Helpful Tips for Setting Up OneLogin

- Be sure to include the $ when creating your temporary password, as shown in the example below:

  **Temporary password structure**
  Capital first letter of your first name + Lower case first letter of your last name + 4 digit birth year + Last 4 digits of social security number + $ (**include the dollar sign**)

  **Example:**
  For employee John Smith, birth year 1960, last 4 digits of his SSN 8567
  Temporary Password for John Smith is: Js19608567$
  (You will use your information to create your own temporary password)

  ○ Employees with hyphenated last names - use the first letter of the first last name if you have two last names separated by a hyphen. This last name needs to match the name that is in SPS (Workday). If SPS doesn’t have your hyphenated name, you should use the first letter of the last name that shows on your current SPS Benefits information. Example: For employee Jane Smith-Jones, birth year 1961, last 4 digits of her SSN 3234
  Password is: Js19613234$

- Once you are at the screen “change the password” and you are asked for your *current password*, enter your new temporary OneLogin password that you just created, not your existing SPS (Workday) password.

- After setting up your OneLogin access, you must access SPS (Workday) using the new link ([https://stateofmaryland.onelogin.com/](https://stateofmaryland.onelogin.com/)) and your new password.

- If users copy and paste the emailed One-Time Passcode to login on the OneLogin screen, they need to make sure the copy selection doesn’t include any additional spaces, just the code.