



Workday Community Overview



The Workday Community Overview tip sheet is for Employees with permission to access Workday Community

Overview of Workday Community

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

Workday Community requires a separate log on from your SSO (Workday credentials). If you do not have a Workday Community account, follow these next steps to request an account.

Request a Community Account

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

Logging in to Workday Community

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

1. Log in to [Workday Community](#).
 - If prompted, scroll to the **Profiles** section and select your desired **profile**. You are then directed to the Workday Community home page.
2. Use the Community Logo from any page to return to the Community homepage.
3. Use the search box at the top to type in the information you are looking for.

NOTE: Getting an error on your Workday tenant? Copy and paste the error on the search bar for possible solutions or to better understand the error.

Navigating Workday Community

- The navigation Menu bar provides an at-a-glance list of available options such as **Resources**, **Training**, **Networking**, **Feedback** as well as **Updates & Alerts**.
- Your profile, on the top right, allows you to customize your profile and notification settings, and to bookmark specific posts or documentation.

- The **Cases** section, located just below the welcome area, shows all your open cases with Workday.
- The marquee section includes a rotation of Workday announcements.

NOTE: If you do not know which product area, use the search bar.

In the **Your Workday** section, you will find additional information for Discussion Boards and User Groups.

- **Discussion Forum:** This section where you can scan answers to most of your questions that have been left by your peers or Workday functional experts.
- **User Groups:** This is a sub community of Workday Users discussing and collaborating on a particular product or industry.