THE HUB
Training Resources For Maryland Employees

Instructions

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 Workdays)

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.

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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