

**From:** [Workday Change Team](#)  
**To:** [All Governance](#)  
**Subject:** Workday Training Now Available!  
**Date:** Wednesday, April 29, 2020 5:00:31 PM

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Dear MiraCostans,

The Workday Project team is very excited to announce the release of [Workday Essentials](#) - the first course in a series of remote online learning courses to help you prepare for **Workday Go Live on July 1, 2020**.

[Workday Essentials](#) is the foundation course and a prerequisite for all additional offerings and is designed for all employees. We highly recommend completing this course prior to June 1<sup>st</sup> in preparation for the release of additional Workday courses.

All of MiraCosta's Workday training resources will be hosted in SharePoint in the [Training Portal](#). To access the Workday Training materials on SharePoint, you will need to log in to the MiraCosta Portal with your Surf ID and password.

As we get closer to Go-Live on July 1st, we will release more materials.

Upcoming Courses are:

**June 1:** Spend Authorization & Expenses; Procure to Pay; Workday for Managers, Administrators and Cost Center Managers; Workday for Contingent Workers; and Workday for Student Workers

**June 15:** Employees Time, Pay & Absence

**July 1:** Workday Benefits

If you have questions or need assistance, please send an email to [workday@miracosta.edu](mailto:workday@miracosta.edu).

Visit the training tab on the [Workday Project Portal](#) for more training related information.

**Click the image below to view a Workday video that highlights the mobile app!**



Have a great Workday!

The Workday Training Team