SPS WORKDAY – FIRST TIME LOG IN INSTRUCTIONS
QUICK REFERENCE GUIDE

First time users need to do the following to log into Workday:
1. Obtain a SPS Employee ID ("W number")
2. Obtain your initial password
3. Launch Workday
4. Log into Workday, change your password, and select challenge questions.

1   OBTAINING YOUR SPS EMPLOYEE ID

To find your SPS Employee ID….
1. Log into the Payroll Online Service Center (POSC) website:
   https://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/Start.aspx.
2. Click **View SPS Employee ID**.
3. Make note of your SPS Employee ID.

If you are having trouble locating your SPS Employee ID or cannot access the POSC, contact your Agency HR Office for assistance.

2   OBTAINING A SPS WORKDAY PASSWORD

If you were hired AFTER 11/14/2014…
- Provide your work email address to your HR Office. Once entered in Workday, an email with your initial password will be sent to you.
- If you do not have a work email, request a password reset via the SPS Shared Services Help Desk: 410-767-4112 (8 am - 5 pm, M-F)

If you were hired BEFORE 11/14/2014…
You initial password is 11 characters and will include the following format:
- Capital first letter of first name: **J**ohn
- Lower case first letter of last name: **s**mith
- 4 digit birth year: DOB 09/09/**1980**
- Last 4 digit of social security number: 867-65-**4321**
- An exclamation mark ('**!**')

  For example: Your Password will be **Js19804321!**

3   LAUNCHING SPS WORKDAY FOR THE FIRST TIME

To launch Workday for the first time…
1. Go to http://dbm.maryland.gov/sps
2. Click the **Employees** option on the Welcome to SPS home page.

3. At the bottom of the page, click the **Workday** icon.

4. Then, click the Click here to Launch Workday link in the **Workday for Computer** section.

   HINT: Bookmark the Workday URL for easy access on your next log in.

4 LOGGING INTO SPS WORKDAY FOR THE FIRST TIME

To log into Workday for the first time…

1. Log into Workday. Enter your credentials in the following fields:
    a. **User Name:** Enter your SPS Employee ID
    b. **Password:** Enter the password as listed on the previous page
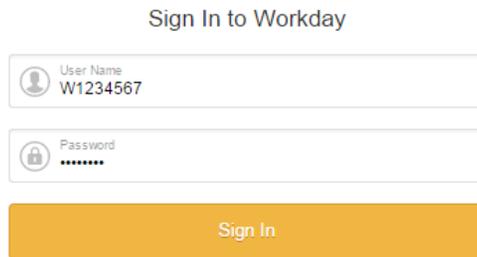
2. Click the **Sign In** button.
3. After logging in you are promted to change your password.

> **Password Rules:**
> - Your new password must not be the same as your current password or user name.
> - Minimum number of characters: 8
> - Must have at least one of the following character types:
>   - Uppercase letters (A,B,C…)
>   - Lowercase letters (a,b,c…)
>   - Numerals (0 – 9)
>   - Special characters as follows:
>   !"#$%&'()*+,-./:;=>?@[[\]^_`{|}~.

Enter the following:
a. **Old Password:** Enter the password enterd on the **Sign In** page
b. **New Password:** Enter a new password following
c. **Verify New Password:** Re-enter the new password
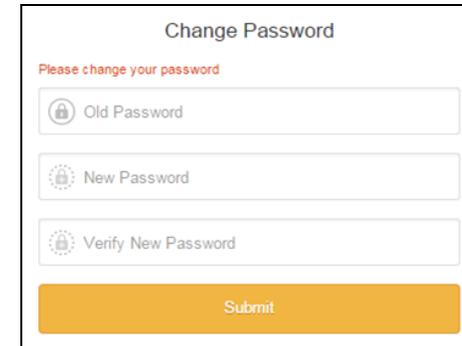
4. Click the **Submit** button.
5. Now, select three (3) challenge questions and enter answers for each.
    NOTE: Answers are case sensitive.
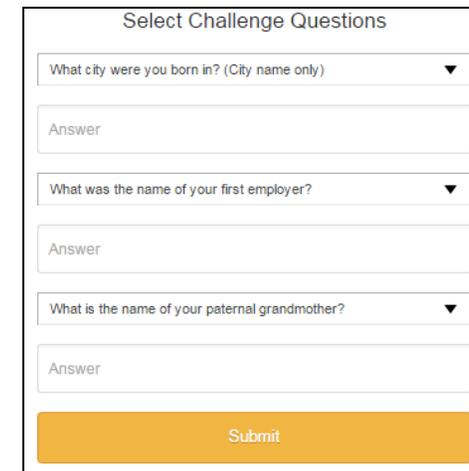
6. Then, click the **Submit** button.
7. Once logged in, click the **Let's Get Started** button to begin your tasks.

LOGGING OUT OF WORKDAY

To log out of Workday…

1. Click the **My Account** link in the top-right corner of the page.

2. Click the **Sign Out** button.