



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 Account**.
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](#).
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.

4. The Menu bar provides an at-a-glance list of resources such as **Basics**, **Release**, **Products** and **Collaborate**.
5. Your profile, on the top right allows you to customize your profile and notification settings, and to bookmark specific posts or documentation.
6. The alerts bar, located just above the marquee, appears when you have a customer notification. Select **View All Customer Alerts** to go to the alert section.
7. The marquee section includes a rotation of news and information.
8. Information to each product feature can be found using the product dashboards located under the marquee section.

- Use the product area links to choose the area you wish to view.

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

9. Scroll down passed the product areas, and you will find additional information under **Collaborate** and **Learn**, such as:
 - **Q&A Forum:** This is the Q&A 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.
 - **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 any brainstorm.
 - **Contributed Solutions:** This is where you can post or find contributions shared by your peers.
 - **Administrator Guide:** This is Workday's official documentation.