Central Bureau Payroll



Employees

How to Log Into Workday – Overview

This guide explains how current employees and retirees access Workday using the OneLogin portal. It includes instructions for signing in, resetting passwords, unlocking accounts, and completing Multi-Factor Authentication (MFA).

Applicable Roles:

- All Employees
- Retirees
- Anyone accessing Workday through OneLogin

The following steps may be completed by individuals who have active Workday access and are authorized to sign in using the OneLogin platform.

Job Aid

Job Aid – Employees

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Created by Michelle Garth
15-Oct-26

Description: Follow these steps to securely log in to Workday through OneLogin, reset your password if needed, and complete required MFA to access your account.

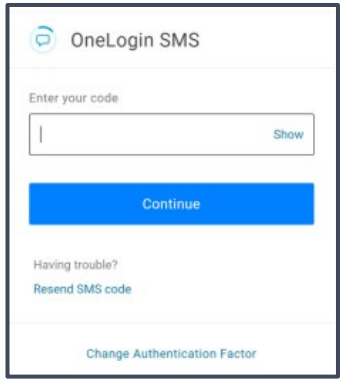
Steps:

1. **Open your internet browser and navigate to**:
   https://stateofmaryland.onelogin.com
   To navigate to the OneLogin Sign-In Page Go to:
2. **Enter Your Username**
   On the OneLogin page, type your **W#** as your username and select **Continue**.
3. **Enter Your Password**
   Type your current Workday password and select **Continue**.
4. **If You Forgot Your Password**
   - Select **Forgot Password** on the sign-in screen.
   - A password reset link will be emailed to the address associated with your Workday account.
   - Follow the instructions in the email to create a new password.
5. **Complete Multi-Factor Authentication (MFA)**
   After entering your password, OneLogin will require MFA.
   Depending on the method you selected when you set up MFA, you may receive:
   - A text message with a one-time verification code
   - A prompt in the OneLogin Protect app
   - A request to answer your security questions
   - A verification email

   Note: Enter the required verification code or answer the prompts to continue.







Tip: Save this link in your browser for easier access in the future. This is the new, secure login method for Workday.

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Description:

A Security Authentication Factor is a second step used to verify your identity after entering your username and password. This extra layer—such as a text code, app prompt, or security questions—helps protect your Workday account and prevents unauthorized access.

Security Authentication Methods	Description
One Login Protect	Uses your phone's fingerprint or face detection through the OneLogin Protect app.
One Login SMS	Sends a text message with a one-time security code.
Security Questions	Requires answering three security questions you set up previously.
Email	Sends a one-time code to your registered email account.
Recommendation:	Set up *at least* two MFA methods so you always have a backup option available if one method is unavailable.

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.
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.



Tip:
The one-time code expires in 5 minutes.
If you don't receive it, select *Resend Code*.
If it still doesn't arrive and you have other authentication factors set up, select *Change Authentication Factor* to try another method.