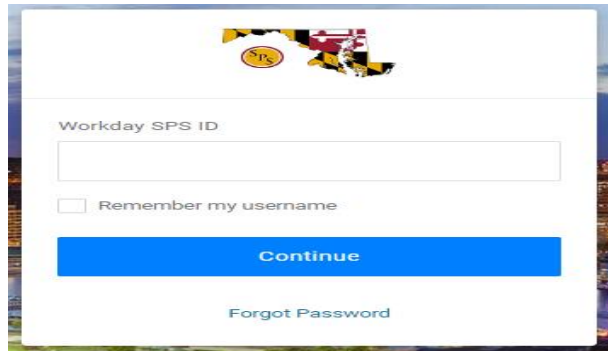


QUICK REFERENCE GUIDE for SPS Workday

1. Navigate to the OneLogin sign in page in using the below link:
 - a. <https://stateofmaryland.onelogin.com>

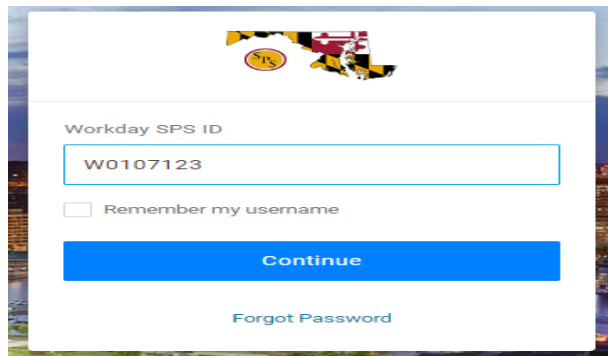
Note: Please save the above URL in your internet browser to quickly access the new login process which is a more secure and reliable method.

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



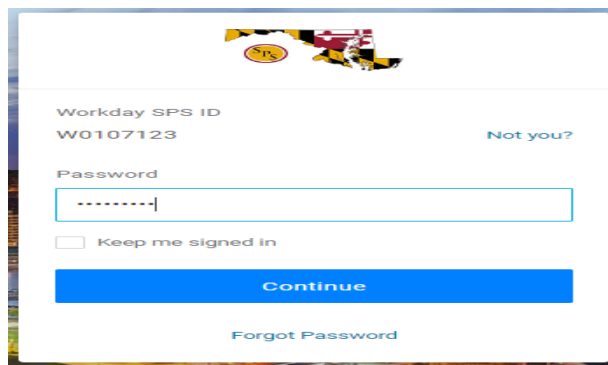
The screenshot shows the initial login page for Workday SPS ID. At the top, there is a logo featuring the Maryland state flag and a circular emblem with the letters 'SPS'. Below the logo, the text 'Workday SPS ID' is displayed. A text input field is present, currently empty. Below the input field, there is a checkbox labeled 'Remember my username' which is unchecked. A prominent blue button labeled 'Continue' is centered 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 'Remember my username' checkbox remains unchecked. The blue 'Continue' button and the 'Forgot Password' link are still visible at the bottom.

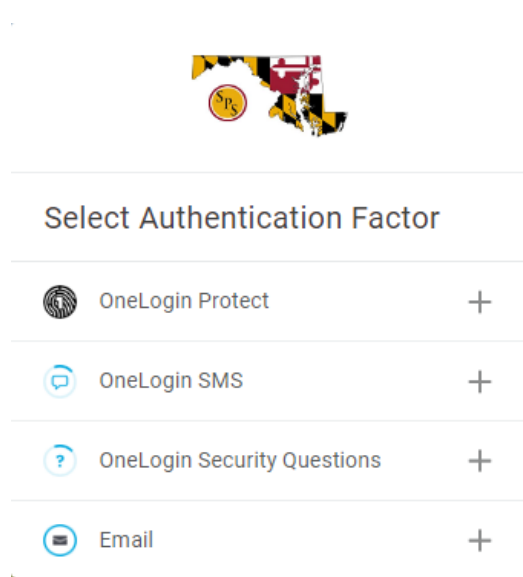
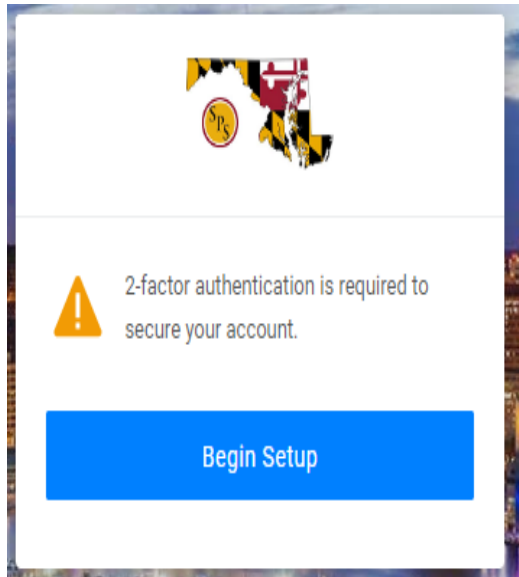
4. At this page, type your Password and click the Continue button.



This screenshot shows the login page with the 'Workday SPS ID' field now containing 'W0107123'. A new 'Password' input field has appeared below it, containing several dots to represent masked characters. To the right of the 'Workday SPS ID' field, there is a link labeled 'Not you?'. The 'Keep me signed in' checkbox is now present and unchecked. The blue 'Continue' button and the 'Forgot Password' link remain at the bottom.

5. On this screen you will be prompted to register a 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 factors for you to register.

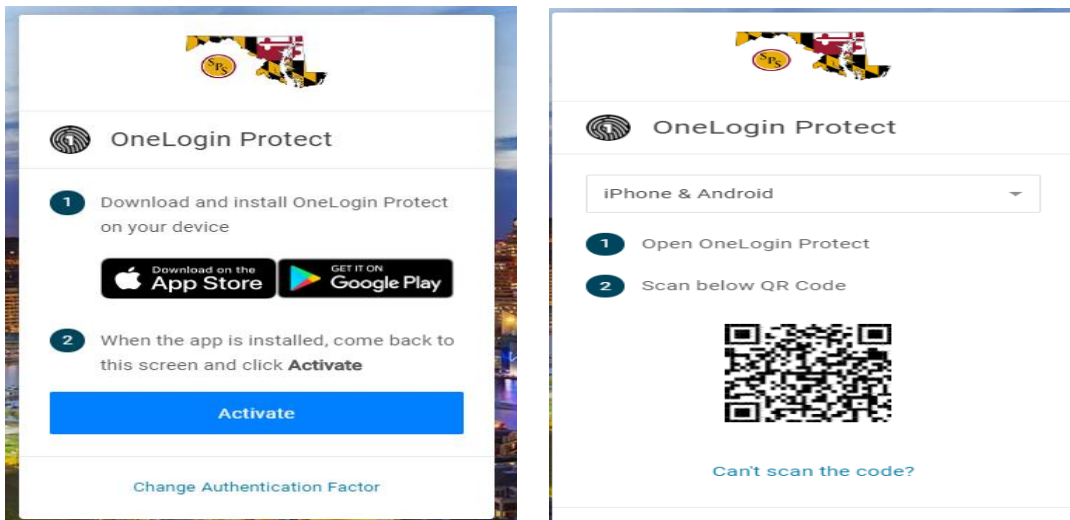
[You must register at least one authentication method to access Workday. You can select any of the following Authentication Factors. Please follow below links for step by step instructions of each authentication method.](#)



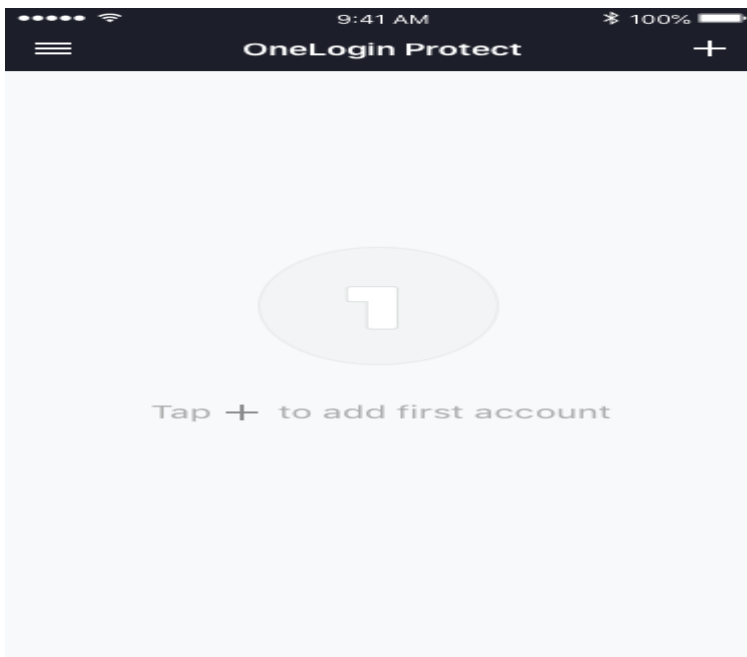
One Login Protect:

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.

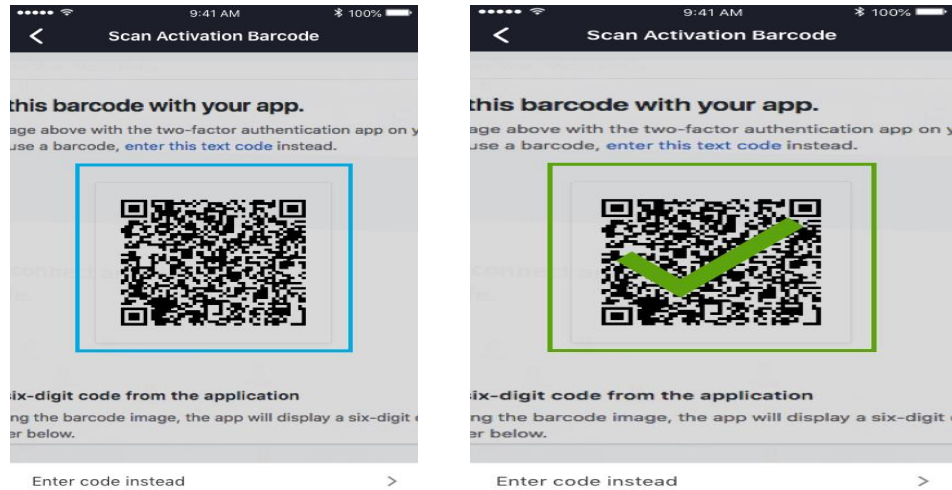
1. Select OneLogin Protect
2. A QR code appears on your screen. Scan the code from your mobile device for setup, keep it open in your browser while you install OneLogin Protect (Click on Activate to popup the QR Code).



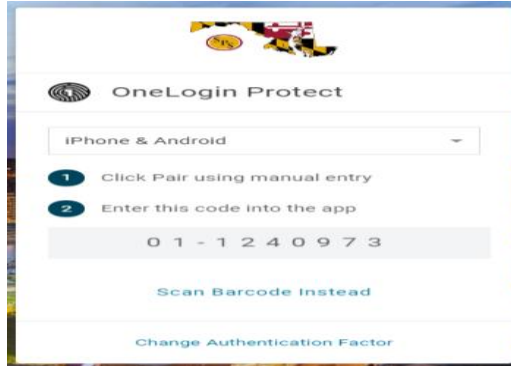
3. On your mobile Device Click on the Icon **+** as shown below and scan the QR code.



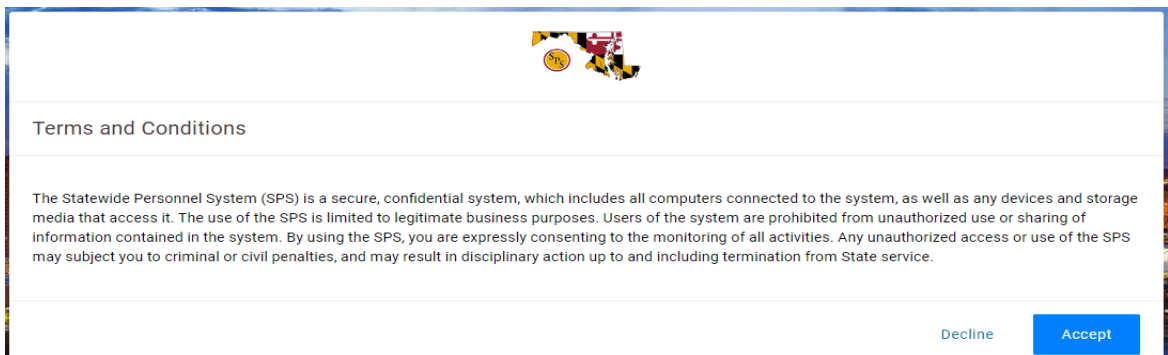
4. You can follow either step a. or step b.
- a. From the **Scan Activation Barcode** screen, use your iOS device camera to scan the QR code. The box turns green once it's successfully paired (registered) to your OneLogin account.



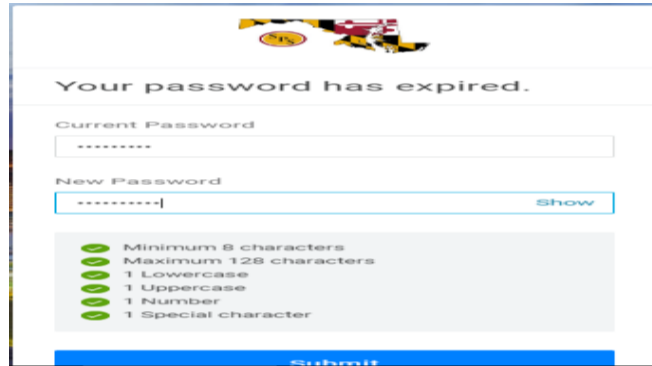
- b. If the code doesn't scan for you, click **Enter the code instead** in the app, and in your browser click on **Can't scan the code?** to receive a registration code. Like screen below



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

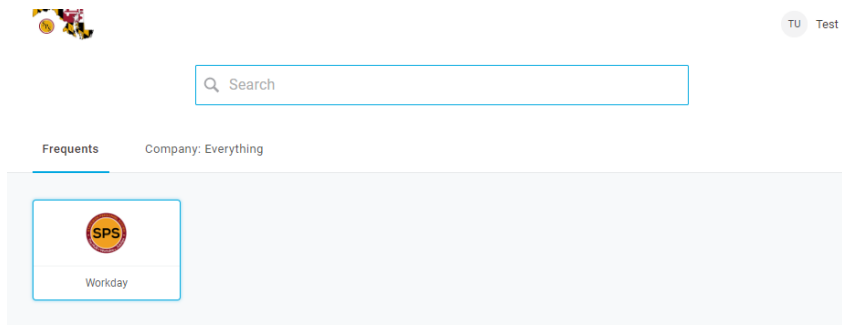


6. On the next screen you must change the password provided by the Agency Security Coordinator or Help Desk. Please make sure the new password meets the criteria as per below screenshot. Once the password satisfies the conditions, the green marks will appear.



The screenshot shows a web form titled "Your password has expired." with a logo at the top. It contains two password input fields: "Current Password" and "New Password". The "New Password" field has a "Show" button to its right. Below the 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". A "Submit" button is located at the bottom of the form.

7. Click on SPS Icon to access Workday (it will open in a different window).

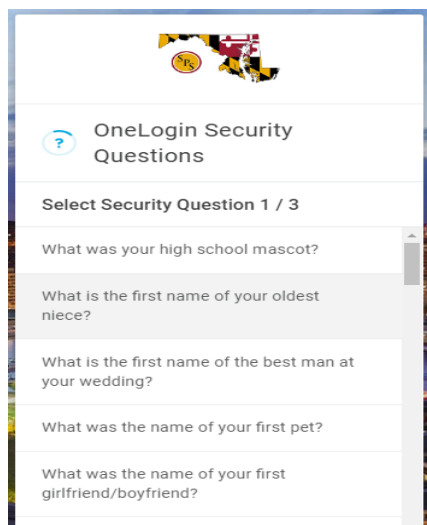


Security Questions:

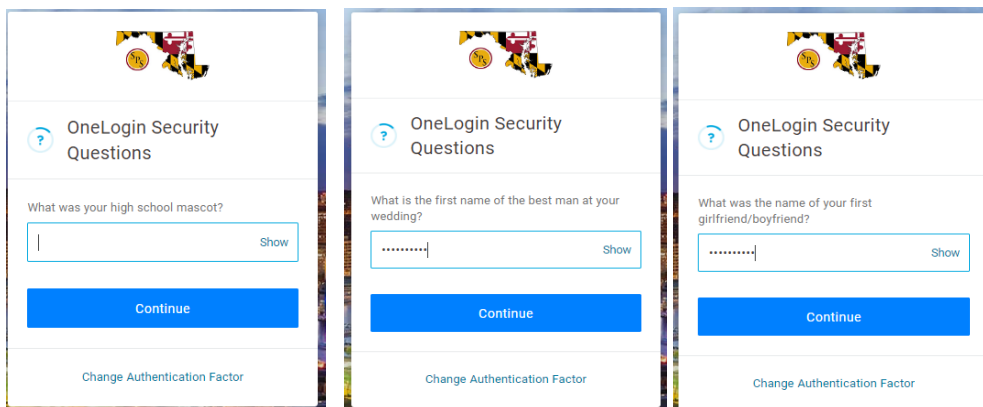
Security questions are a form of authentication that end-users can use to verify their identity when they perform self-service password resets or multi-factor authentication.

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.

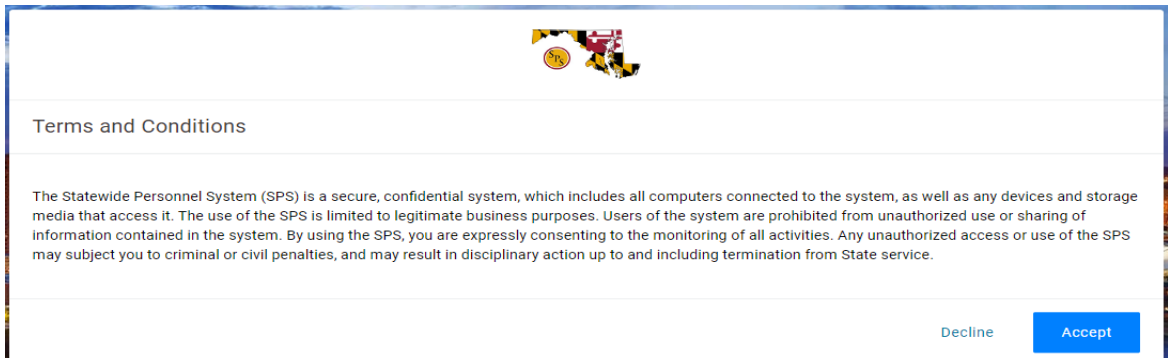
1. Select OneLogin Security questions which will show the below screen.
 - a. You must select three security questions
 - b. Answers to the security questions must be different



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

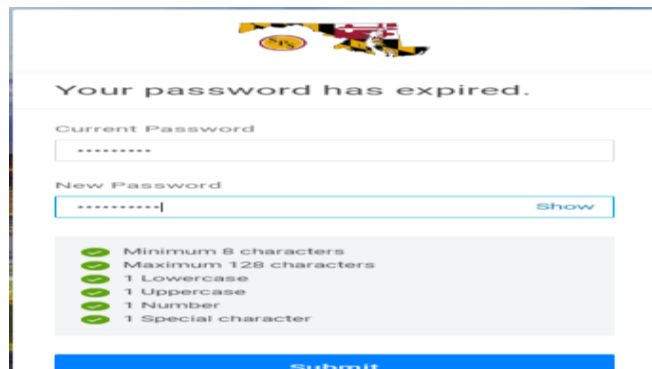


3. You must accept the Term and Conditions to access the Workday system.



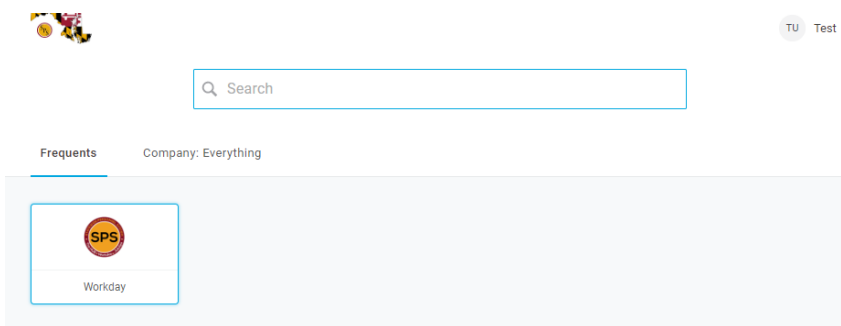
The screenshot shows a web page titled "Terms and Conditions" with a Maryland state flag icon at the top. The text reads: "The Statewide Personnel System (SPS) is a secure, confidential system, which includes all computers connected to the system, as well as any devices and storage media that access 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, 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 satisfies the conditions, the green marks will appear.



The screenshot shows a password change interface. At the top, it says "Your password has expired." Below this are two 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: "Minimum 8 characters", "Maximum 128 characters", "1 Lowercase", "1 Uppercase", "1 Number", and "1 Special character". At the bottom, there is a "Submit" button.

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

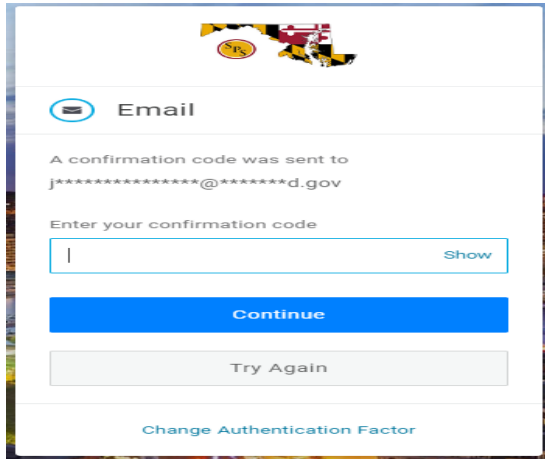


The screenshot shows a dashboard with a search bar at the top. Below the search bar, there are two tabs: "Frequents" and "Company: Everything". Under the "Frequents" tab, there is a card with the SPS logo and the text "Workday".

Email:

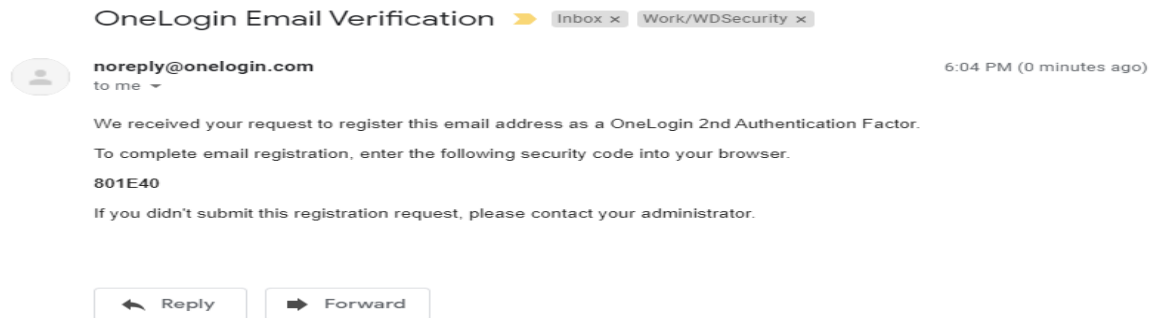
OneLogin Email MFA is an authentication factor that sends an email to a user to verify their identity during an authentication request. The user receives an email and is prompted to enter the 6 digit alphanumeric/numeric code they receive in the email. If entered successfully, the user is granted access.

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

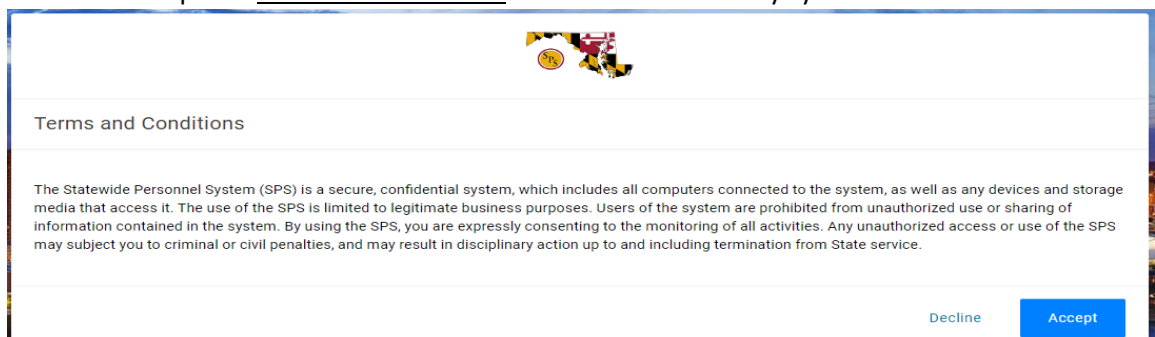


The screenshot shows a web interface for email verification. At the top, there is a Maryland state flag icon. Below it, the word "Email" is displayed next to an envelope icon. The main content area contains the text: "A confirmation code was sent to j*****@*****d.gov". Below this is a prompt "Enter your confirmation code" followed by a text input field with a "Show" button to its right. There are two buttons: a blue "Continue" button and a grey "Try Again" button. At the bottom, there is a link "Change Authentication Factor".

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.

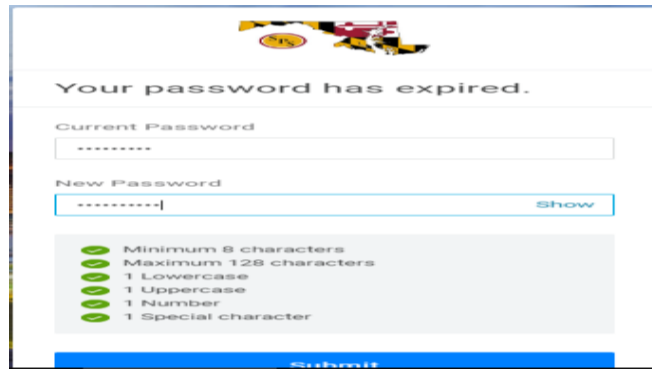


3. You must accept the Term and Conditions to access the Workday system.



The screenshot shows a "Terms and Conditions" page. At the top, there is a Maryland state flag icon. The main content area contains the text: "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, 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 screen. Once password satisfies the conditions, the green marks will appear.

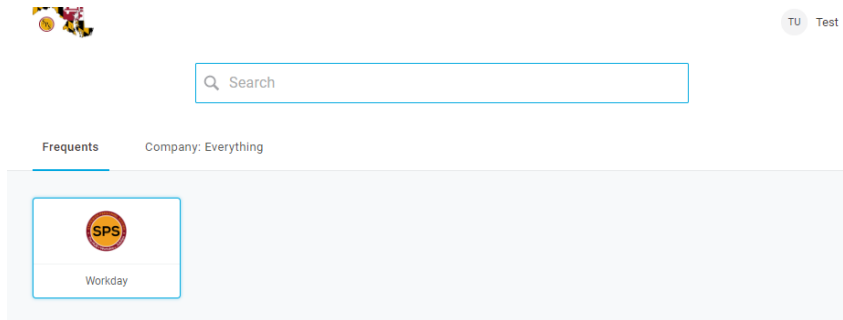


The screenshot shows a web interface for password management. At the top, there is a header with a logo and the text "Your password has expired." Below this, there are two input fields: "Current Password" and "New Password". The "New Password" field has a "Show" button next to it. Below the input fields, there is a list of password requirements, each with a green checkmark indicating it is satisfied:

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

At the bottom of the form, there is a blue "Submit" button.

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

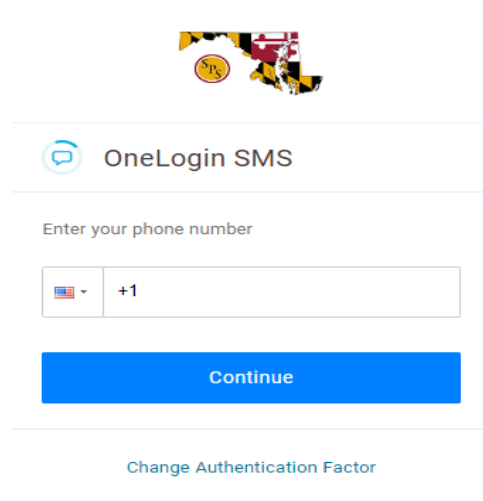


OneLogin SMS:

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

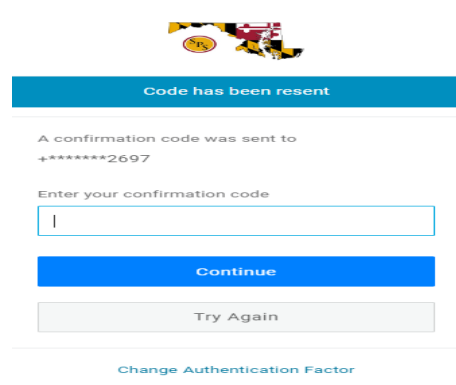
Note: User can register the Phone Number when there is no Authentication factor registered in OneLogin.

1. Once you select the OneLogin SMS, you will be prompted to enter your phone number. Please make sure to enter the phone number where you can get the SMS messages. Once you enter the Phone Number, please click the continue button to go to the next screen.

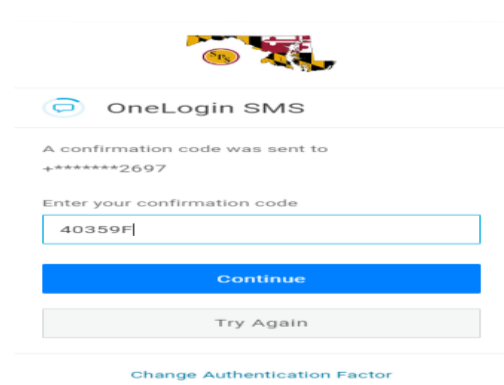


The screenshot shows the OneLogin SMS registration interface. At the top, there is a Maryland state flag icon and the text "OneLogin SMS". Below this, the instruction "Enter your phone number" is displayed. A text input field contains the country code "+1" and a small US flag icon. A prominent blue "Continue" button is centered below the input field. At the bottom, there is a link labeled "Change Authentication Factor".

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 incorrectly, please click the "Try Again" button. That will take you to the previous screen where you can enter your phone number again.

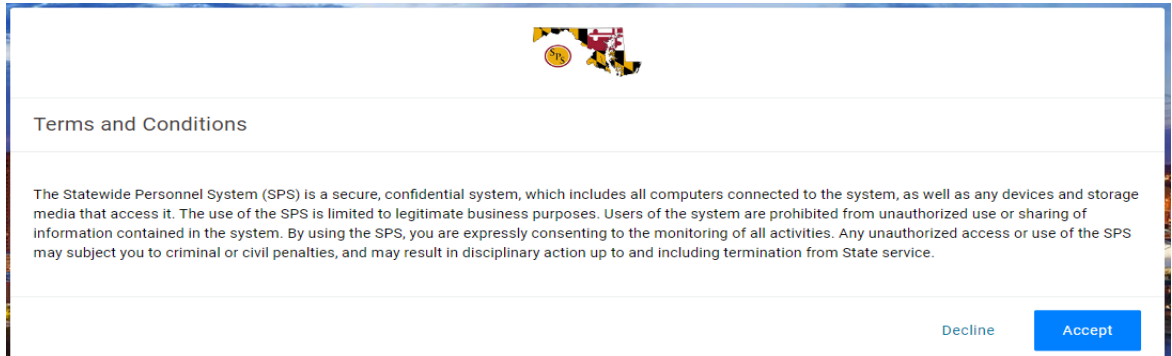


This screenshot shows the confirmation step of the OneLogin SMS setup. A teal banner at the top states "Code has been resent". Below it, the text "A confirmation code was sent to +*****2697" is shown. The instruction "Enter your confirmation code" is followed by an empty text input field. A blue "Continue" button and a grey "Try Again" button are positioned below the input field. A "Change Authentication Factor" link is at the bottom.

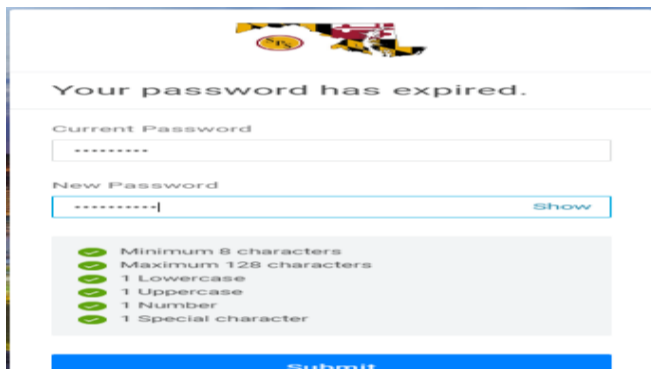


This screenshot shows the confirmation step with the code entered. The text "A confirmation code was sent to +*****2697" is displayed. The instruction "Enter your confirmation code" is followed by a text input field containing the code "40359F". A blue "Continue" button and a grey "Try Again" button are positioned below the input field. A "Change Authentication Factor" link is at the bottom.

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 satisfies the conditions, the green marks will appear.



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

