First Time Login on the Workday HTML Accessible Site

The Login Page

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

Select 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.

First Time Login:

Enter your temporary User name and password. For example, enter user name: W1234567 and password: STart123&*

Enter "W1234567" for text input **Username**
Enter "STart123&*" for text input **Password**

Select button **Go,** 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**

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 display:

Select Challenge Questions and Answers

User Name: W1039989

Drop-Down **Question 1 (required):**
Text input **Answer 1 (required):**
Drop-Down **Question 2 (required):**
Text input **Answer 2 (required):**
Drop-Down **Question 3 (required):**
Text input **Answer 3 (required):**

(The drop-down list selections for each question are: What is the name if your High School? How many siblings do you have? What is your favorite city to visit? What is your favorite food? What is your favorite color? What is the name of your paternal grandfather? What is the name of your paternal grandmother? What is your mother's maiden name? What is your father's middle name? What is your maternal grandmother's first name? What is you maternal grandfather's first name?)

Button **Submit**

Select Drop-Down **Question 1 What is the name of your High School**
Enter "Claymore" for text input **Answer 1**
Select Drop-Down **Question 2 What is your favorite city to visit**
Enter "Baltimore" for text input **Answer 2**
Select Drop-Down **Question 3 What is your favorite food**
Enter "Pizza" for text input **Answer 3**

Select button **Submit**, this will display:

Set Challenge Questions Succeeded
Link **Workday Home**

Select link **Workday Home**, this will display:

Quick Tips
• Inbox - Access all of your action items and notifications here.
• All About Me - Everything about you, as a worker, is here.
• Search - You can search for people, tasks, reports and more.
• Your Name - Visit your profile.
• Related Actions - This shortcut to related info and tasks appears next to many things.

Button **Let's Get Started**

Select Button **Let's Get Started**, this will display:

Mark Getting Started Guides Seen
The task was completed successfully.

Button **Done**

Select Button **Done**, this will display:

Image link **Workday Home**
Text input **Search** button **Search**

Link **Search History**
Link **Inbox**
Link **Home**
Link **All About Me**
Link **Favorites**
Link **Inbox**
Link **W:Drive**

Jane S. Smith (W1234567) link **Related Actions for John Kenney (W1234567)** link **Preview for Jane S. Smith (W1234567)**
Link **Change Password**
Link Change Preferences
Link **Manage Password Challenge Questions**
Link **Sign Out**

Home
Link **Getting Started**
Link **New Announcements**
Link **Personal Information**
Link **Inbox**
Link **My Account**
Link **The Hub**
Link **Directory**
Link **Favorites**

Link **Configure this page**

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