

## Sample Email Sent to New Employee:

From: **OneLogin** <[noreply@onelogin.com](mailto:noreply@onelogin.com)>  
Date:  
Subject: New SPS/Workday Account Created  
To: New Employee Email



Welcome to employment with the State of Maryland!

You are receiving this email because you recently became a State employee. You will be using the Statewide Personnel System (SPS) for certain employee services. The SPS provides Human Resources, Time and Payroll, and Employee/Retiree Benefits services to State employees and Retirees. Depending on your agency, institution, or type of employment, you will use the SPS for certain services. It is important that you follow the instructions below to avoid delays in pay or benefits.

As a new employee, your agency/institution Human Resources Contact can assist you with any questions you may have going forward regarding your use of the SPS. All State employees that are eligible for the State Employee Health Benefits Program will get a Benefits Enrollment Event in SPS and will complete the benefit enrollment process in SPS. Benefits enrollment is time-sensitive, please make sure you address any questions with your Agency HR Contact.

### NEXT STEPS:

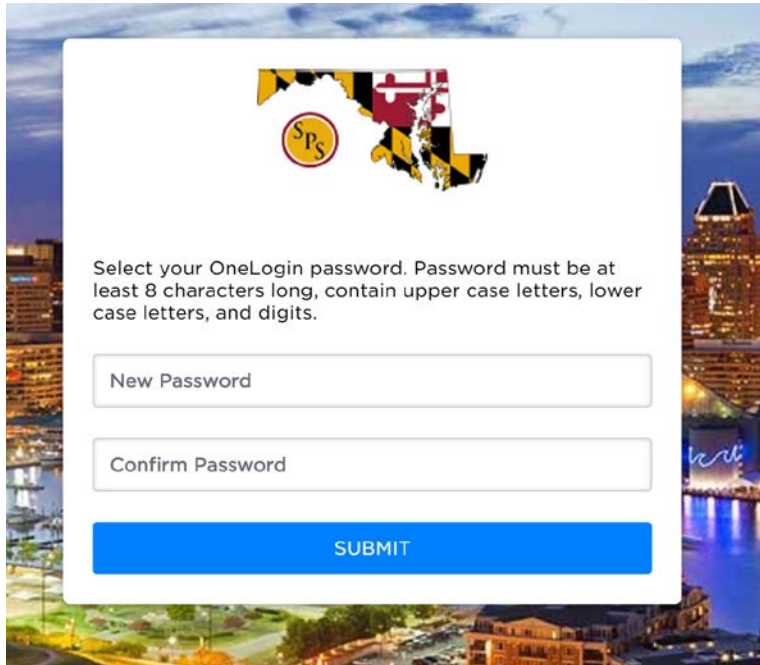
- 1) Please click on the link (Password Link) below to set your initial password.
- 2) Please click on the First Time User Login instructions and follow the same after finishing the first step.

Your user name is: **W-----**

Password Link: [Click Here](#)

First Time User Login instructions: [Click Here](#)

Password Link Screenshot:



Once the employee has completed this step, the OneLogin login page will appear, and the employee can login using the W# as the Workday SPS ID from the email and the password they just created. The employee can use the link to the Guide in the email.

OneLogin Initial Login Screenshot:

