

# EMPLOYEE READINESS CHECKLIST

## PREPARE FOR LAUNCH

Your personal to-do list for the switch to Workday.

***Complete the following items to ensure you are prepared for Workday training and launch:***

- Know your Workday Security Roles. Your security roles will determine your recommended Workday training. If you have not yet been contacted with your role assignments, reach out to your area leadership.
- Make sure your Multi-factor Authentication (MFA) is set up through OKTA. Know your login information and make sure you have your verification methods and devices ready.
- Access the Workday Training Catalog and view the recommended training for your role(s). Register for your recommended courses through Skillsoft.
- Explore and bookmark the Workday Support Desk and Knowledge Base, where you can seek assistance and get help.
- Sign up for the Modernization Newsletter to stay up-to-date on announcements, news, and essential information.
- Know where to find your area Change Network members, who can assist in pointing you toward more helpful resources and materials during training and launch.



Modernization Initiative

WASHINGTON STATE UNIVERSITY

