Login instructions for OneLogin/Workday for CURRENT EMPLOYEES and RETIREES
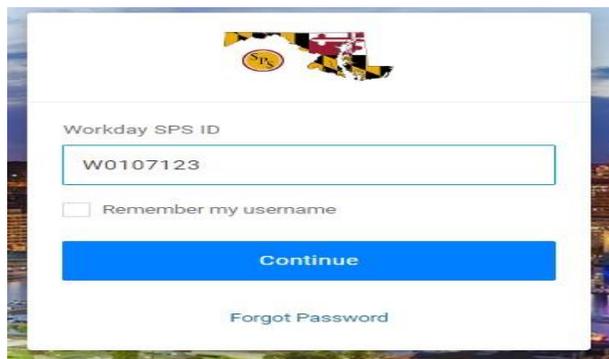
1. Navigate to the OneLogin sign in page in using the below link:
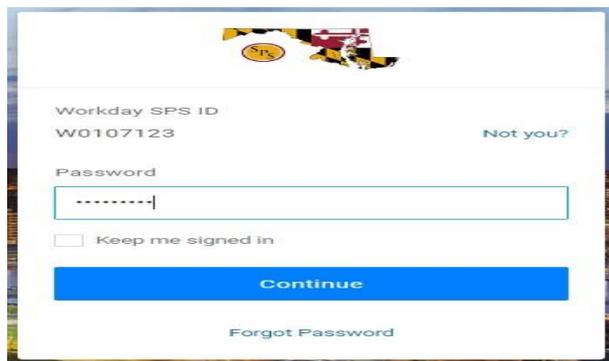   a. https://stateofmaryland.onelogin.com

 Note: Please save the above URL in your internet browser to quickly access the new login process which is a more secure and reliable method.

2. At this page, type your W# as your user name and click the Continue button

3. At this page, type your password and click the Continue button.

FORGOT YOUR PASSWORD? Click the Forgot Password. A password reset link will be sent to the email registered with your Workday account. See Appendix for further details.

ACCOUNT LOCKED?   After several failed password attempts, your account will lock itself for security reasons. You ca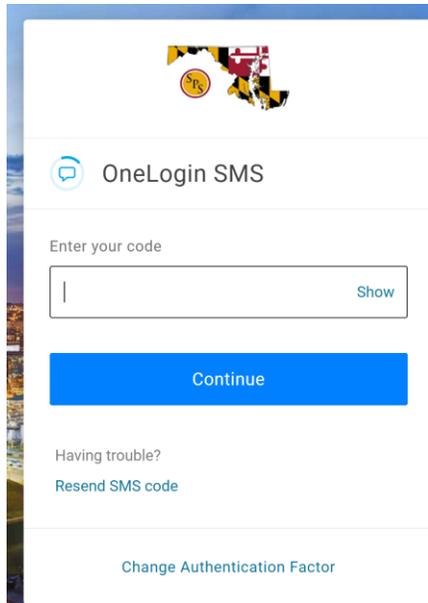n unlock your account by clicking on the Forgot Password link and resetting your password. A password reset link will be sent to the email registered with your Workday account. See Appendix for further details.

PASSWORD EXPIRED? Follow the prompts to reset your password

4. After you've successfully entered your password, you will be prompted to enter your Multi-Factor Authentication or MFA (sometimes called 2-factor authentication) before you are granted access to Workday.

Depending on the authentication factor you've selected during set up, you will be prompted to completed authentication. In the example below, SMS Text is the authentication method. A text message is sent to the cell phone registered during set up with the one time login security code. Enter the code and press enter.

NOTE: The code is <u>one time use.</u> It expires within 5 minutes of being sent.

Didn't receive your code? Click on Resend Code button. Still didn't receive it? Click on Change Authentication Factor if you've set up other authentication factors as backup. (See quick guide for Adding Second MultiFactor Authentication Method for instructions on adding additional security authentication factors).

If your security factor isn't working AND you do not have an alternate factor set up or are otherwise unable to login, please contact your designated support helpdesk.

Security Authentication Factors:

1. **OneLogin Protect**: Requires you to download an App to your phone; uses fingerprint or face detection as security authentication
2. **OneLogin SMS**: Sends a text message to your cell phone as security authentication
3. **OneLogin Security Questions:** Requires you to answer 3 security questions
4. **Email:** 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.