

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...*

- If a work email address was given to your HR office at the time of hire, an email with your initial password will be sent to you.
- If you do not have a work email at the time of hire, please 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...*

Your initial password is 11 characters and will include the following format:

- Capital first letter of first name: John
- Lower case first letter of last name: smith
- 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.



Welcome to SPS!



Human Resources Professionals



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
  - b. **Password:** Enter the password as listed on the previous page

Sign In to Workday

2. Click the **Sign In** button.
3. After logging in you are prompted 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 entered on the **Sign In** page
- b. **New Password:** Enter a new password following
- c. **Verify New Password:** Re-enter the new password

Change Password

Please change your password

4. Click the **Submit** button.
5. Now, select three (3) challenge questions and enter answers for each.  
**NOTE:** Answers are case sensitive.

Select Challenge Questions

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. 