

Getting Started On Wurk CheatSheet



Online help is inside Wurk on the main “hamburger” menu under **My Info>Wurk Help>Help**

Help for Everyone

- [Logging In](#)
- [Welcome to Wurk](#)
- [Navigating in Wurk](#)
- [Using the Wurk Mobile App](#)
- [Checking Your To-Dos](#)
- [Clocking In and Out & Working With Your Timesheet](#)

Get to know the Wurk application

Bookmark the Web App

Use the link from your administrator

Install the Mobile App

If enabled, install HCMToGo

Log In

Reset first-time passwords

Get to Know the Home Page

Explore the boxes you see at first

Explore the Main Menu ☰

Open the “hamburger menu” (upper left)

Browse Main Menu Tabs



Use the Search Field

Quick-find everything you need

Check Your ToDos 🔔⁵

Always check for items needing attention