

Starter Checklist

For a New UKG Dimensions 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 Kronos Community

- Go to community.kronos.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.kronos.com

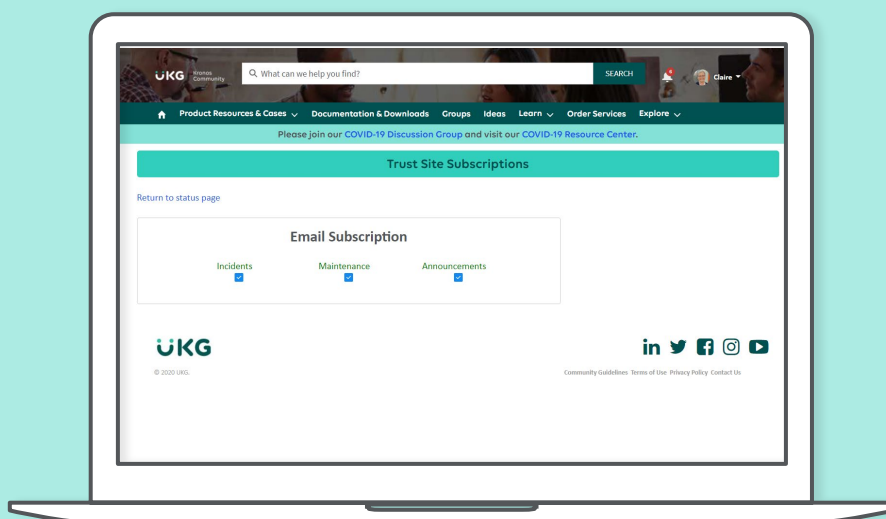


Join the UKG Dimensions group in Community

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 Dimensions group. [Click here to join.](#)

Sign up for UKG Trust Site communications

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



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

☐ Bookmark UKG Dimensions Product Resources in Community

The [UKG Dimensions Resource Center](#) provides access to knowledge base articles, relevant discussion groups, release readiness information, training, your Trust Site, release notes, and other need-to-know items.

☐ Bookmark Training Resources

[UKG KnowledgeMap™](#) is our online education portal offering anytime, anywhere access to self-paced learning resources.

When your administrative tasks require more in-depth knowledge and advanced skills, go to [UKG KnowledgeMap Live](#) to register and attend hands-on, instructor-led courses and monthly Learning live events — short, interactive, custom-made webinars presented live by UKG training experts on topics that matter most to you. Our instructors have both the product and industry expertise to fully prepare you to perform your administrative tasks.

KnowledgeMap Brochure

DOWNLOAD

KnowledgeMap Live Tour

SIGN UP

User Adoption Resource Center

With a KnowledgeMap Live subscription, leverage the tools and coaching resources you need to bring your organization up to speed with UKG Dimensions for high user adoption rates. Access to resources in the User Adoption Resource Center is based on your organization's level of engagement with User Adoption Services.

[Contact us](#) to learn more.

Tutoring

Meet one-on-one with a UKG tutor online and get your specific questions answered. Please note that you must have an active KnowledgeMap Live subscription to request tutoring services.

[Learn more about UKG Dimensions Tutoring.](#)



☐ Attend the following learning resources

The same self-paced learning that is in UKG KnowledgeMap, is also in KnowledgeMap Live. If you need instructor-led training (ILT) and webinars, we recommend you take these courses in KnowledgeMap Live, where you can also track your learning progress. Email knowledgemap@ukg.com to learn how to gain access. After logging into KnowledgeMap Live, use *Find Learning* to locate the courses.



Business Structures

[Administrator Tasks and Outcomes: Business Structures \(self-paced\)](#)

[Administration Essentials: Business Structures \(ILT\)](#)



Timekeeping

[Administrator Tasks and Outcomes: Timekeeping \(self-paced\)](#)

[Administration Essentials: Timekeeping User Access \(ILT\)](#)



Information Access and Navigation

[Administrator Tasks and Outcomes: Control Center \(self-paced\)](#)

[Administrator Tasks and Outcomes: Information Access \(self-paced\)](#)

[Administration Essentials: Dataviews \(ILT\)](#)



Basic Scheduling

[Administrator Tasks and Outcomes: Basic Scheduling \(self-paced\)](#)

[Administrator Tasks and Outcomes: Basic Scheduling \(ILT\)](#)

Courses under each heading should be taken in the order they are listed.



□ Bookmark Release Readiness

Find the latest release highlights and supporting resources. You'll have everything you need to prepare for the next release and take full advantage of the latest features and enhancements.

[View 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 within your UKG Dimensions solution interface.



□ Community — the best place for support!

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

Key resources

- Download the [Support Quick Reference Guide](#) for information about searching, asking questions, locating product documentation, opening a support case, and more in UKG Kronos Community
- For tutorials on common Community tasks, please visit the [Community playlist](#)



Our purpose is people

Building on 70 years of experience from two leaders in HR solutions, UKG™ combines the strength and innovation of Ultimate Software and Kronos®. Individually, we've always put people at the center of everything we do. Together, we're committed to inspiring workforces and businesses around the world, helping to pave the way forward for our people, customers, and industry.

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