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.

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

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

   ![Scan Activation Barcode](image1.png)

   ![Scan Activation Barcode](image2.png)

   b. 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).

   ![Registration Code](image3.png)

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

   ![Terms and Conditions](image4.png)
6. 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.

7. 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

2. Once you select a question, the below screen will appear to enter the answer. Please do the same for THREE questions.
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 screenshot. Once password satisfied the conditions, the green marks will appear.

5. Click the SPS icon to access the Workday (it will open in a different window).
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 you select **OneLogin Email**, you will be prompted to enter your confirmation code (see screenshot below).

![Email Verification Screenshot](image1.png)

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.

![Email Verification Example](image2.png)

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

![Terms and Conditions](image3.png)
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.

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](image1.png)

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.

![Password Expired](image2.png)

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

![SPS Icon](image3.png)