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| Luma-Logo-Sigline  **Luma Project –**  **Preparing for Luma Go-Live | Important Project Update** |
| Email 1 Body:    Agency colleagues,  **Luma**, the State’s new enterprise accounting and human capital software system, is going live **July 1st of 2023**. In preparation, I will be sharing out information from the Luma team at the Idaho State Controller’s Office from time-to-time.  **What does this mean for you?** It means a new mobile friendly way to access your timesheet, more interactive employee evaluation processes, and better government transparency.  **Please take the first steps to prepare for Luma:**  1. Get your StateID to Log in to the Enterprise Dashboard – [Instructions Found Here](https://www.sco.idaho.gov/LivePages/Enterprise-Dashboard-Registration-Access-and-Password-Management.aspx)  2. Set up required multi-factor authentication called DUO – [Instructions Found Here](https://www.sco.idaho.gov/LivePages/introducing-mfa-for-sco-enterprise-dashboard.aspx)  3. Review the “Transitioning to Luma” Webpage – [Found Here](https://www.sco.idaho.gov/LivePages/luma-transitioning-to-luma.aspx)  If you have any issues setting up your StateID and multi-factor authentication please contact the IT support team by email at servicedesk@sco.idaho.gov or phone (20) 334-3100, Option 1.”  Thank you,  Liaison Name  Email 2 Body:    Agency colleagues,  As the State of Idaho approaches the Luma system Go-Live, I’d like to share a few important details for employees to be aware of.  Login  If you already have a login, there’s nothing to do (unless you are having issues with MFA, see below).  If you don’t have a login (new users), you first need to register. See this [support](https://www.sco.idaho.gov/LivePages/Enterprise-Dashboard-Registration-Access-and-Password-Management.aspx) page for assistance in registering.  If you have any trouble with registration, access or passwords, please visit the same [support](https://www.sco.idaho.gov/LivePages/Enterprise-Dashboard-Registration-Access-and-Password-Management.aspx) page for assistance.  We will use the same [SCO site](https://www.sco.idaho.gov/LivePages/scohome.aspx) as we do today for timesheets and related activities. When you click “Sign In” there is an option to pick the “SCO Enterprise Dashboard” (Luma site) rather than the SCO Applications Menu as we do now.  Multi-Factor Authentication (MFA)  Some users are not currently required to use MFA when logging into the Enterprise Dashboard. However, **starting April 3 all users will be required to use MFA**.  The preferred method is using the DUO Mobile application. However, there are other options available if needed. This DUO Mobile account is different from our ITS account. Please see the [DUO Mobile support](https://www.sco.idaho.gov/LivePages/Introducing-MFA-for-SCO-Enterprise-Dashboard.aspx) page for more information and instructions (also see the menu options on the left of that page).  Training  Once you have your login and MFA setup, you’ll be ready to use the new Luma system when needed. Formal training on using Luma is forthcoming. For now, visit the [Luma Webpage](https://www.sco.idaho.gov/LivePages/luma-mod1-home.aspx) for available information. On that page you’ll find links to “User Experience (UX) Simulations” that provide overviews of specific roles. The “Employee” UX applies to all of us.”  Please note, every employee will need to login to the new Luma system to complete timesheets and other activities the **week of June 19th**.  Thank you,  Liaison Name |