Obtaining Your Workday ID

1. Open your preferred web browser and navigate to inside.towson.edu.
2. Select PeopleSoft HCM from the top links.

![Top Links](image1.png)

Figure 1

3. Login with your NetID and Password. You will have to authenticate via Duo to be granted access to the system.
4. Once logged in, you will see your Personal Data Summary. Locate your Benefits ID. This is your Workday Benefits ID. You will need to remember this for all login attempts.

![Personal Data Summary](image2.png)

Figure 2

Logging In

1. From your favorite browser, type towson.edu/workday.
2. Under Manage Benefits in Workday, click the login to Workday link. The Workday login screen will appear.

   **Note:** You can also bookmark the exact website: [https://wd5.myworkday.com/wday/authgwy/stateofmaryland/login.html](https://wd5.myworkday.com/wday/authgwy/stateofmaryland/login.html)

3. Enter your Workday Benefits ID in the Username field.

![Workday Login](image3.png)

Figure 3
Workday: Open Enrollment

4. Enter the temporary **Password** required for the first login which is as follows:
   a. Capital first letter of first name
   b. Lower case first letter of last name
   c. 4-digit birth year
   d. Last 4 digits of social security number
   e. $ [the special character above the 4 on your keyboard]

   **Note:** New Hires, you will receive an email with your temporary password within three weeks of starting at TU. For all current staff:

5. You will be required to change your password. Enter the old password and your new password in the fields and click **Submit**.

6. You will then be asked to enter security questions. Choose questions from the dropdown fields and provide your own answer in each field. When finished, click **Submit**.

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**Viewing Your Benefits**

1. After logging in, click on the **Benefits** worklet in the **Applications** section.

   ![Applications](image)

   **Figure 4**

2. In the **View** section, select **Benefits**.

3. A list of all of your benefit elections and dependents, along with associated monthly costs will appear.

   **Note:** You cannot make any changes to Personal Information in this system.
Completing your Open Enrollment

All State of Maryland Employees/Retirees will have access to online Open Enrollment. Open Enrollment begins October 15, 2019. If you are not making any changes, your current coverage will rollover to 2020, EXCEPT for Flexible Spending Accounts. You must re-enroll in FSA each year.

1. After logging in, click on **Benefits Open Enrollment 2020** in the **Announcements** section on the **Welcome** page. If you do not have a **Benefits Open Enrollment** link, please email [openenrollment.edu](mailto:openenrollment.edu).

![Figure 5](image1)

2. Click the **Continue** button to go to the **Health Care and Accounts** screen to enroll or change your elections.

3. The benefit elections are listed by category: Medical, Prescription, Dental, Healthcare FSA, Dependent Care FSA, Life Ins, etc. All elections from the previous plan year will populate EXCEPT the FSA. You can select the **Manage** or **Enroll** buttons to enroll or make changes to current elections.

![Figure 6](image2)

4. In this example, we will click the **Manage** button in the **Medical** section.

5. Click the **Select** button for the plan which you want to elect.

**Note:** You will only be able to select one of the plans. If you want to drop/remove coverage, click the **Waive** button. Then click the **Confirm and Continue** button to continue to select the dependents to be added to the plan, if applicable. You will not see the Dependents page if you selected to Waive coverage.

6. On the **Dependents** screen, check or uncheck the box beside each dependent you want to add or remove from the plan and then click the **Save** button.

![Figure 7](image3)
7. If you want to add a new dependent, click the **Add** button. On the **Add my Dependent from Enrollment** page, you will see the REQUIRED supporting documentation for each dependent type. After clicking **OK**, proceed to enter all of the information for the new dependent including the SSN or ITIN, if the dependent has one. Then click **SAVE**. You will be returned to the **Dependents** page and will see your newly added dependent now displays and has been selected for coverage.

8. Add/attach the REQUIRED supporting documentation in the **Attachments** section of the Open Enrollment event.

**Note:** If you see a data issue with one of your current or newly added dependents (i.e., Typo in Name or Date of Birth, Relationship, etc), **DO NOT** add a new dependent. Proceed with elections with the current dependent and email openenrollment.edu with the dependent data issues; HR/Benefits will assist with the correction.

![Figure 8](image)

9. You will get a message that the changes have been updated but not submitted. Next, proceed to update the other plans as desired and then click the **Review and Sign** button once you are ready to submit your changes.

**Note:** You can also click the **Save for Later** button if you want to return at a later time to finish the elections.

**Disclaimer:** If you do not finalize (Review and Sign and Submit) your open enrollment changes before the end of Open Enrollment, your elections/changes will not go into effect January 1, 2020. Your elections by default will remain the same as your 2019 elections EXCEPT for FSA.

10. On the **View Summary** page, you can do a final review of the Selected and Waived benefits. The total monthly cost displays at the top right of the screen and the plan monthly cost next to each plan.

![Figure 9](image)

11. In the **Attachments** sections, you MUST attach required supporting documentation if you have added a new dependent(s). If you have not added any new dependent(s), no attachment/documentation is required. To attach a document(s), click the **Select files** button and then browse to find the files that need to be uploaded, select and attach.

**Note:** LEGIBLE photos of documents are acceptable. Use the **Upload** button to attach more than one document.

12. In the **Electronic Signature** section, click the checkbox beside **I Accept** to certify your elections.

13. Click the **Submit** button to submit your Open Enrollment elections.

14. You will get a message that you have enrolled in benefit elections. Click the **View 2020 Benefits Statement** button to view and print your benefits statement or click the **Done** button to finish.

**Note:** With changes to online open enrollment, you will no longer receive a printed Confirmation Statement from DBM EBD. After printing, click the **Home** icon in the upper left-hand corner of the page to return to the SPS Welcome page.
Workday: Open Enrollment

Note: You can make changes to your Open Enrollment elections anytime during the Open Enrollment period. Open Enrollment will close for election changes at 11:59pm on November 14, 2019. To make election changes, return to the Announcements section on the SPS Welcome page and click the Benefits Open Enrollment link OR proceed to your Benefits self-service icon and click the Change Open Enrollment button at the bottom of the page in the Current Cost box.

Once Open Enrollment is closed at 11:59pm on November 14, 2019, no more changes can be made to elections for January 1, 2020. If a new dependent has been added, the required supporting documentation MUST be submitted/ attached to your open enrollment event. Any new dependent added with no or the incorrect documentation attached will be removed from coverage for January 1, 2020. If you have any questions on the correct/required documentation, please review the New Dependent Required Supporting Documentation link on the SPS Welcome page in the Announcements section or email openenrollment@towson.edu for assistance prior to submitting your open enrollment elections.

Using the Workday Mobile App

1. From the App Store on your mobile device, search for Workday.

   ![Workday App Store](Figure 10)

2. Download the App and launch it.
3. You may have to accept the Terms and Conditions.
4. When on the screen asking for the name of the company you work for, select the gear icon in the top left corner of the screen. The General Settings screen will appear.
5. Enter stateofmaryland in the Tenant field and change the web address to https://wd5.myworkday.com.
6. Tap Save. You will be brought to the sign in screen.
7. Log in with your Workday Benefits ID and Password.
8. You will be prompted to enter a six-digit pin code to make the login process easier. When complete, you will be brought to the main dashboard.

Support

For technical assistance about your password or login issues, email TU_HRIS@towson.edu. For other questions, contact Yore Awodipe, Sr. Benefits Specialist at 410-704-6325 or via email.