



## Change Your Password on the Workday HTML Accessible Site

### The Login Page

Use Internet Explorer as Chrome does not support all screen readers with Workday.

Access the HTML Accessible Workday Login Link: <https://wd5.myworkday.com/stateofmaryland/login.html>

The Login page will display:

Welcome to the SPS!

Your User Name is your new SPS Employee ID.

If you do not know it, please go to the Payroll Online Service Center

<http://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/start.aspx>

If you forgot your password, please click the “forgot password?” link to reset your password.

Need Help? Visit SPS Website <http://dbm.maryland.gov/sps>

Text input **Username (required)**

Text input **Password (required)**

Button **Go**

Link **Forgot password?**

Link **Change password**

For your security, we recommend closing your browser after each session.

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.

Note: An accessible PDF guide to using and obtaining your login and password is located at:

[http://dbm.maryland.gov/sps/SPS%20Training%20Guides/SPS\\_Help\\_Center/Employees/First\\_Time\\_Log\\_In.pdf](http://dbm.maryland.gov/sps/SPS%20Training%20Guides/SPS_Help_Center/Employees/First_Time_Log_In.pdf)

### Changing the Password:

Enter your Login name and password. For this example we will use worker Jane S. Smith who has a login name: W1234567 and password: SStart123&\*

Enter “W1234567” for Text input **Username**.

Enter “SStart123&\*” for Text input **Password**.

Select link **Change password**, this will display:

Change Password

User Name (required): W1234567

Text Input Old Password (required):

Text Input New Password (required):

Text Input Verify New Password (required):

Button **Submit**

Login again.



Enter "Start123&\*" for Text Input Old Password  
Enter "Finish456#\$" for Text Input New Password  
Enter "Finish456#\$\*" for Text Input Verify New Password

Select Button Submit, this will place you on the Workday Home page.

### Change Your Password After You Have Already Logged in for the First Time

Select link **My Account** on the Workday Home page.  
Select link **Change Password** on the My Account page, this will display:

Change Password

Password Rules: Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#%&'()\*+,-./:;>?@[\\]^\_`{|}~.

Text input **Current Password (required):**

Text input **New Password (required):**

Text input **Verify New Password (required):**

Buttons **OK, Cancel**

Change Password

Page was saved successfully

The task was completed successfully.

Button **Done**

Select button **Done**.

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