

Workday Login Assistance

Please read these instructions carefully. You will be locked out of your account if you do not use the correct password.

THE TEMPORARY PASSWORD RESET LINK EXPIRES IN TWO DAYS. IF THE LINK IS MORE THAN TWO DAYS OLD, YOU MUST REQUEST A NEW ONE.

Step 1 - Go to: <https://stateofmaryland.onelogin.com/>

Step 2 - Type your W# (not Banner ID) and

Step 3 - Use this temporary password configuration:

Capital first letter of your first name+
lower case first letter of your lastname+
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. His password is: Js19608567\$.

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

If you need assistance locating your W# contact benefits@morgan.edu

Two-Factor Authentication

The State of Maryland has implemented a new login process for SPS (Workday). This login process will require you to 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 process gives SPS an extra layer of security for employee information.