



# Luma

## Go-Live Checklist For *Employees*



Employees

Managers

Finance

Procurement

HR  
Generalist

Reinforce  
Awareness

Build  
Understanding  
of Change

Build Skills  
and  
Knowledge



### 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 which will become available in June** (time sheets, benefits, leave of absence, managing employee profile, purchasing card, travel)
- Review the [Cutover Information](#) on our website and plan to complete actions before the cut-off dates relating to time entry, payroll, and benefits
- If you haven't already, view the [Employee 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 [Employee User Experience Simulation](#) to get a preview of Luma for All Employees

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



# Luma

## Go-Live Checklist For Managers



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)
- Complete the training relevant to managers by checking the Luma training Tile for additional self-paced training which will become available in June** (time sheets, benefits, leave of absence management, conduct performance appraisal, managing employee profile, purchasing card, travel)
- Remind employees to complete the training relevant to their roles
- Review the [Cutover Information](#) on our website, plan, and remind your employees to complete actions before the cut-off dates
- If you haven't already, view the [Manager 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 for Managers](#) to get a preview of Luma for Managers

Questions? Reach out to your agency's Change Liaison or Luma contact or submit a question [here](#).



# Luma

## Go-Live Checklist For *Finance*



Employees

Managers

**Finance**

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Awareness

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### 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.



# 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 1<sup>st</sup> 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.



# Luma

## Go-Live Checklist For *HR Generalists*



Employees

Managers

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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 HR 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 HR related transactions before the cut-off dates
- If you haven't already, view the [HR Generalist 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.