Process Steps:

1. Log in with your SPS Employee ID that starts with a "W". If you don't have your SPS Employee ID, **log in to POSC**. Once in POSC, click "View SPS Employee ID." Make note of your SPS Employee ID, also called your "W number."

2. After you secure your W#, navigate to the Workday sign in page at the link below:

https://wd5.myworkday.com/wday/authgwy/stateofmaryland/login.html?returnTo=%2fstateofmaryland%2fd%2fhome.htmld

3. The screen represents the page you should be seeing after select the link to Workday.
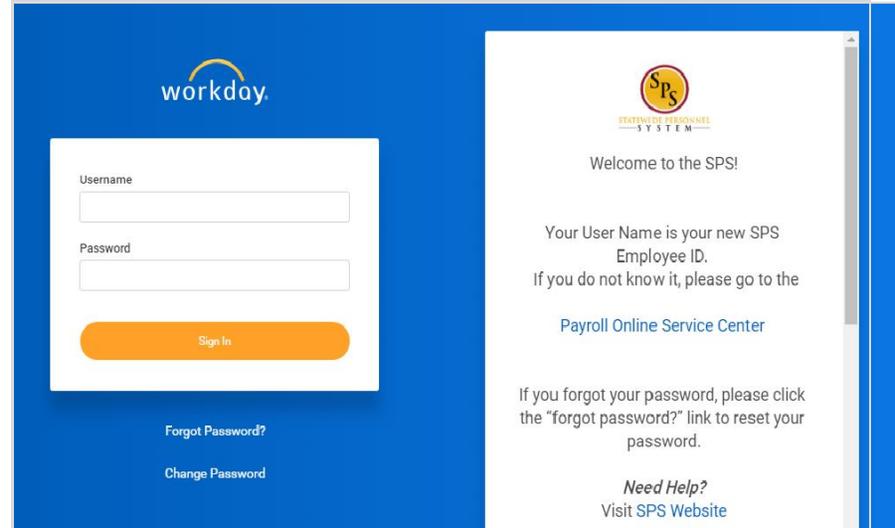
4. At this page, type your W# as your user name and the password configuration below:

Enter	Capital first letter of first name
Enter	lower case first letter of last name 4 digit birth year
Enter	last 4 digits of social security number
Enter	'$' Special character found by using shift key and selecting number 4 above the letter 'E' on the keyboard.

5. When you enter your W# as the user name and the password, the system will ask you to reset your password as shown below:
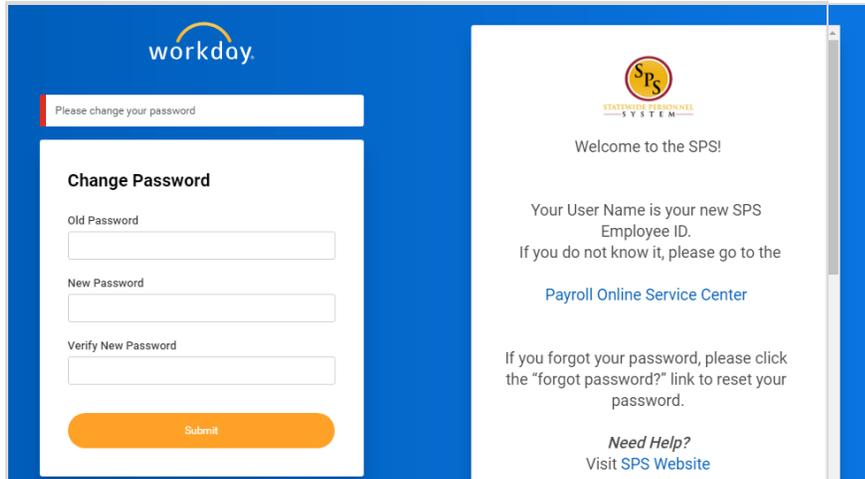
6. You will be asked for the old password. You would use the configuration given on page 1. For a new password, you need to use the criteria below to come up with a password the system will accept.

New Password Criteria:

1. Your new password must not be the same as your current password or user name.

2. Minimum number of characters required: 8.

The following character types must be represented:

- alphabetic characters at least one uppercase character and at least one lowercase character
- Arabic numerals 0 – 9
- Special characters !"#$%&'()*+,-./:;=>?@[\]^_`{|}~.
- The password must not have been used within the following number of days: 2.
- The password must not have been used within the following number of last passwords: 10.

Tenant Challenge Questions

The Workday system uses tenant challenge questions to allow users to log back into the system should they forget their password without additional assistance. Once you answer these questions, you will be able to use the "forgot password" link to reset your password. If you skip this page, you cannot use the link.

The screen below shows the tenant challenge question screen. Please note that this is a drop down list and you can select the questions you want to answer. The responses are case sensitive.