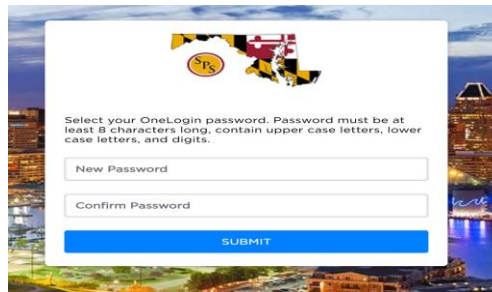


# Setup for OneLogin/Workday

If you are a new employee, shortly after you accepted your job offer, you received an email to the email address your agency set up in SPS for you. It contains your employee ID (W#) and a link to click to set up your account for access to SPS Workday SPS. Please check all possible email accounts, work and personal for this email.

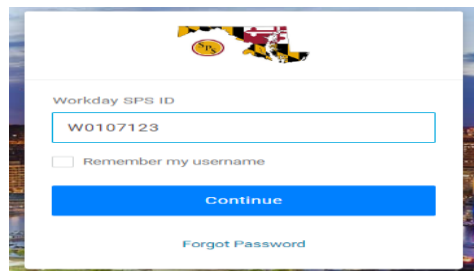
If you are **not** a new employee and need set up instructions for OneLogin, please skip steps 1-3 and go to step 4 after you login to the OneLogin. These instructions also include steps to add a second factor. The OneLogin link is: <https://stateofmaryland.onelogin.com/>

1. After you click on the Password link in your new hire email, create a password.



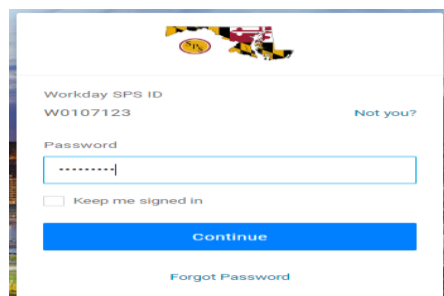
The screenshot shows a web form for creating a new password. At the top, there is a logo with the letters 'SPS' and a Maryland state flag. Below the logo, the text reads: "Select your OneLogin password. Password must be at least 8 characters long, contain upper case letters, lower case letters, and digits." There are two input fields: "New Password" and "Confirm Password". At the bottom of the form is a blue button labeled "SUBMIT".

2. After you've successfully created your initial password, you will be directed to the Login screen. Type your W# as your Workday SPS ID (found in your new hire email) and click the Continue button.



The screenshot shows the first step of the login process. It features the same 'SPS' logo and Maryland flag at the top. The text "Workday SPS ID" is followed by an input field containing "W0107123". Below this is a checkbox labeled "Remember my username" which is currently unchecked. A blue button labeled "Continue" is positioned below the input fields. At the bottom, there is a link that says "Forgot Password".

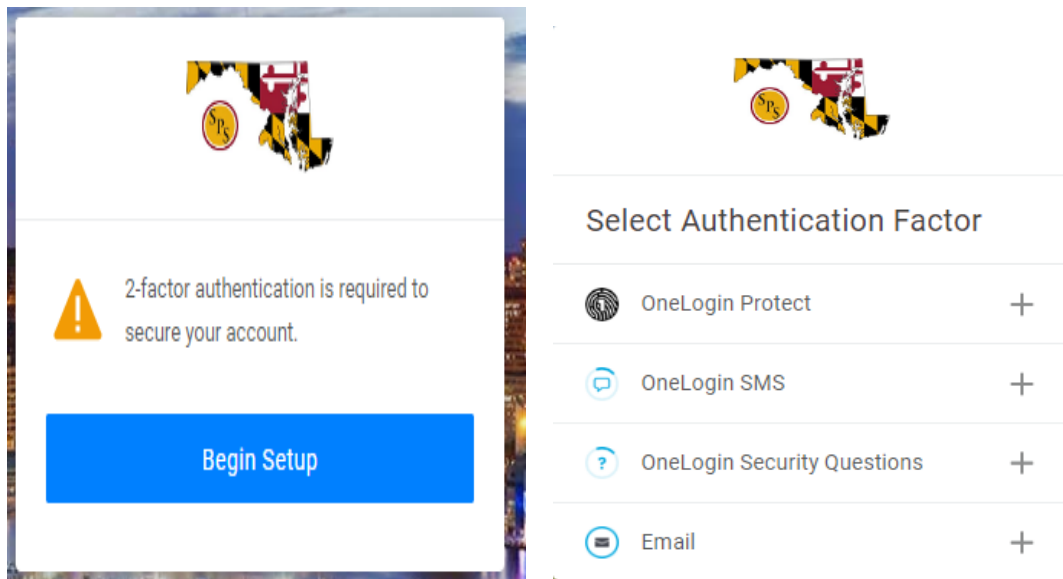
3. Type your Password and click the Continue button.



The screenshot shows the second step of the login process. It features the same 'SPS' logo and Maryland flag at the top. The text "Workday SPS ID" is followed by "W0107123" and a link labeled "Not you?". Below this is a "Password" input field with masked characters (dots). There is a checkbox labeled "Keep me signed in" which is currently unchecked. A blue button labeled "Continue" is positioned below the input fields. At the bottom, there is a link that says "Forgot Password".

- On this screen you will be prompted to register a Multi-Factor Authentication or MFA (sometimes called 2-factor authentication) before you are granted access to Workday. Click the [Begin Setup](#) button to go to the next screen which will have the authentication factors for you to register.

You must register at least one authentication method to access Workday. You can select any of the following Authentication Factors. Please follow links in the table for step by step instructions of each authentication method.



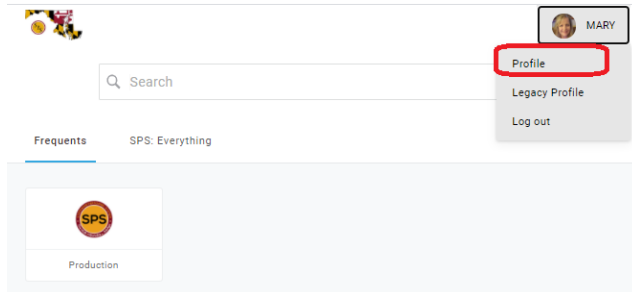
Security Authentication Factor	Description
<a href="#">OneLogin Protect</a>	Requires you to download an App to your phone; uses fingerprint or face detection as security authentication
<a href="#">OneLogin SMS</a>	Sends a text message to your cell phone as security authentication
<a href="#">OneLogin Security Questions</a>	Requires you to answer 3 security questions
<a href="#">Email</a>	Sends a text message to your registered email account

NOTE: We recommend that you set up at least two security authentication factors, with the second factor as your backup method in the event your primary factor doesn't work or isn't available.

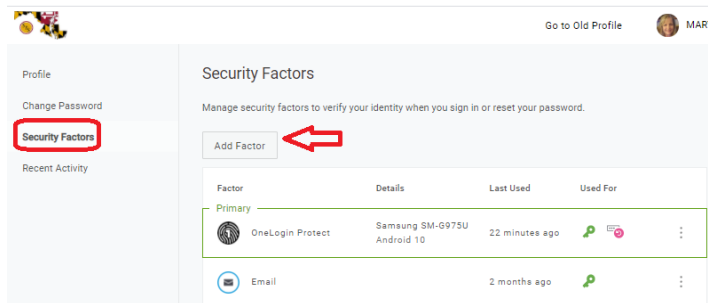
See Appendix for specific set up instructions for each Security Authentication Factor type or Ctrl+Click on Security Authentication Factor Link in table above.

# Adding a second MultiFactor Authentication Factor

After successfully logging in, go to the profile



Select Security Factors. Then click on Add Factor

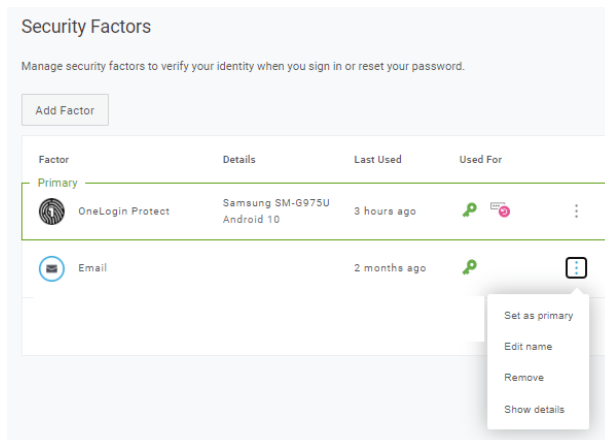


Choose which factor you want to add. Fill in the information requested.

To change your preferred (primary) authentication method

After you've added your authentication factors, you can determine which one you want to be your primary method.

Click on the 3 dots next to your preferred authentication factor. Click Set as primary.

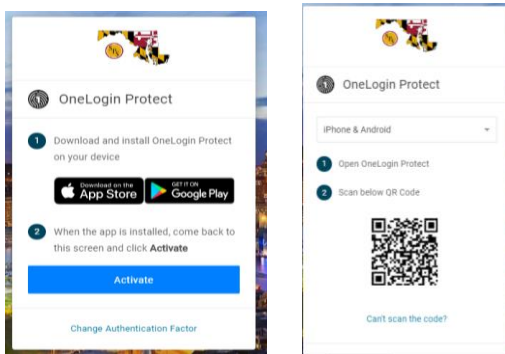


# Appendix

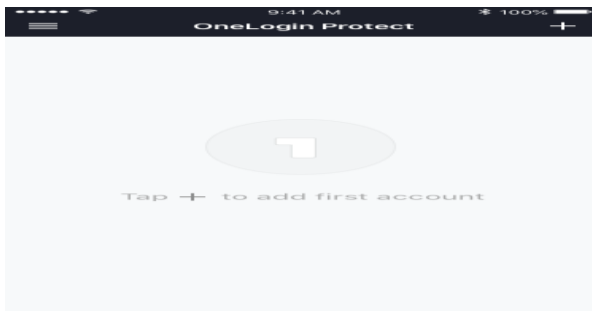
## One Login Protect:

OneLogin Protect for Google/iOS is a mobile authenticator app that provides a one-time-password (OTP) as a second authentication factor. On your mobile device, launch the App Store/Google Play Store, search for OneLogin Protect, install and launch it.

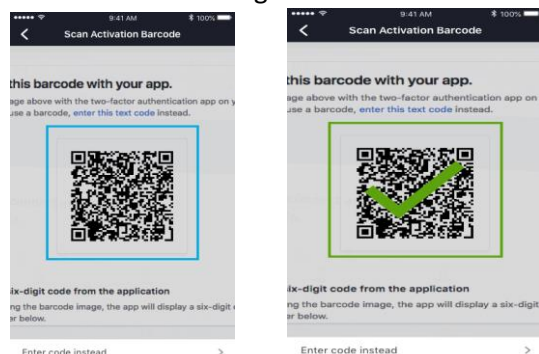
1. Select OneLogin Protect
2. A QR code appears on your screen. Scan the code from your mobile device for setup, keep it open in your browser while you install OneLogin Protect (Click Activate to popup the QR Code).



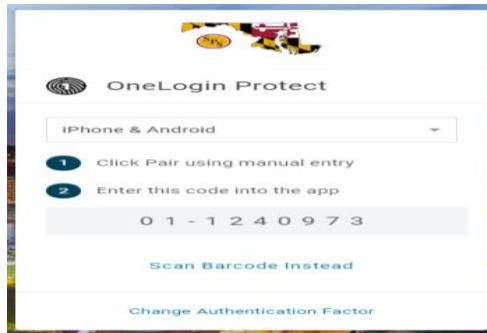
3. On your mobile Device Click on the Icon **+** as shown below and scan the QR code.



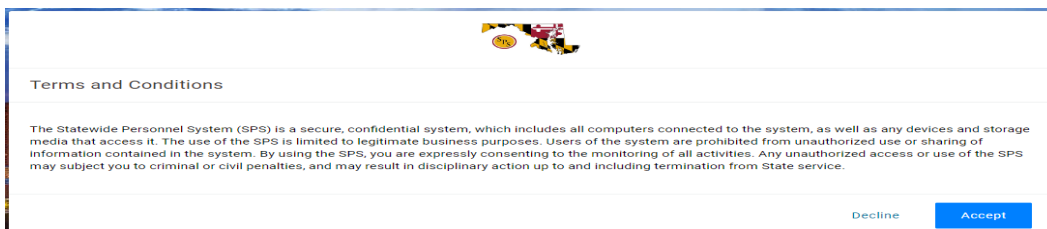
4. You can follow either step a. or step b.
  - a. From the **Scan Activation Barcode** screen, use your phone's camera to scan the QR code. The box turns green once it's successfully paired (registered) to OneLogin account.



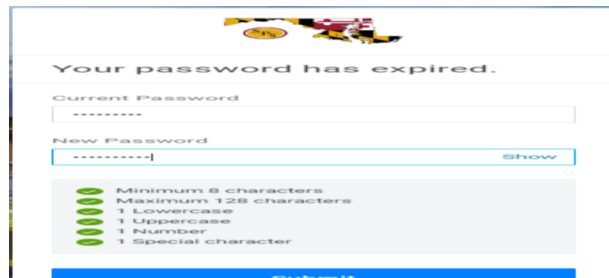
- b. If the code doesn't scan for you, click **Enter the code instead** in the app, and in your browser click on **Can't scan the code?** to receive a registration code. Like screen below



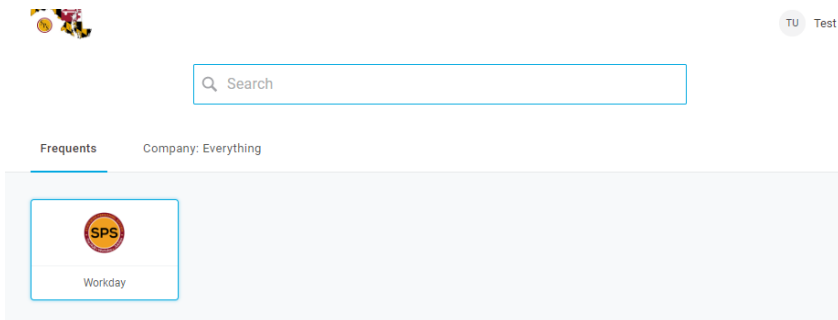
5. You must accept the Term and Conditions to access the Workday system.



6. On the next screen you must change the password provided by the Agency Security Coordinator or Help Desk. Please make sure the new password meets the criteria as per below screenshot. Once the password satisfies the conditions, the green marks will appear.



7. Click on SPS Icon to access Workday (it will open in a different window).

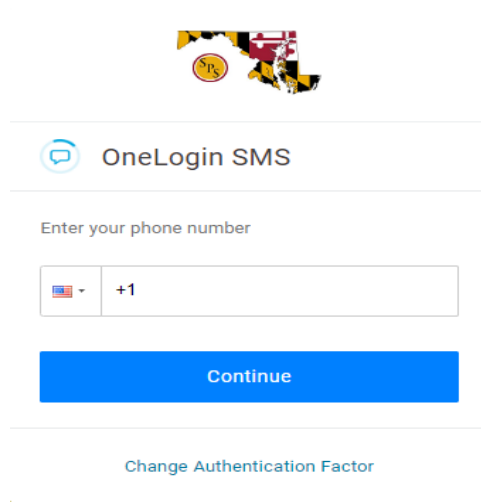


# OneLogin SMS:

These steps will guide you through setting up SMS (text message) security codes as an authentication factor for OneLogin. The user will be prompted upon login to register their phone number to use SMS text messaging as Authentication factor.

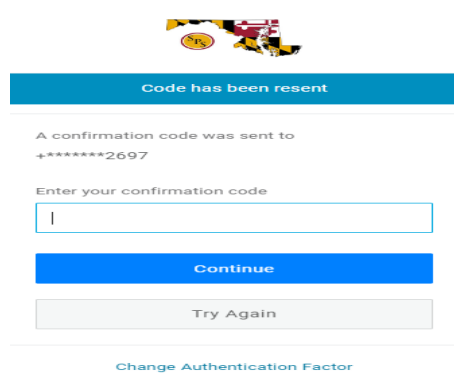
**Note:** User can register the Phone Number when there is no Authentication factor registered in OneLogin.

1. Once you select the OneLogin SMS, you will be prompted to enter your phone number. Please make sure to enter the phone number where you can get the SMS messages. Once you enter the Phone Number, please click the continue button to go to the next screen.

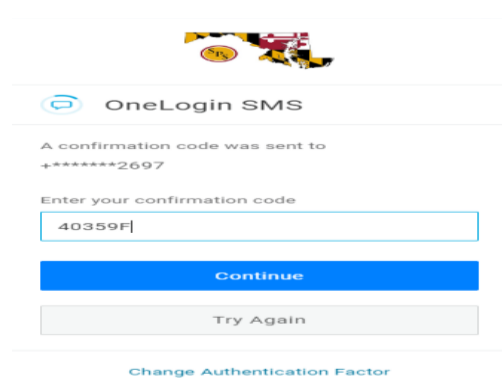


The screenshot shows the OneLogin SMS registration interface. At the top, there is a logo and the text 'OneLogin SMS'. Below that, it says 'Enter your phone number'. There is a dropdown menu for the country code, currently set to '+1'. A blue 'Continue' button is positioned below the input field. At the bottom of the screen, there is a link that says 'Change Authentication Factor'.

2. You will receive an SMS message from +1(410) 210-4546. Please enter the code from the SMS message in the Enter your confirmation code field (see screenshot below). If you do not receive the SMS within 2 -3 minutes, or you think that the phone number you entered is entered incorrectly, please click the "Try Again" button. That will take you to the previous screen where you can enter your phone number again.

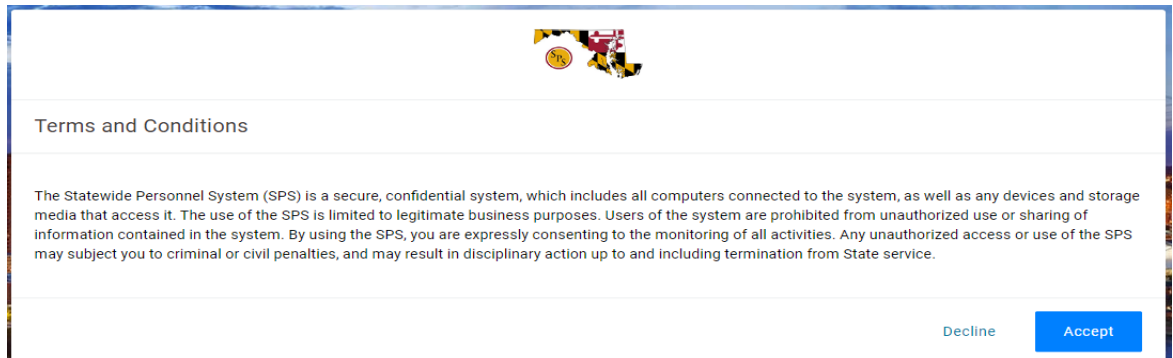


This screenshot shows the confirmation screen after a code has been resent. A blue banner at the top reads 'Code has been resent'. Below it, the text says 'A confirmation code was sent to +\*\*\*\*\*2697'. There is a prompt 'Enter your confirmation code' followed by an empty input field. Below the input field are two buttons: 'Continue' (blue) and 'Try Again' (grey). At the bottom, there is a link for 'Change Authentication Factor'.

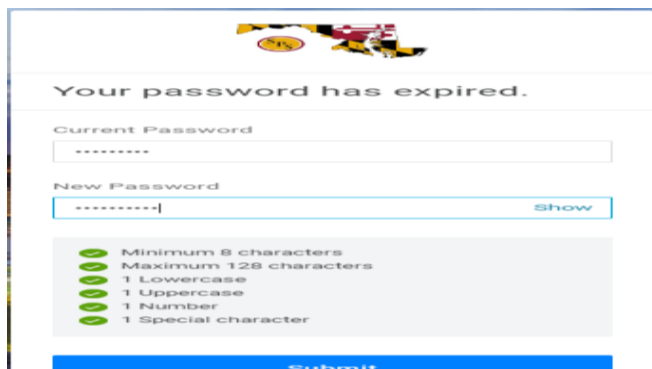


This screenshot shows the confirmation screen with the code entered. The text says 'A confirmation code was sent to +\*\*\*\*\*2697'. The prompt 'Enter your confirmation code' is followed by an input field containing the code '40359F'. Below the input field are two buttons: 'Continue' (blue) and 'Try Again' (grey). At the bottom, there is a link for 'Change Authentication Factor'.

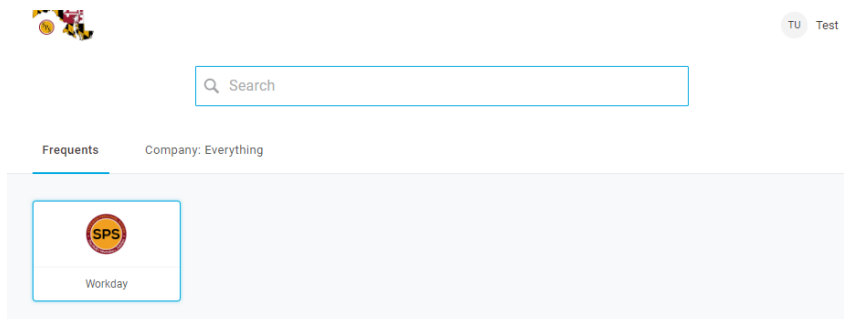
3. You must accept the Term and Conditions to access the Workday system.



4. On the Next screen you will need to change the password provided by the Agency Security Coordinator or Help Desk. Please make sure the new password meets the criteria as per below screenshot. Once password satisfies the conditions, the green marks will appear.



5. Click on SPS Icon to access the Workday (it will open in a different window).

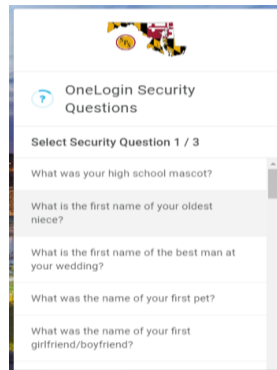


# Security Questions:

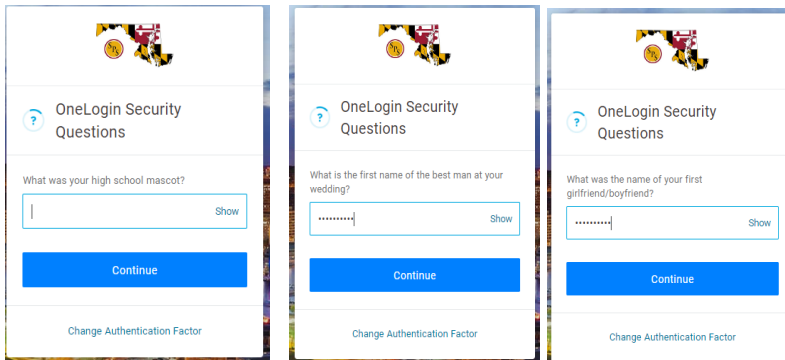
Security questions are a form of authentication that end-users can use to verify their identity when they perform self-service password resets or multi-factor authentication.

Generally speaking, security questions are not a very secure factor, since answers to standard security questions are easily found. We encourage you to choose other methods of authentication factors.

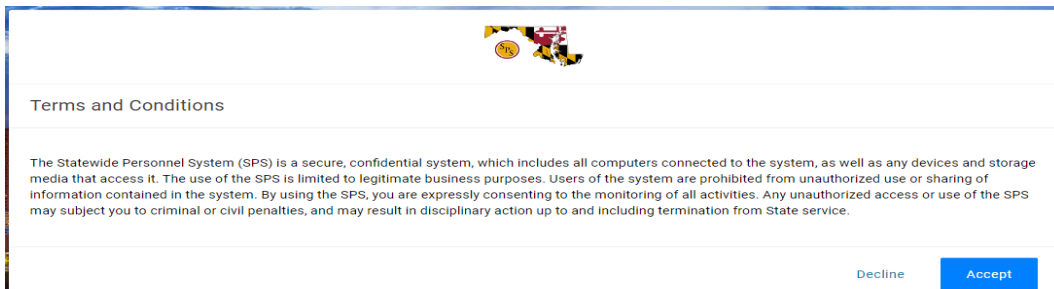
2. Select OneLogin Security questions which will show the below screen.
  - a. You must select three security questions
  - b. Answers to the security questions must be different and are case sensitive.



3. Once you select a question, the below screen will appear where you will enter the answer. Please do the same for THREE questions.

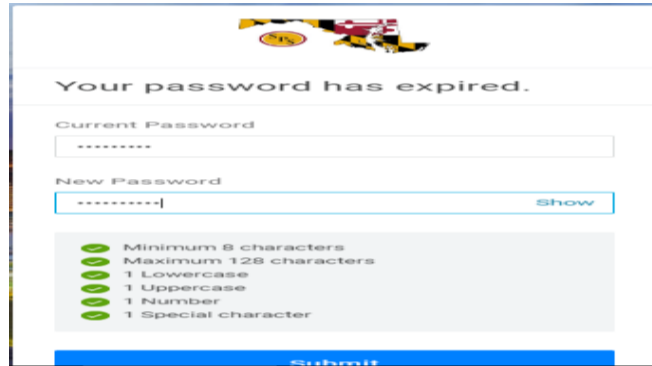


4. You must accept the Term and Conditions to access the Workday system.





5. On the Next screen you will need to change the password provided by the Agency Security Coordinator or Help Desk. Please make sure the new password meets the criteria as per below screenshot. Once password satisfies the conditions, the green marks will appear.

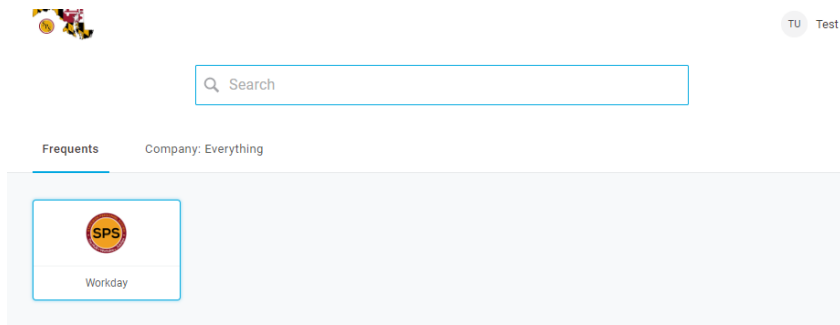


The screenshot shows a web form for password expiration. At the top, there is a logo with 'SPS' and a Maryland state flag. Below the logo, the text reads 'Your password has expired.' The form contains two input fields: 'Current Password' and 'New Password'. The 'New Password' field has a 'Show' button next to it. Below the input fields, there is a list of password requirements, each preceded by a green checkmark icon:

- Minimum 8 characters
- Maximum 128 characters
- 1 Lowercase
- 1 Uppercase
- 1 Number
- 1 Special character

At the bottom of the form is a blue 'Submit' button.

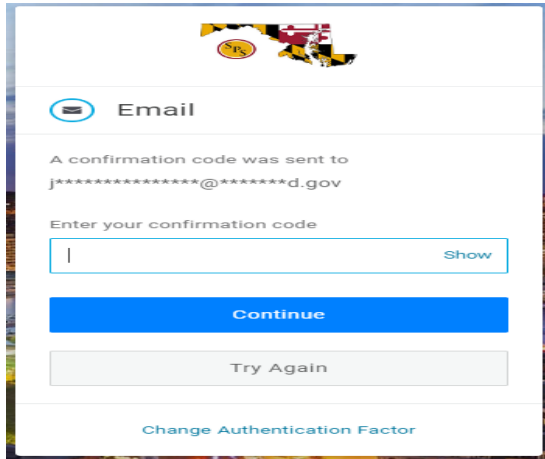
6. Click on SPS Icon to access the Workday (it will open in a different window).



# Email:

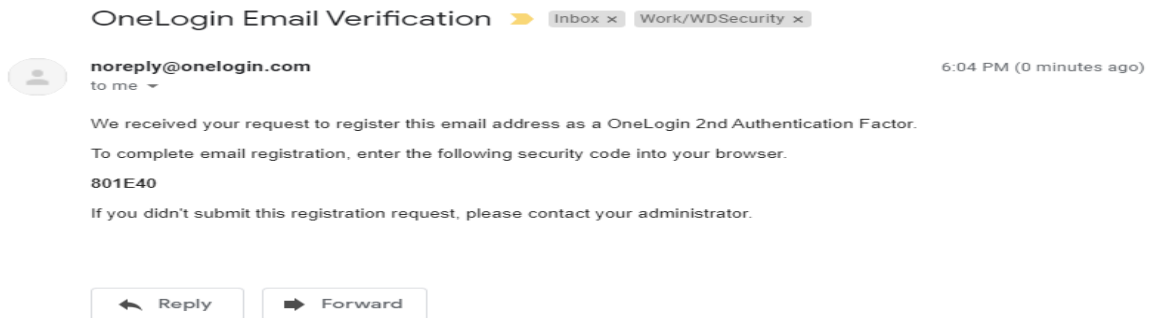
OneLogin Email MFA is an authentication factor that sends an email to a user to verify their identity during an authentication request. The user receives an email and is prompted to enter the 6 digit alphanumeric/numeric code they receive in the email. If entered successfully, the user is granted access.

1. Once the you select **OneLogin Email**, you will be prompted to enter your confirmation code (see screenshot below).

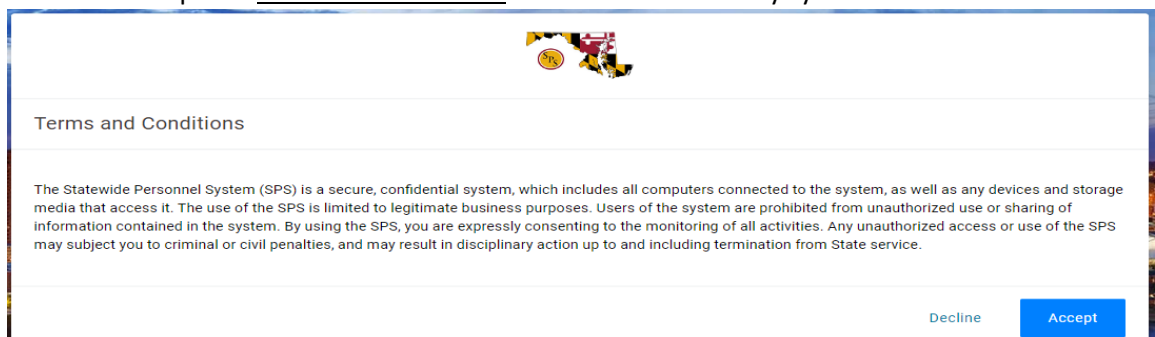


The screenshot shows a mobile-style interface for email verification. At the top, there is a Maryland state flag icon. Below it, the word "Email" is displayed next to an envelope icon. The main text reads: "A confirmation code was sent to j\*\*\*\*\*@\*\*\*\*\*d.gov". Below this is a text input field with the placeholder "Enter your confirmation code" and a "Show" button to its right. There are two buttons: a blue "Continue" button and a grey "Try Again" button. At the bottom, there is a link that says "Change Authentication Factor".

2. You will receive an email from OneLogin, such as the below example, with a unique code that you will need to enter in the confirmation box in the previous step.

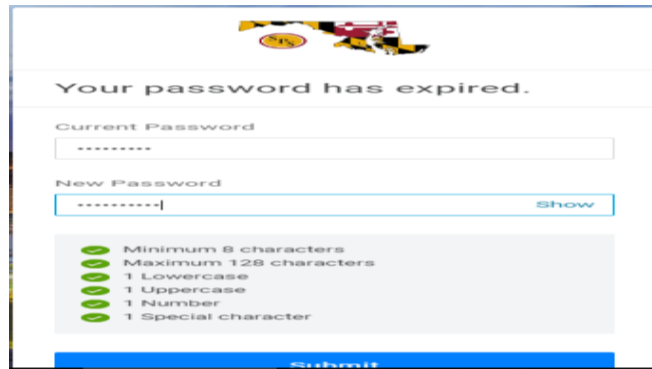


3. You must accept the Term and Conditions to access the Workday system.



The screenshot shows a "Terms and Conditions" screen. At the top, there is a Maryland state flag icon. The text reads: "The Statewide Personnel System (SPS) is a secure, confidential system, which includes all computers connected to the system, as well as any devices and storage media that access it. The use of the SPS is limited to legitimate business purposes. Users of the system are prohibited from unauthorized use or sharing of information contained in the system. By using the SPS, you are expressly consenting to the monitoring of all activities. Any unauthorized access or use of the SPS may subject you to criminal or civil penalties, and may result in disciplinary action up to and including termination from State service." At the bottom right, there are two buttons: "Decline" and "Accept".

4. On the Next screen you will need to change the password provided by the Agency Security Coordinator or Help Desk. Please make sure the new password meets the criteria as per below screen. Once password satisfies the conditions, the green marks will appear.



Your password has expired.

Current Password  
[.....]

New Password  
[.....] [Show](#)

- ✓ Minimum 8 characters
- ✓ Maximum 128 characters
- ✓ 1 Lowercase
- ✓ 1 Uppercase
- ✓ 1 Number
- ✓ 1 Special character

[Submit](#)

5. Click on SPS Icon to access the Workday (it will open in a different window).

