

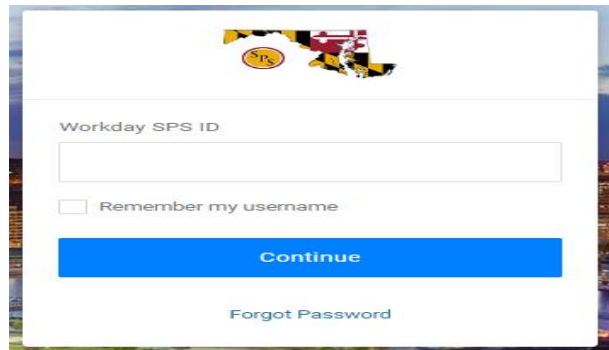
## QUICK REFERENCE GUIDE for SPS Workday

1. Navigate to the OneLogin sign-in page in using the below link:

<https://stateofmaryland.onelogin.com>

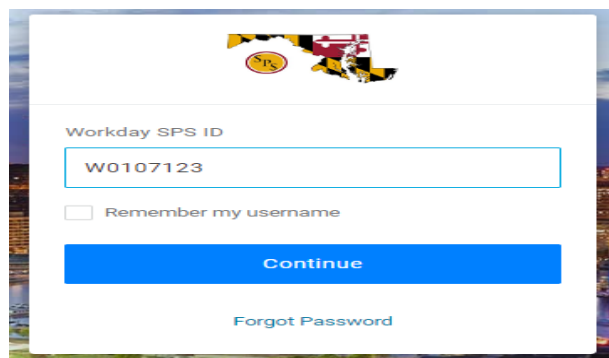
**Note:** Please save the above URL in your internet browser to quickly access the new login process which is more secure and reliable method.

2. The screen represents the page you should be seeing after select the link



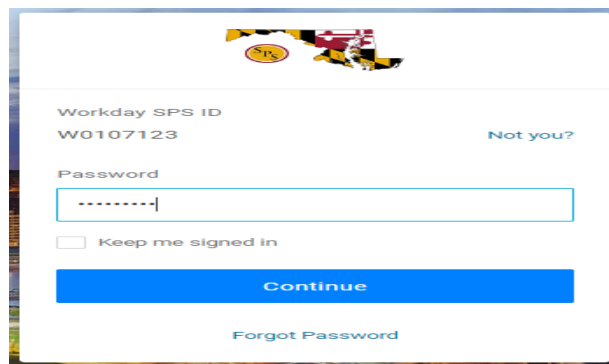
The screenshot shows the SPS Workday login page. At the top, there is a logo featuring the Maryland state flag and the letters 'SPS'. Below the logo, the text 'Workday SPS ID' is displayed above a text input field. Underneath the input field is a checkbox labeled 'Remember my username'. A large blue button labeled 'Continue' is positioned below the checkbox. At the bottom of the form, there is a link labeled 'Forgot Password'.

3. At this page, type your W# as your user name and click the Continue button.



This screenshot shows the same login page as the previous one, but with the text 'W0107123' entered into the 'Workday SPS ID' input field. The 'Continue' button and 'Forgot Password' link remain visible.

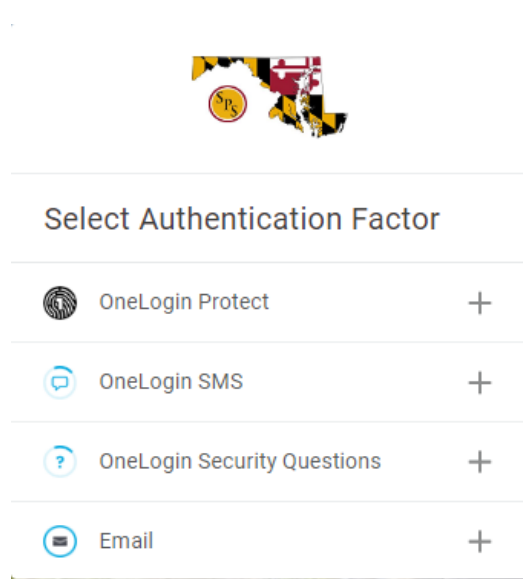
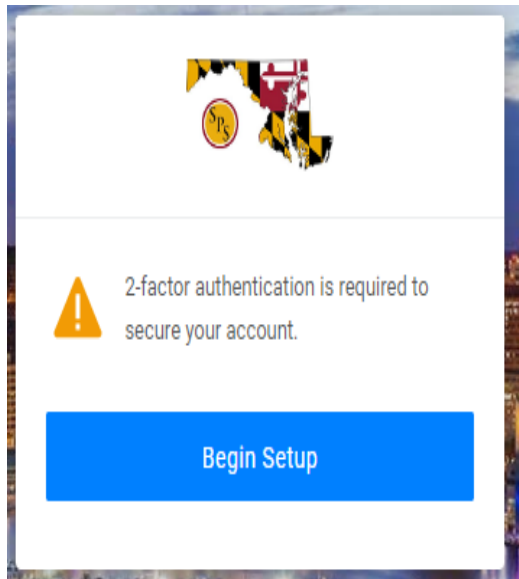
4. At this page, type your Password and click the Continue button.



This screenshot shows the login page with the 'Workday SPS ID' field now containing 'W0107123'. A new 'Password' field has been added below the ID field, containing a masked password represented by dots. A checkbox labeled 'Keep me signed in' is located below the password field. The 'Continue' button and 'Forgot Password' link are still present. A new link labeled 'Not you?' appears to the right of the 'Workday SPS ID' field.

5. On this screen you will be prompted to register Multi-Factor Authentication or MFA (sometimes called 2-factor authentication) before you are granted access to Workday. Click the [Begin Setup](#) button to go to the next screen which will have the authentication factor for you to register.

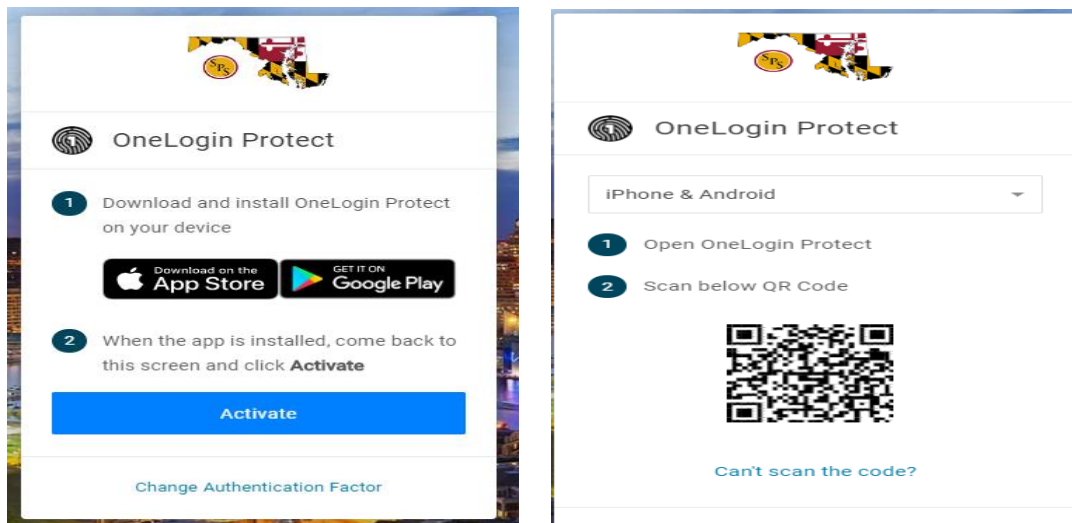
You must register one authentication method to access Workday. You can select either of the following Authentication Factors. Please follow below links for a step by step instructions of each authentication method.



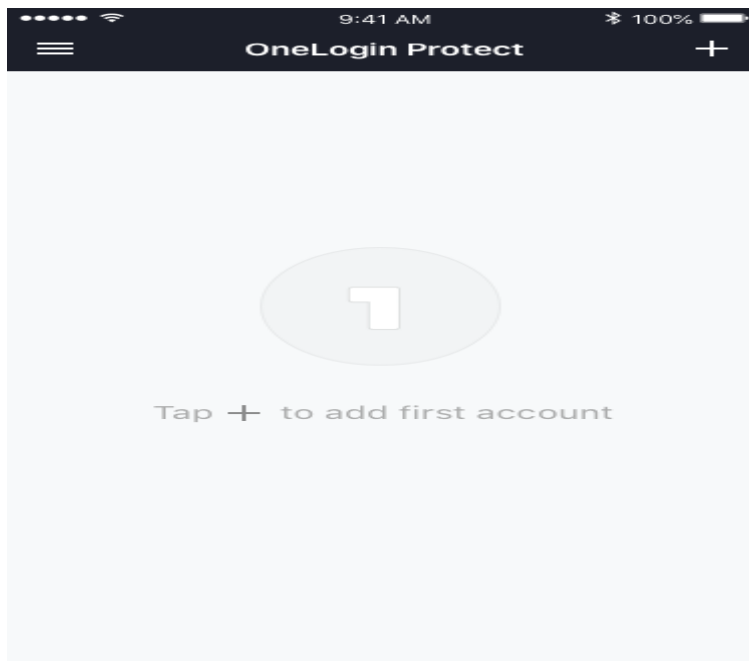
# One Login Protect:

OneLogin Protect for Google/iOS is a mobile authenticator app that provides a one-time-password (OTP) as a second authentication factor. On your mobile device, launch the App Store/Google Play Store, search for OneLogin Protect, install and launch it.

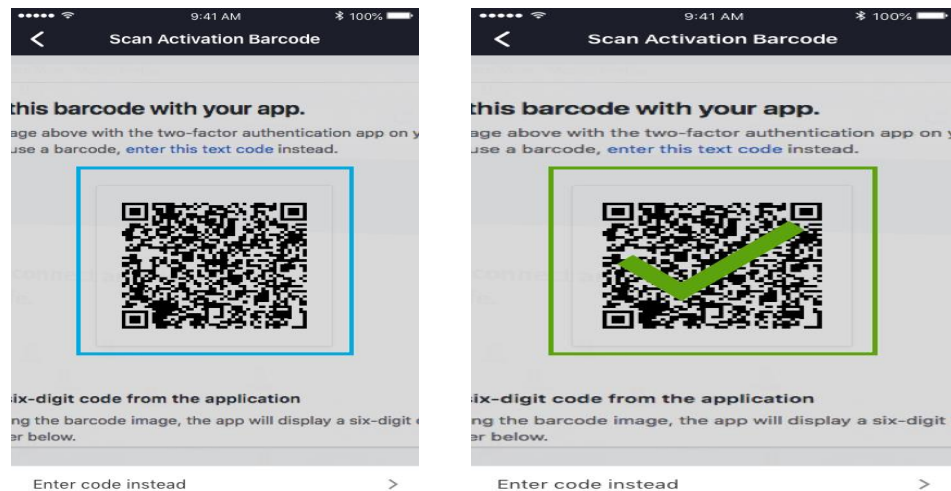
1. Select OneLogin Protect
2. A QR code appears. Scan the code from your mobile device for setup, keep it open in your browser while you install OneLogin Protect (Click on Active to popup the QR Code).



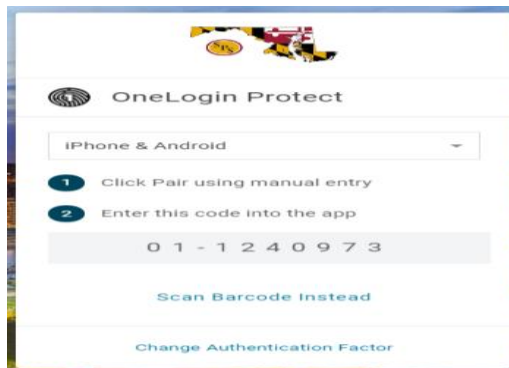
3. On your mobile Device Click the plus + icon as shown below and scan the QR code.



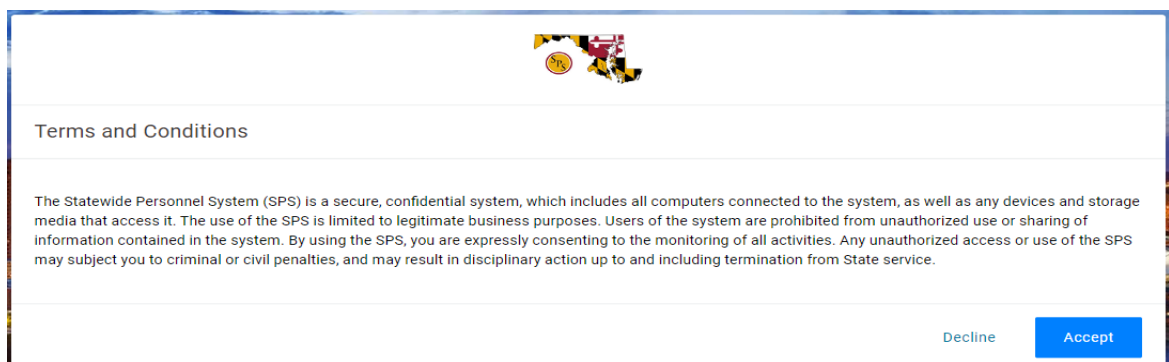
4. You can follow either step a. or step b.
- From the **Scan Activation Barcode** screen, use your iOS device camera to scan the QR code. The box turns green once it's successfully paired (registered) to your OneLogin account.



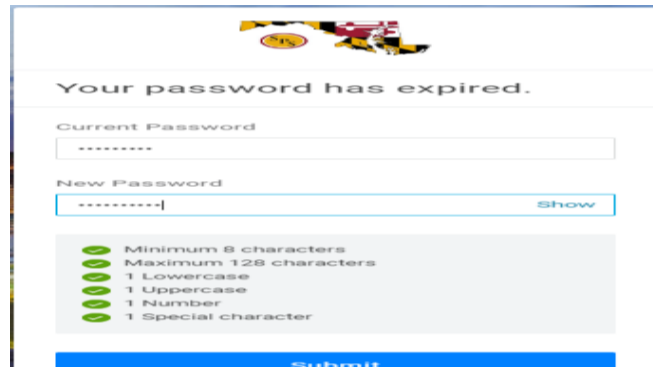
- If the code does not scan for you, click **Enter the code instead** in the app, and in your browser click **Can't scan the code?** to receive a registration code (see screenshot below).



5. You must accept the Term and Conditions to access the Workday system.



- On the next screen you must change the password provided by the Agency Security Coordinator or Help Desk. Please make sure the new password meets the criteria as per below screenshot. Once the password satisfies the conditions, the green marks will appear.



Your password has expired.

Current Password

\*\*\*\*\*

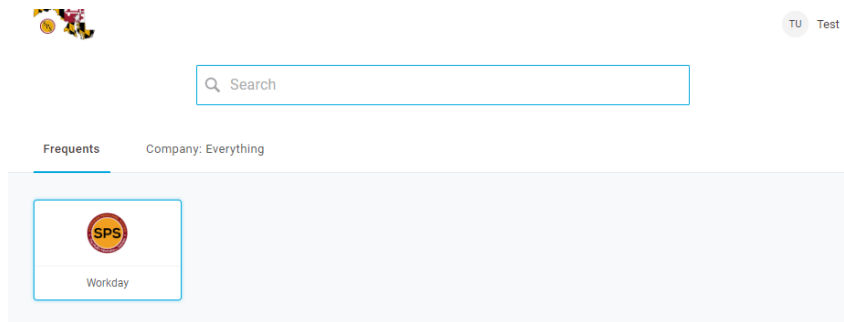
New Password

\*\*\*\*\* Show

- Minimum 8 characters
- Maximum 128 characters
- 1 Lowercase
- 1 Uppercase
- 1 Number
- 1 Special character

Submit

- Click the SPS icon to access the Workday (it will open in a different window).

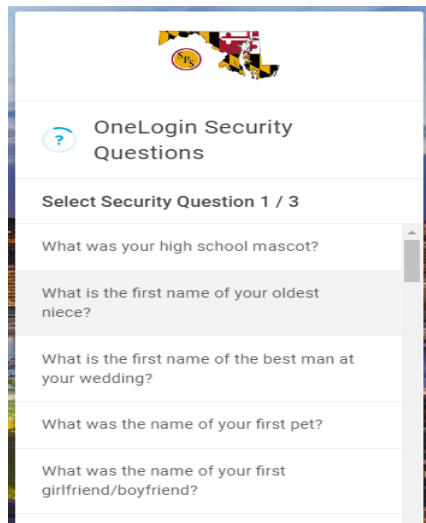


# Security Questions:

Security questions are a form of authentication that end-users can use to verify their identity when they perform self-service password resets or multi-factor authentication.

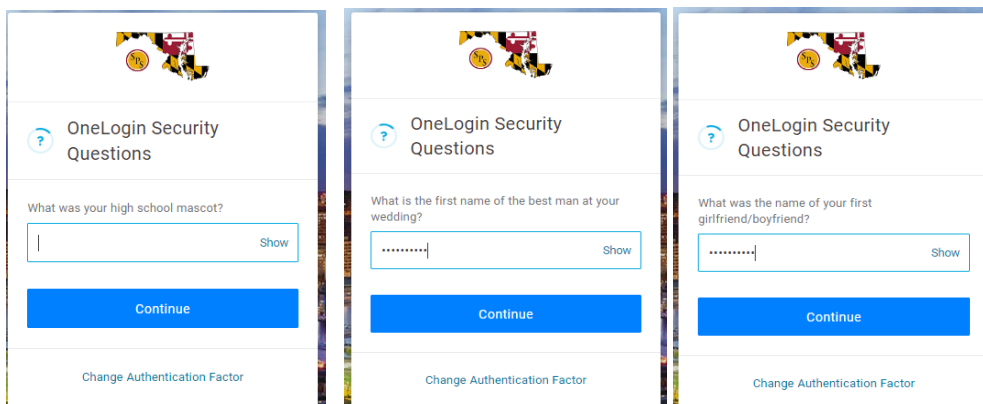
Generally speaking, security questions are not a very secure factor, since answers to standard security questions are easily found. We encourage you to choose other methods of authentication factors.

1. Select OneLogin Security questions which will show below screen.
  - a. You must select three security questions
  - b. Answers to the security questions must be different



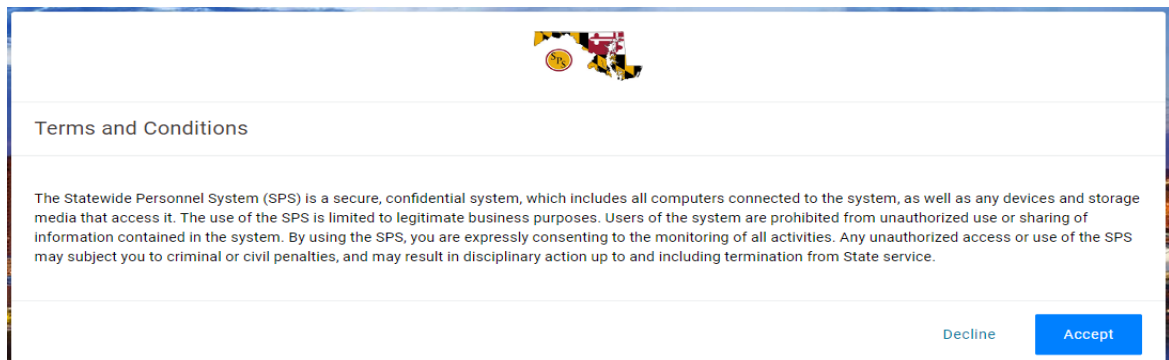
The screenshot shows the 'OneLogin Security Questions' interface. At the top is the Maryland state flag. Below it is the title 'OneLogin Security Questions' with a question mark icon. Underneath is the instruction 'Select Security Question 1 / 3'. A list of five questions is displayed, with the second question, 'What is the first name of your oldest niece?', highlighted in grey. The questions are: 'What was your high school mascot?', 'What is the first name of your oldest niece?', 'What is the first name of the best man at your wedding?', 'What was the name of your first pet?', and 'What was the name of your first girlfriend/boyfriend?'.

2. Once you select a question, the below screen will appear to enter the answer. Please do the same for THREE questions.



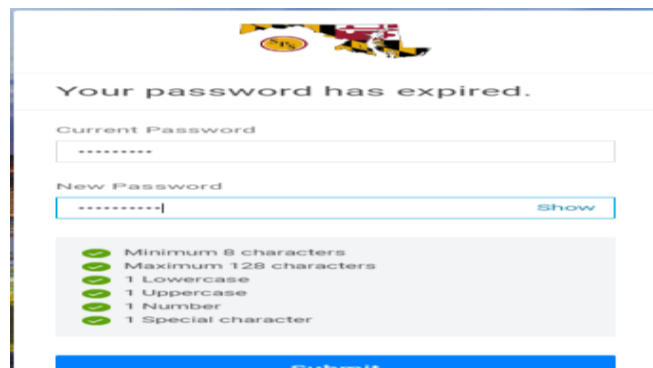
This block contains three side-by-side screenshots of the 'OneLogin Security Questions' answer entry screen. Each screen features the Maryland state flag at the top, followed by the title 'OneLogin Security Questions' and a question mark icon. The first screenshot shows the question 'What was your high school mascot?' with an empty text input field, a 'Show' button, and a blue 'Continue' button. The second screenshot shows the question 'What is the first name of the best man at your wedding?' with a text input field containing seven dots, a 'Show' button, and a blue 'Continue' button. The third screenshot shows the question 'What was the name of your first girlfriend/boyfriend?' with a text input field containing seven dots, a 'Show' button, and a blue 'Continue' button. At the bottom of each screen is a link that says 'Change Authentication Factor'.

3. You must accept the Term and Conditions to access the Workday system.



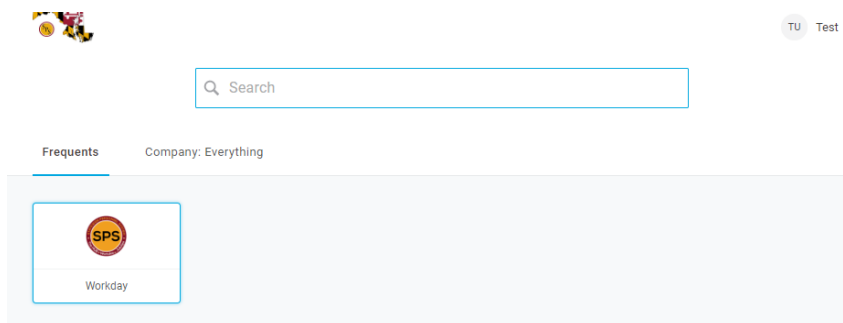
The screenshot shows a web page with the Maryland state flag at the top. Below the flag is a section titled "Terms and Conditions". The text in this section states: "The Statewide Personnel System (SPS) is a secure, confidential system, which includes all computers connected to the system, as well as any devices and storage media that access it. The use of the SPS is limited to legitimate business purposes. Users of the system are prohibited from unauthorized use or sharing of information contained in the system. By using the SPS, you are expressly consenting to the monitoring of all activities. Any unauthorized access or use of the SPS may subject you to criminal or civil penalties, and may result in disciplinary action up to and including termination from State service." At the bottom right of the page, there are two buttons: "Decline" and "Accept".

4. On the Next screen you will need to change the password provided by the Agency Security Coordinator or Help Desk. Please make sure the new password meets the criteria as per below screenshot. Once password satisfied the conditions, the green marks will appear.



The screenshot shows a web page with the Maryland state flag at the top. Below the flag is a section titled "Your password has expired." There are two password input fields: "Current Password" and "New Password". The "New Password" field has a "Show" button next to it. Below the input fields is a list of password requirements, each with a green checkmark icon: "Minimum 8 characters", "Maximum 128 characters", "1 Lowercase", "1 Uppercase", "1 Number", and "1 Special character". At the bottom of the page is a blue "Submit" button.

5. Click the SPS icon to access the Workday (it will open in a different window).

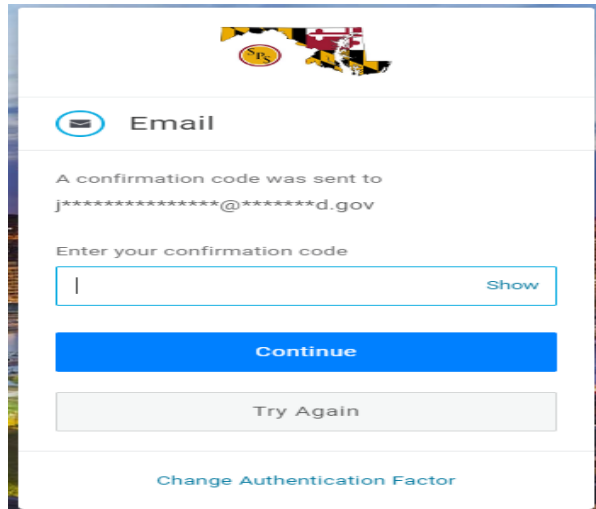


The screenshot shows a web page with the Maryland state flag at the top. In the top right corner, there is a "TU Test" button. Below the flag is a search bar with a magnifying glass icon and the text "Search". Below the search bar is a section titled "Frequents" with the text "Company: Everything". In the "Frequents" section, there is a card with the SPS icon and the text "Workday".

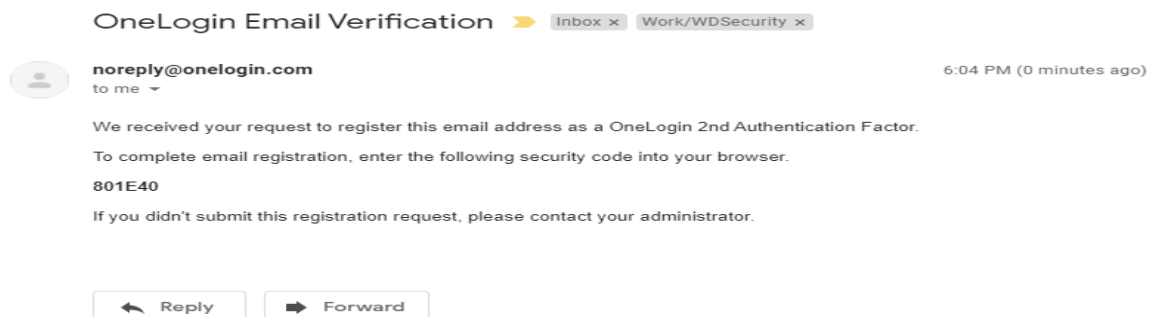
## Email:

OneLogin Email MFA is an authentication factor that sends an email to a user to verify their identity during an authentication request. The user receives an email and is prompted to enter the 6 digit alphanumeric/numeric code they receive in the email. If entered successfully, the user is granted access.

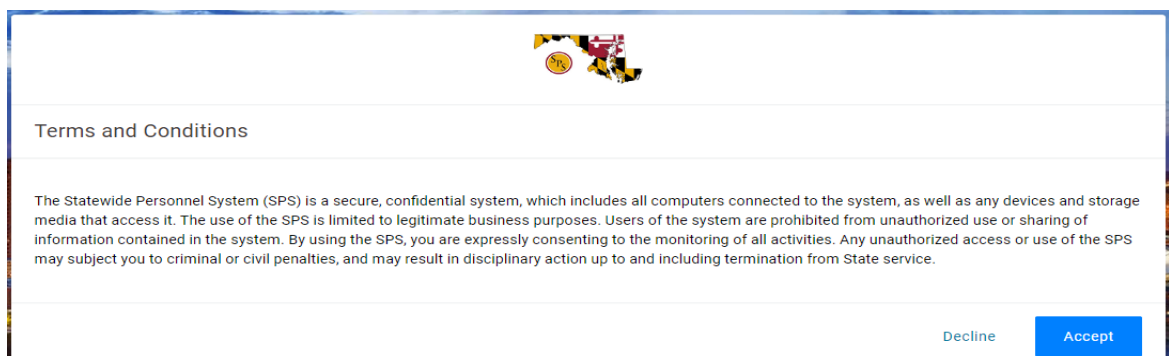
1. Once the you select **OneLogin Email**, you will be prompted to enter your confirmation code (see screenshot below).



2. You will receive an email from OneLogin, such as the below example, with a unique code that you will need to enter in the confirmation box in the previous step.

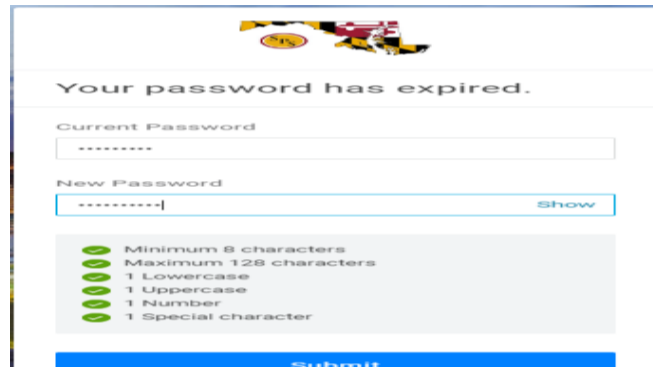


3. You must accept the [Term and Conditions](#) to access the Workday system.





4. On the Next screen you will need to change the password provided by the Agency Security Coordinator or Help Desk. Please make sure the new password meets the criteria as per below screen. Once password satisfied the conditions, the green marks will appear.



Your password has expired.

Current Password

\*\*\*\*\*

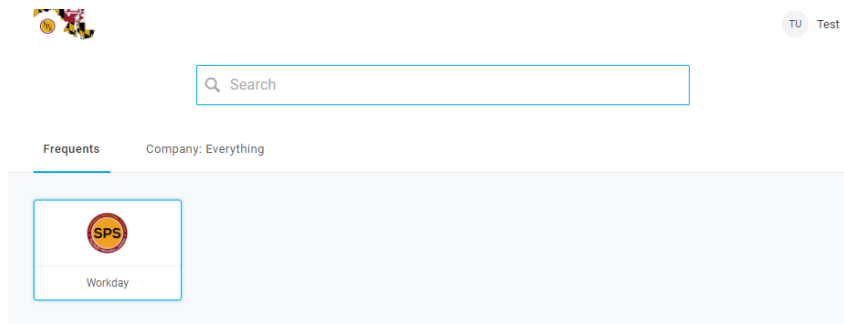
New Password

\*\*\*\*\* [Show](#)

- ✓ Minimum 8 characters
- ✓ Maximum 128 characters
- ✓ 1 Lowercase
- ✓ 1 Uppercase
- ✓ 1 Number
- ✓ 1 Special character

[Submit](#)

5. Click the SPS icon to access the Workday (it will open in a different window).

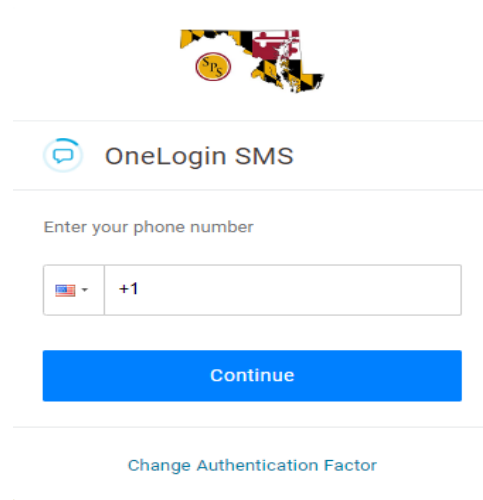


## OneLogin SMS:

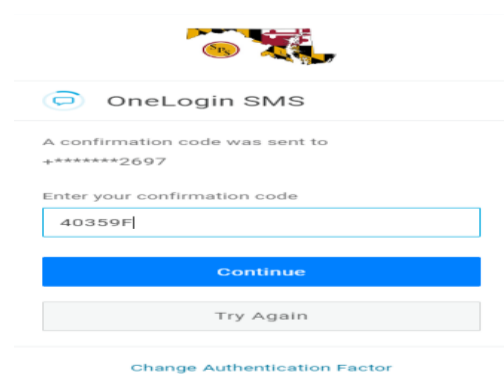
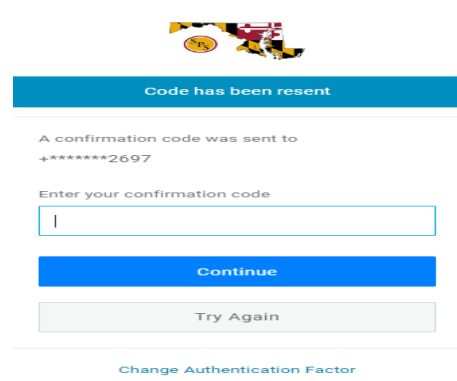
These steps will guide you through setting up SMS security codes as an authentication factor for OneLogin. The user will be prompted upon login to register their phone number to use SMS as Authentication factor.

Note: User can register the Phone Number when there is no Authentication factor registered in OneLogin.

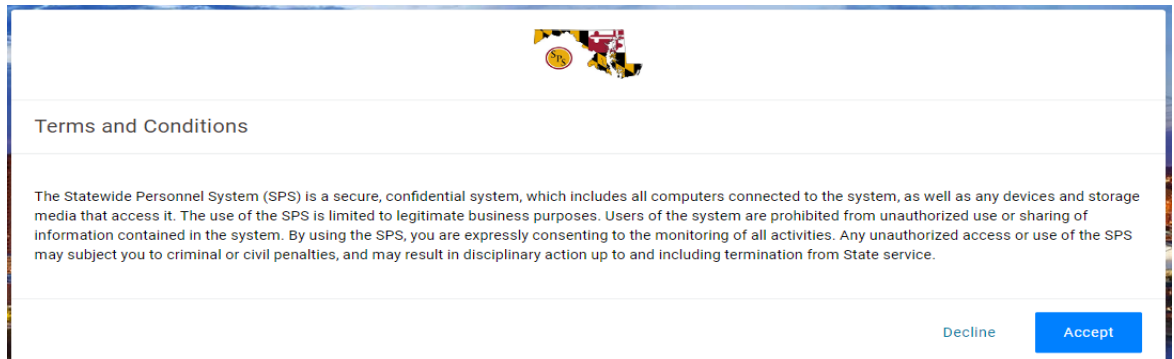
1. One you select the OneLogin SMS; you will have prompted to enter your phone number. Please make sure to enter the phone number where you can get the SMS messages. Once you enter your phone number, please click the continue button to got to the next screen.



2. You will receive an SMS message from +1(410) 210-4546. Please enter the code from the SMS message in the Enter your confirmation code field (see screenshot below). If you do not receive the SMS within 2 -3 minutes, or you think that the phone number you entered is entered incorrect, please click the button “Try Again” button that will take you to previous screen to enter your phone number again.



3. You must accept the Term and Conditions to access the Workday system.

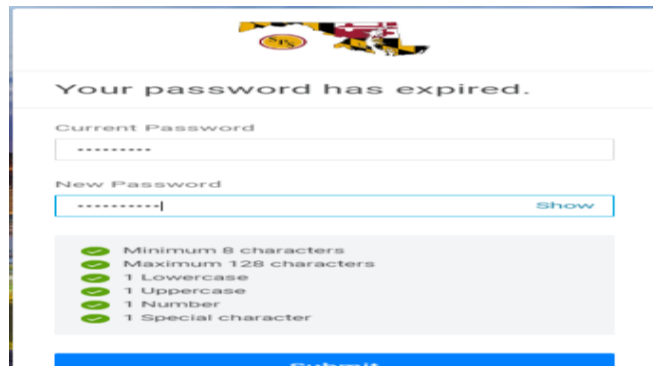


Terms and Conditions

The Statewide Personnel System (SPS) is a secure, confidential system, which includes all computers connected to the system, as well as any devices and storage media that access it. The use of the SPS is limited to legitimate business purposes. Users of the system are prohibited from unauthorized use or sharing of information contained in the system. By using the SPS, you are expressly consenting to the monitoring of all activities. Any unauthorized access or use of the SPS may subject you to criminal or civil penalties, and may result in disciplinary action up to and including termination from State service.

Decline Accept

4. On the Next screen you will need to change the password provided by the Agency Security Coordinator or Help Desk. Please make sure the new password meets the criteria as per below screenshot. Once password satisfied the conditions, the green marks will appear.



Your password has expired.

Current Password

\*\*\*\*\*

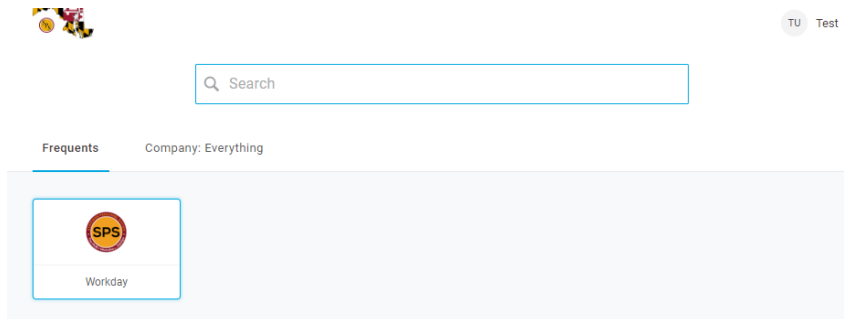
New Password

\*\*\*\*\* Show

- Minimum 8 characters
- Maximum 128 characters
- 1 Lowercase
- 1 Uppercase
- 1 Number
- 1 Special character

Submit

5. Click the SPS icon to access the Workday (it will open in a different window).



TU Test

Search

Frequents Company: Everything

SPS

Workday