



# Luma Go-Live Checklist For *Finance*



Employees

Managers

Finance

Procurement

HR  
Generalist



## Get ready for Go-Live!

- ☐ Register for [Enterprise Dashboard](#) access: Obtain a state ID, create a password, activate Multi-Factor Authentication  
*For complete instructions and guidance, reach out to your leaders.*
- ☐ From the Enterprise Dashboard, click on the Luma Training Tile to access training
- ☐ Ensure you have completed basic prerequisite training which is already available for you (Welcome to Luma, Navigate the Training Development System, Luma Basic Navigation, Luma Support)
- ☐ **Check the Luma training Tile for additional self-paced training for employees and managers which will become available in June** (time sheets, benefits, leave of absence, managing employee profile, purchasing card, travel)
- ☐ Register for Virtual Instructor-Led Training relevant to your Finance role via the Luma Training Tile
- ☐ Complete your training by checking the Luma Training Tile which will become available from May 1<sup>st</sup> through mid June
- ☐ Review the [Cutover Information](#) on our website and plan to complete Finance related transactions before the cut-off dates
- ☐ If you haven't already, view the [Finance Role Workshop](#) to learn about how you will be performing your tasks in Luma
- ☐ Watch the various [Luma Highlight Videos](#) for some brief demonstrations of Luma
- ☐ Check out the [User Experience Simulations](#) to get a preview of Luma for All Employees, for Managers, and for HR Employees

Questions? Reach out to your agency's Change Liaison or Luma contact.