UNIVERSITY
HUMAN RESOURCES

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/) 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.