

# ***Workday @ Richmond***

## **Pre-Go-Live**

### *Checklist*



#### **Explore**

##### **workday.richmond.edu:**

- Confirm your division's Change Ambassador(s)
- Review FAQs



#### **Prepare for Training:**

- Review the [workday.richmond.edu](http://workday.richmond.edu) training page and sample resources
- Sign up online for training (starting November)



#### **Update Your Photo:**

Submit a recent photo to the OneCard Office by November 14th for the Workday org chart



#### *Questions or Feedback?*

Contact [workday@richmond.edu](mailto:workday@richmond.edu)