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....
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: 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.
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.
**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 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

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.

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**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.