

Idaho Employees' Journey to Go-Live

All State of Idaho employees should complete the following steps prior to accessing Luma on June 20th



1). View Role Workshop Presentation

View a recording of the [Employee Role Workshop](#), as well any [workshops](#) that correspond to your job responsibilities (Manager, HR Generalist, Procurement Professional, and Finance Professional)



2). Obtain a StateID and set up MFA DUO

Use the available instructions on the SCO website to obtain a [StateID](#), set up [multi-factor authentication](#) (MFA), and access the Enterprise Dashboard



3). Finish Luma Pre-Requisite Training Courses

Select the Luma Training tile from the Enterprise Dashboard to complete the following Training Courses:

- Welcome to Luma
- Navigating the Training and Development System (TDS)
- Luma Basic Navigation
- Luma Support



5). Complete Self-Paced E-Learnings

Self-paced e-learning courses (also called "microlearnings") equip staff with important knowledge they need to successfully use the Luma system start. The following topics should be prioritized:

- Basic Timesheet Entry
- Employee Record
- Benefits Enrollment
- Onboarding and W-4 Tasks
- Apply for Jobs



6). Complete Other Assigned Training

Complete all assigned training courses that appear in your [Luma Training Dashboard](#)



June 20th:
Luma Access Date



4). Review Freeze and Cut-Off Dates

Review upcoming freeze and cut-off dates relevant to your role on [Luma cutover page](#):

- **Freeze:** During a freeze, system transactions are halted or limited until a set date, during which interim processes/ manual tracking may be required
- **Cut-off:** The Cut-off date is the deadline by which an action or process needs to be completed in a given legacy system

