Editing' button is highlighted with a red box at the bottom right. The right sidebar shows the 'DETAILS' section with the requester's name 'Hayley Demo' and the 'COMMENTS' section with a text input field.