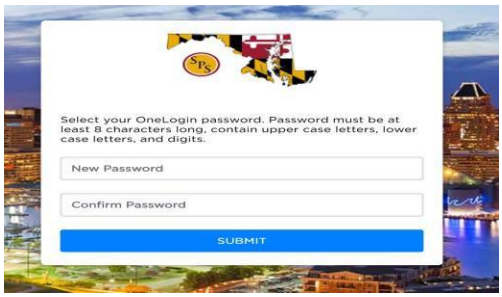
Setup for OneLogin/Workday

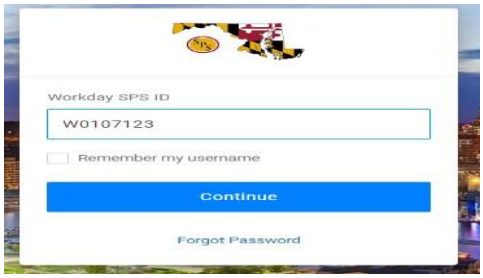
If you are a new employee, shortly after you accepted your job offer, you received an email to the email address your agency set up in SPS for you. It contains your employee ID (W#) and a link to click to set up your account for access to SPS Workday SPS. Please check all possible email accounts, work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

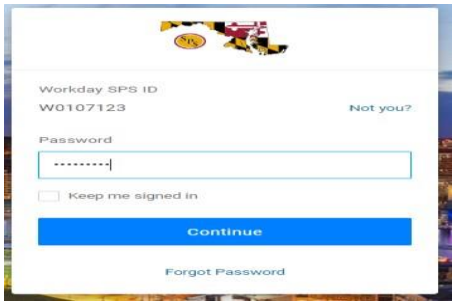
1. After you click on the Password link in your new hire email, create a password.



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.

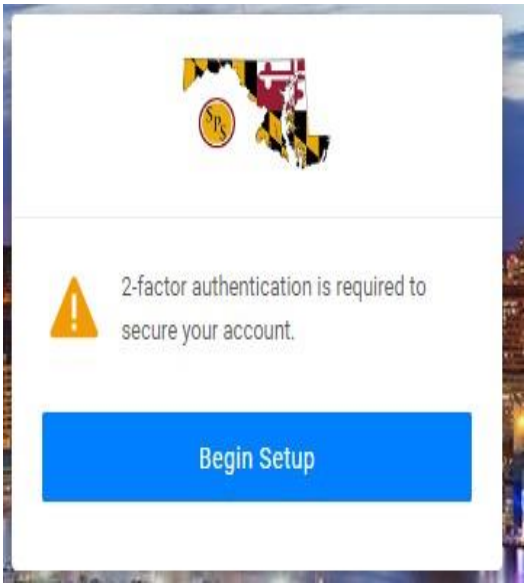


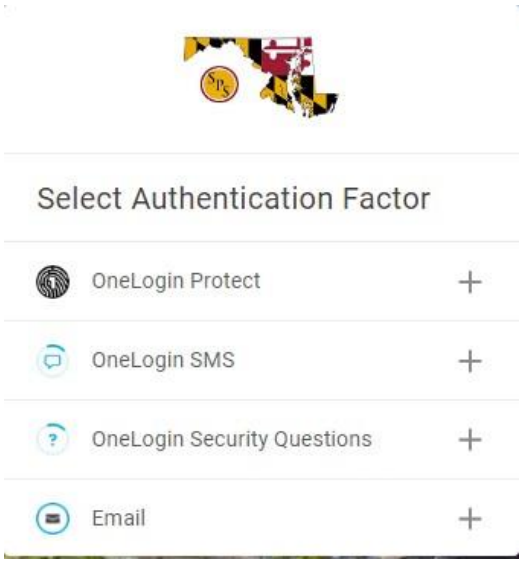
3. Type your Password and click the Continue button.



4. 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.





See Appendix for specific set up instructions for each Security Authentication Factor type listed below.

Security Authentication Factor

OneLogin Protect: Requires you to download an App to your phone; uses fingerprint or face detection as security authentication

OneLogin SMS: Sends a text message to your cell phone as security authentication.

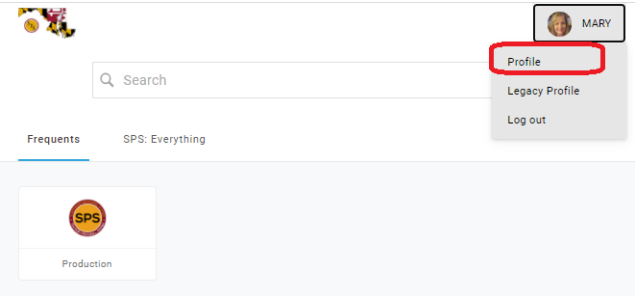
OneLogin Security Questions: Requires you to answer 3 security questions.

Email: Sends a text message to your registered email account

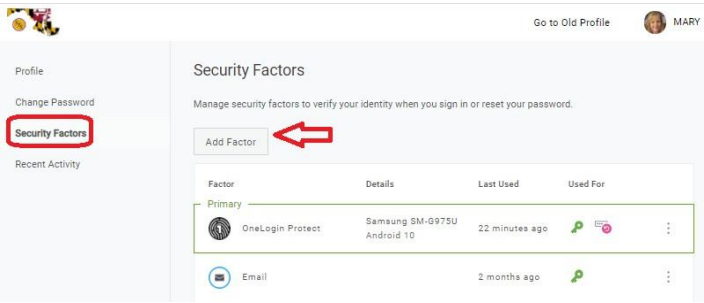
NOTE: We recommend that you set up at least two security authentication factors, with the second factor as your backup method in the event your primary factor doesn't work or isn't available.

Adding a second MultiFactor Authentication Factor

After successfully logging in, go to the profile



Select Security Factors. Then click on Add Factor

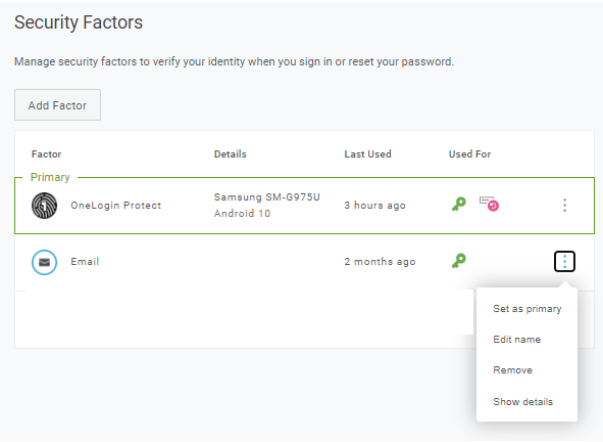


Choose which factor you want to add. Fill in the information requested.

<u>To change your preferred (primary) authentication method</u>

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.

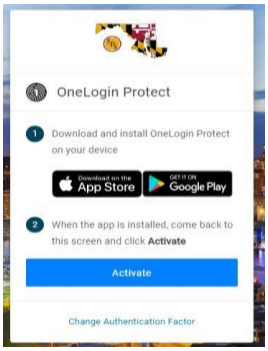


Appendix

One Login Protect:

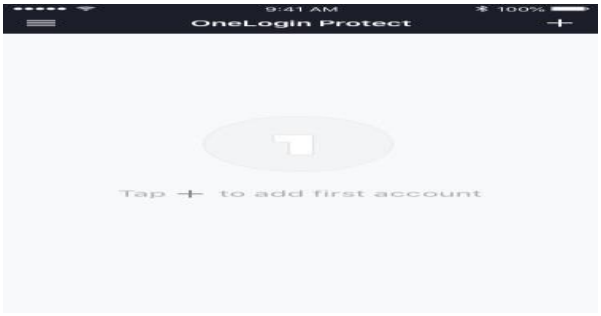
OneLogin Protect for Google/iOS is a mobile authenticator app that provides a one-time-password (OTP) as a second authentication factor. On your mobile device, launch the App Store/Google Play Store, search for OneLogin Protect, install and launch it.

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).



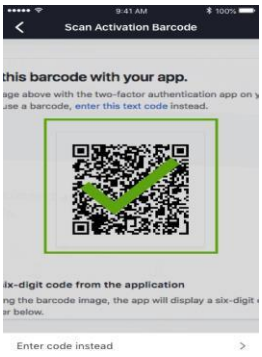


3. On your mobile Device Click on the Icon **+** as shown below and scan the QR code.

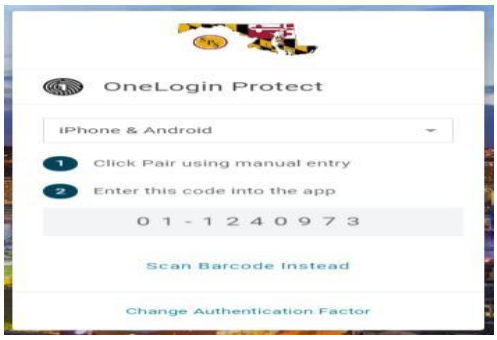


4. You can follow either <u>step a.</u> or <u>step b.</u>
    a. From the **Scan Activation Barcode** screen, use your phone's camera to scan the QR code. The box turns green once it's successfully paired (registered) to OneLogin account.

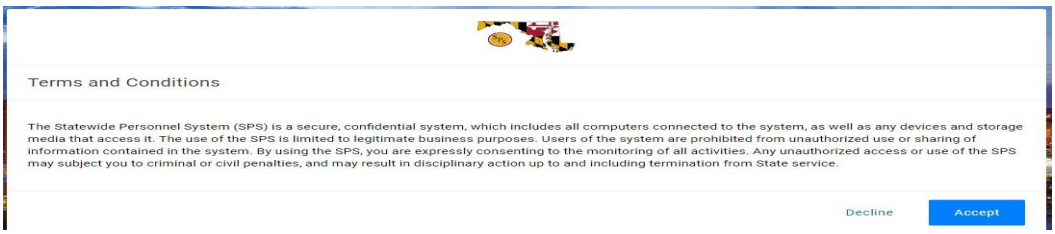




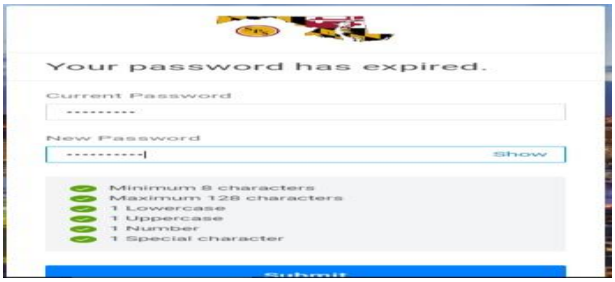
b. If the code doesn't scan for you, click **Enter the code instead** in the app, and in your browser click on **Can't scan the code?** to receive a registration code. Like screen below



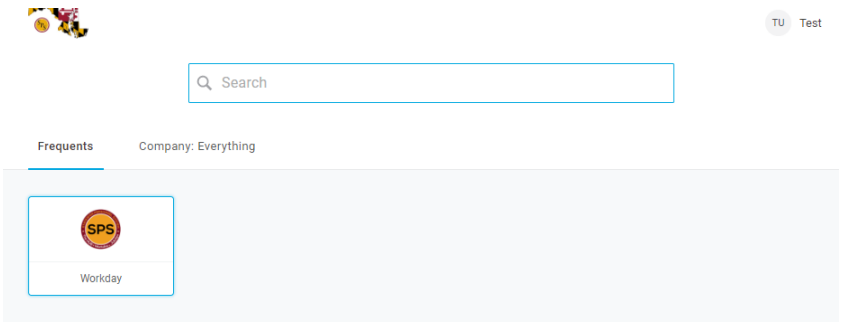
5. You must accept the Terms and Conditions to access the Workday system.



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).

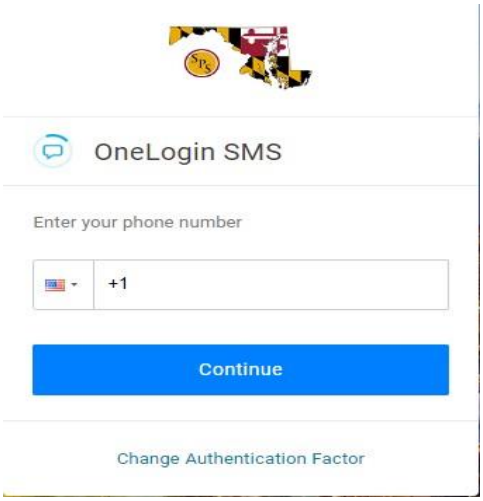


OneLogin SMS:

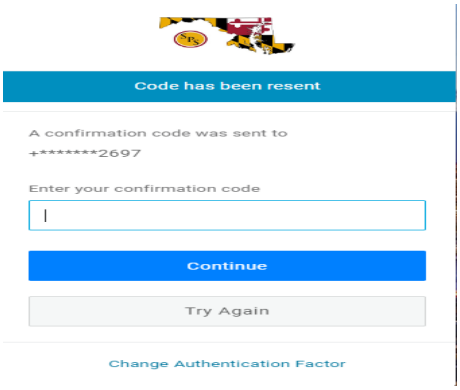
These steps will guide you through setting up SMS (text message) security codes as an authentication factor for OneLogin. The user will be prompted upon login to register their phone number to use SMS text messaging as Authentication factor.

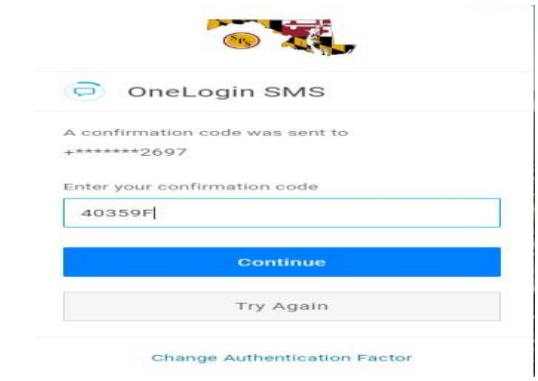
Note: User can register the Phone Number when there is no Authentication factor registered in OneLogin.

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.

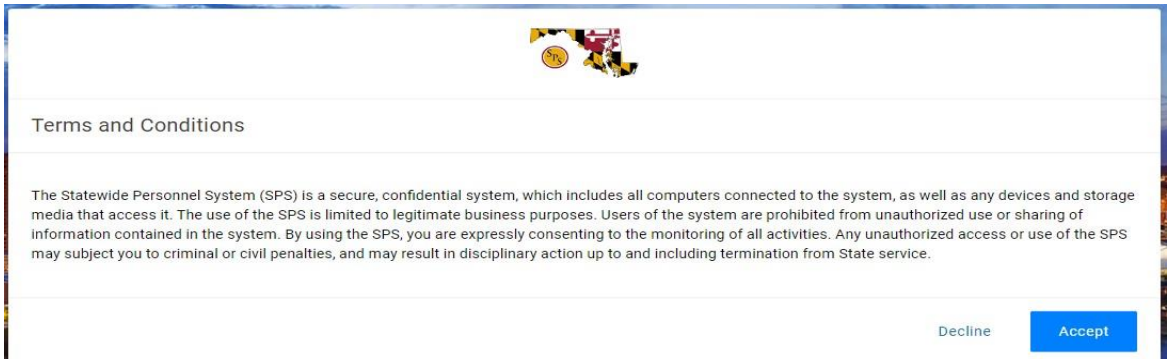


2. You will receive an SMS message from +1(410) 210-4546. Please enter the code from the SMS message in the Enter your confirmation code field (see screenshot below). If you do not receive the SMS within 2 -3 minutes, or you think that the phone number you entered is entered incorrectly, please click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

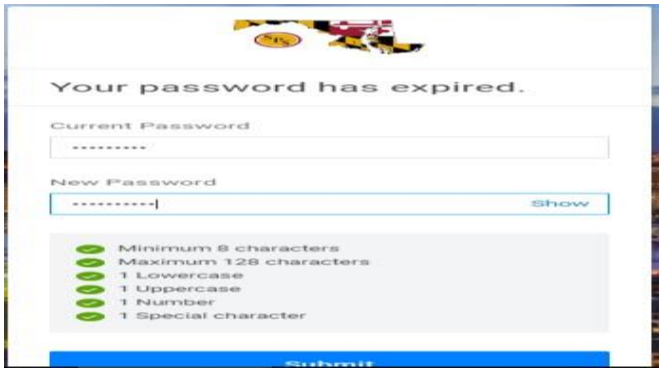




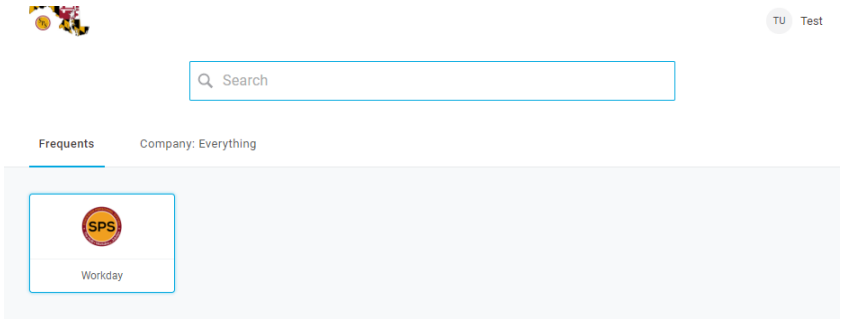
3. You must accept the Terms and Conditions to access the Workday system.



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).

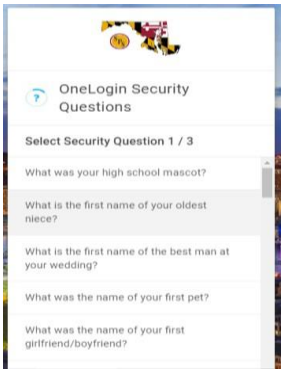


Security Questions:

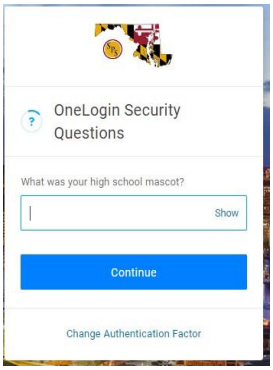
Security questions are a form of authentication that end-users can use to verify their identity when they perform self-service password resets or multi-factor authentication.

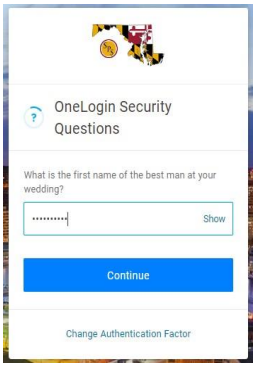
Generally speaking, security questions are not a very secure factor, since answers to standard security questions are easily found. We encourage you to choose other methods of authentication factors.

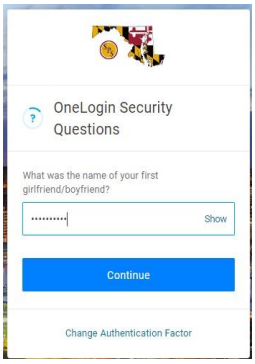
1. Select OneLogin Security questions which will show the below screen.
    a. You must select three security questions
    b. Answers to the security questions must be different and are case sensitive.



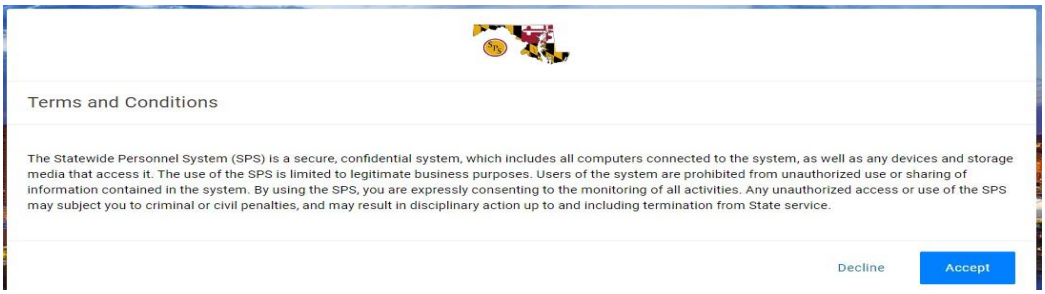
2. Once you select a question, the below screen will appear where you will enter the answer. Please do the same for THREE questions.



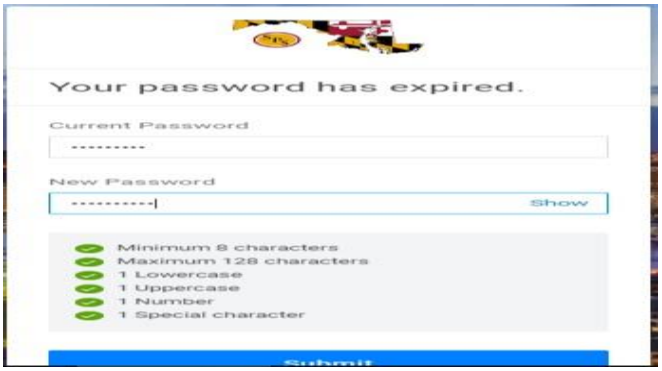




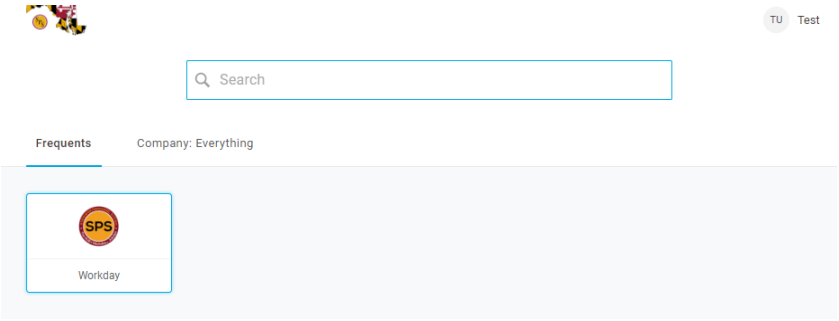
3. You must accept the Terms and Conditions to access the Workday system.



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.



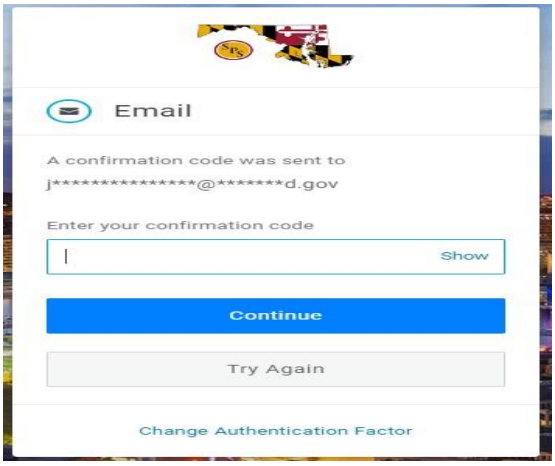
5. Click on SPS Icon to access the Workday (it will open in a different window).



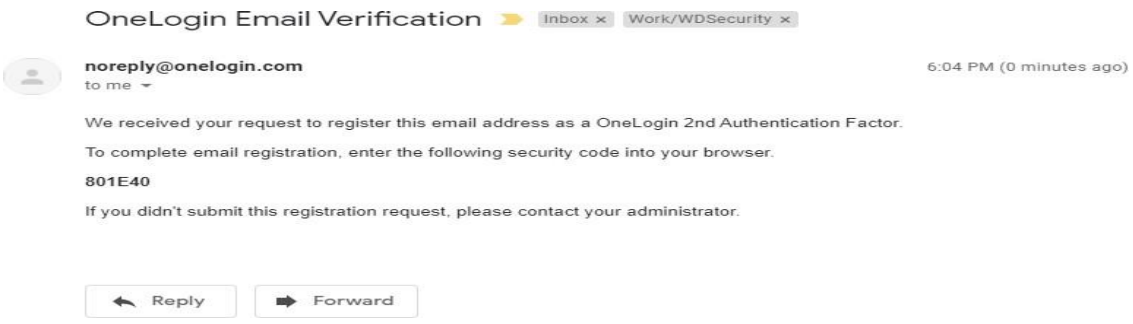
Email:

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.

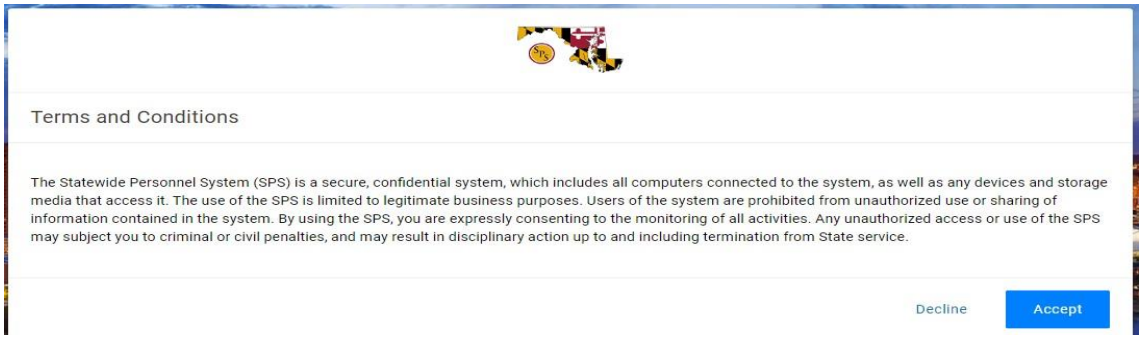
1. Once the you select **OneLogin Email**, you will be prompted to enter your confirmation code (see screenshot below).



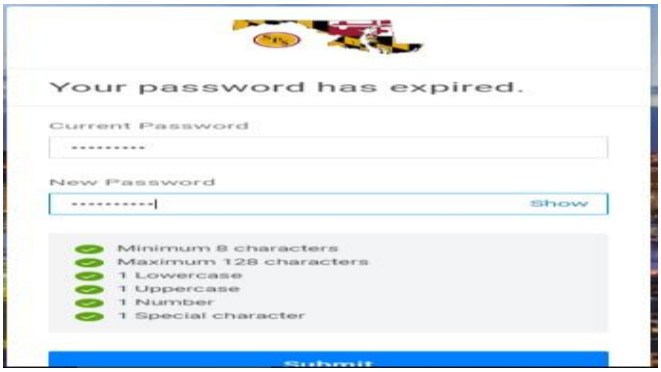
2. You will receive an email from OneLogin, such as the below example, with a unique code that you will need to enter in the confirmation box in the previous step.



3. You must accept the Terms 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 screen. 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).

