To reset your password...

**NOTE:** If you have not set up your Workday Password Challenge Questions or don’t remember the answers to your challenge questions, you cannot use the Forgot Your Password procedure. Please call the SPS Help Desk at (410) 767-4112 for assistance.

1. On the Workday sign-in page, click the **Forgot Password** hyperlink.

2. On the next screen, enter your W number under **user name**.

3. Then, click **Continue**.

4. A new screen displays. Enter the answers to your challenge questions. **NOTE:** Your answers are case sensitive.

5. Click **Submit**.

6. On the next screen, enter the following information:
   a. **New Password** – Enter your new password
   b. **Verify New Password** – Re-enter your new password

7. Click **Submit**. Your password is now reset and you are logged into Workday.

8. You should receive an email from stateofmaryland@myworkday.com that confirms the password reset.
CHANGE YOUR PASSWORD

To change your password before logging in...

1. On the Workday sign-in page, click the Change Password hyperlink.

2. The Change Password page displays. Enter the following information:
   a. User Name – Enter your user name (Employee ID).
   b. Old Password – Enter your old password
   c. New Password – Enter your new password
   d. Verify New Password – Re-enter your new password

3. Click Submit to complete your password change.

To change your password while logged in...

1. On the Home page, click on the My Account worklet.

2. Then, click the Change Password button.

3. The Change Password page displays. Enter the following information:
   a. Current Password – Enter your old password
   b. New Password – Enter your new password
   c. Verify New Password – Re-enter your new password

4. Click OK to complete your password change. The Change Password confirmation page displays.

5. Click Done.