

SPS NEW LOGIN

NEW LOGIN PROCESS FOR WORKDAY



The State of Maryland has implemented a new login process for SPS (Workday). This login process will require you to:

- Go to a new link
- Set up a new password, and
- Set up at least one additional security method to log into Workday.

You will be able to select a method that works best for you—a one-time passcode via email or text, pass code through a mobile device or security questions. You must select at least one method, but can set up multiple methods. This new process is with OneLogin, and you may have experienced this kind of secure login process in other applications. This process gives SPS an extra layer of security for employee information.

You will need to complete this process as soon as possible, so as not to be delayed for the SPS Benefits Open Enrollment period in October 2020. **Please read these instructions carefully. You will be locked out of your account if you do not use the correct password.**

Step 1— Click on this link: <https://stateofmaryland.onelogin.com/>

Step 2—Type your W#* (not Banner ID) and **this temporary password** that has been configured for you (please do not attempt to use your current password):

Capital **first** letter of your first name+lower case **first** letter of your last name+four digit birth year+last **four** digits of your SSN+**\$**

Example: For employee John Smith, birth year 1960, last 4 digits of his SSN 8567. **Password: Js19608567\$.**

Please be sure to double check your W# and the password if you are having initial trouble. Also be sure to include the \$ sign at the end.

Once you have logged in, you can use the attached **Quick Reference Guide** for the next steps and detailed information about this process.

After you have successfully logged into SPS (Workday), you must change your Favorites or Bookmark for the Workday link. The Guide has instructions for this as well. This will help you go to the correct link to use Workday. Once you use OneLogin to access SPS (Workday), please continue to use this process for the SPS Benefits Open Enrollment period or any other SPS Benefits Changes.

***If you need assistance locating your W# contact one of the Benefits team members**

OFFICE OF HUMAN RESOURCES BENEFITS UNIT

FOR LOG-IN ASSISTANCE

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Online Tutorials (Zoom) will be posted on our website - www.morgan.edu/hr - on September 14, 2020.