

W for ESEF | Getting Started Quick Guide

Access & System Requirements

The admin listed on the contract will receive a welcome email from Wdesk with the username and password to log in. If you haven't received it after 3 days from the signature date or if you are having trouble logging in please contact support@workiva.com. The subsequent users will be added by the admin.

Visit the [System Requirements](#) and [IT Network Setup Guide](#) on the Success Center in order to ensure smooth access to Wdesk. This [link](#) contains important information for your IT Team, such as [IP Whitelist](#).

Workiva Support Center

Help - step-by-step articles and videos to help you along the way. You can then search or browse to find additional articles by topic. Other relevant sections for W for ESEF are [Tables](#), [Charts](#) & [XBRL](#).

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[Wdesk Home](#)

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[Admin Roles](#)

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 - [Add a New User](#)
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Learning Hub - your online training platform. Take self-paced courses, from introductory to advanced.

Accessing The Learning Hub

Once you're setup with your Workiva account, you can access the Learning Hub through the Support Center by choosing the purple question mark in your Workiva account. If you would prefer to access the Learning Hub via a web browser navigate to www.training.workiva.com choose "Login" and then "Sign in with SSO" at the bottom of the registration page."

Recommended Collections

(to locate them in the Learning Hub simply search for their names)

- Getting Started
- ESEF - Getting Started
- Administrator
- Wherever Whenever Series
- XBRL/iXBRL

Workiva Community - interact with others, ask questions, share tips and tricks, and connect with Workiva.

- Wdesk release notes are available on the Community and you can also subscribe to get email notifications with regular updates on all the new features that are being added [here](#)
- ESEF Topic to 'Follow' in the Community: [ESEF Q&A and Info](#)

Workiva Support



In-house Support Team
24/7 Availability
[Global Phone Numbers](#)
support@workiva.com
In-App Support Chat

Other ESEF Resources

- [Have a Great ESEF Submission](#)
- [ESEF Readiness Kit](#)
- [Workiva ESEF Resource Library](#)
- [Designed Reporting Guidelines](#) & [Export for InDesign](#)
- [Working with Design in the ESEF](#)

For more information on the W for ESEF solution visit www.w-esef.com

