

GET YOUR USER ID

- Go to the State's Payroll POSC page at <https://interactive.marylandtaxes.com/Extranet/cpb/posc/user/start.aspx>
- Log on and view your SPS Employee ID
- Write down your "W" username
- Click the link to access The Hub

VERIFY YOUR EMAIL

- Verify your email address is correct by going to the "Universal Profile" under the Home Tab. If incorrect use the settings gear icon in the upper right corner of the screen to access your profile and edit your email. If you ever forget your password, the system will use the email address here to send the password.

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.

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.

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.

FORGOT PASSWORD

- Click on Forgot Password? Follow the instructions given.

CERTIFICATES

- Click on the LEARNING button and view your Transcript.
- Select the Completed tab. Select the title of the course completed.
- On the Training Details page click Print Certificate. A window will open with your certificate. Print certificate for your records.

TSD CONTACTS

- Jacqueline.Felton@maryland.gov
- Paulina.Nicolaides@maryland.gov