



Luma

Go-Live Checklist For *Procurement*

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 Procurement role via the Luma Training Tile
- Complete your training by checking the Luma Training Tile which will become available from May 1st through mid June
- Review the [Cutover Information](#) on our website and plan to complete Procurement related transactions before the cut-off dates
- If you haven't already, view the [Procurement 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.