

Starter Checklist

For a New UKG Pro Workforce Management Administrator

Hey, new admin! Don't fret. This checklist highlights the most important resources you'll need to stay up to date and on track.

Register for UKG Community

- Go to community.ukg.com
- Click the **Login** icon at the top right of the page
- Click **Register**
- Enter your Solution ID and click **Validate**
- Fill out your profile and click **Save**

Don't know your solution ID? Email community@ukg.com

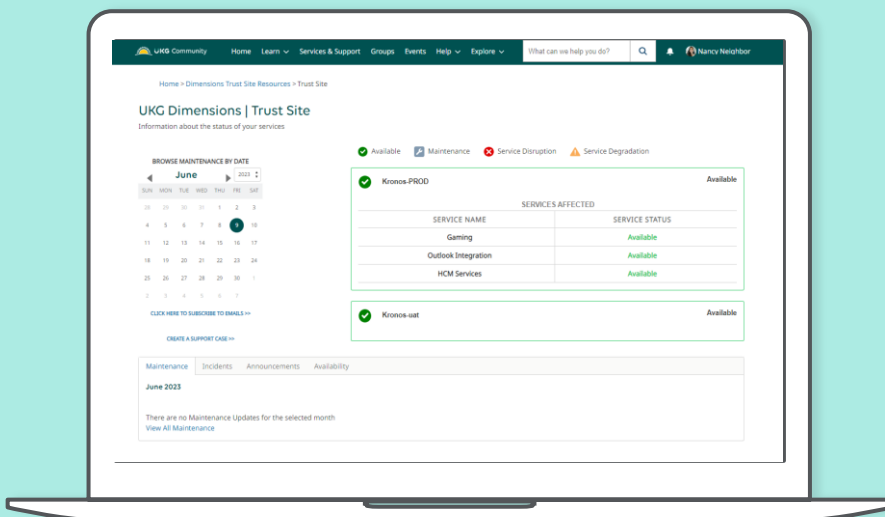


Join the UKG Pro Workforce Management group in Community

Network with fellow customers, connect with UKG experts, ask questions about your solution, and find release information, new content, and announcements for upcoming events and webinars in the UKG Pro Workforce Management™ group. [Click here to join.](#)

Sign up for UKG Trust Site communications

The UKG Pro Workforce Management [Trust Site](#) provides solution status information that's relevant to your organization and your UKG Pro Workforce Management products. It's also the source for all communications about your UKG Pro Workforce Management tenants.



Visit [Trust Site Resources](#) in Community for helpful starter tools for navigating your Trust Site and subscribing to critical email communications.

Bookmark UKG Pro Workforce Management Learning Resources in the UKG Community

The [UKG Pro Workforce Management Resource Center](#) provides access to UKG Library, relevant discussion groups, release readiness information, training, your Trust Site, release notes, and other need-to-know items.

Bookmark Training Resources

The UKG Community University is UKG's training system, also known as University, supports you in navigating to, browsing within, and registering for training related to UKG's product suite.

The University provides a central location for your knowledge development. You can enroll, complete and get a transcript of your courses, including self-paced and instructor-led courses. Our instructors have both the product and industry expertise to fully prepare you to perform your administrative tasks.

In some cases, your company's University administrator may enroll you in required courses, but you are also able to self-enroll. Leverage the University for your UKG training needs.

Complete the Following Learning Resources

Start your learning by watching concept videos designed to explain fundamental UKG Pro Workforce Management concepts. The videos are accessed via the [UKG Library](#). Next, review the [Training Overview](#) information and register to attend a [Tour of the University](#).

Let us help you understand which courses to take by providing Learning Journeys relevant to you. Learning Journeys provide guidance on what to take, when to take it, and in what order, to gradually strengthen your knowledge.

Continue your learning for UKG Pro Workforce Management by enrolling in the [New Customers – UKG Pro Workforce Management – Get Started Learning Journey](#). Enroll in additional Learning Journeys for additional products that your organization uses.

Bookmark Release Readiness

Find the latest release highlights and supporting resources on our UKG Pro Workforce Management release readiness page. You'll have everything you need to prepare for the next release and take full advantage of the latest features and enhancements.

- [WFM Release Readiness](#)
- [HCM Release Readiness](#)

Bookmark Online Help

Enter specific topics into the [Online Help](#) search function to find answers to your questions. Access Online Help or use the 'Help' icon on the UKG Community navigation bar.

Community – The Best Place for Support!

Have questions? Get support from fellow users and UKG experts in the UKG Community. No matter what you need to know, chances are one of the 50,000+ community members have asked a similar question or can provide insight.