

OVERVIEW OF WORKDAY COMMUNITY

THIS GUIDE IS FOR: AGENCY LEADERSHIP

Workday Community is a platform for collaboration, networking and learning with fellow Workday@OK users. It also provides documentation and access to the questions fellow Workday@OK users are asking.

Workday Community requires a separate log-on from your SSO (Workday credentials)

1. Navigate to the **Workday Resource Center** at <https://signin.resourcecenter.workday.com/>.
2. On the sign-in page, select **Request Workday Community Account**.
3. Enter the required information and select **Submit**.

Once you've received your credentials (if not using SSO), you can navigate to various areas.

1. Select the **Community logo** from any page to return to the **Community** homepage.
2. Use the **Search** bar at the top to type in the information you are looking for.
 - a. **Pro tip:** Getting an error on your Workday@OK tenant? Copy and paste the error on the search bar for possible solutions or to better understand the error.
3. The **Menu button** provides an at-a-glance list of resources such as basics.
4. Your **Profile** on the top right allows you to customize your profile and notification settings and lets you bookmark specific posts or documentation.
5. The **Alerts** bar, located just above the marquee and below the **Search** bar, appears when you have a customer notification. Select **View all alerts** to go to the **Alerts** section.
6. The marquee section includes a rotation of news and information.
7. Information for each product feature can be found using the product dashboards located under the marquee section.
 - a. Use the product area links to choose the area you wish to view.
 - b. **Pro tip:** If you do not know which product area you need, use the **Search** bar.
8. Scroll down past the product areas and you will find additional information, such as:
 - a. **Customer Forum:** The Q&A section where you can scan answers to questions left by your peers or Workday functional experts.
 - i. **Pro tip:** Use the left faceted search for a more granular search.
 - b. **User Groups:** Sub-community of Workday users discussing and collaborating on a particular product or industry.
 - c. **Brainstorms:** Allows customers to submit product enhancements or new features. It allows customers to vote for one another's submissions, which allows Workday to gauge the need for the brainstorm ideas.
 - d. **Contributed Solutions:** Where you can post or find contributions shared by your peers.
 - e. **Administrator Guide:** Workday's official documentation.