HUBInstructions
stateofmaryland.csod.com

LOGGING IN - First time only

From the Hub's website type in your "W" username and the default password P4ssw0rd, then Log in.

Follow the password criteria listed and create your own personal password. Press save.
(Please note: The Hub's password is not the same as Workday's)

VERIFY YOUR EMAIL

Verify your email address is correct by viewing your "Universal Profile" at the top right of the screen. If incorrect, you will need to make the change in Workday. Login into Workday. Go to the Personal Information icon. Select Contact Information. Select Edit. Then under Work, ADD Primary Email and Submit.

FORGOT PASSWORD

Click on Forgot Password? Follow the instructions given.

MANDATORY COURSES

Once logged in, click on the LEARNING button near the top left of the page to view your Transcript. The courses that are listed are the mandatory courses you need to take.

For each course click the Open Curriculum link and then Activate/Launch each lesson.

CERTIFICATES

Click on the LEARNING button and view your Transcript.

Select the Completed tab. Click on the drop down arrow of the completed course and select View Certificate.

Print certificate for your records.

LOGGING OFF

When you need to log off, hover your cursor over the gear icon in the upper right corner of the screen, and select log-out.

TSD Contacts
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