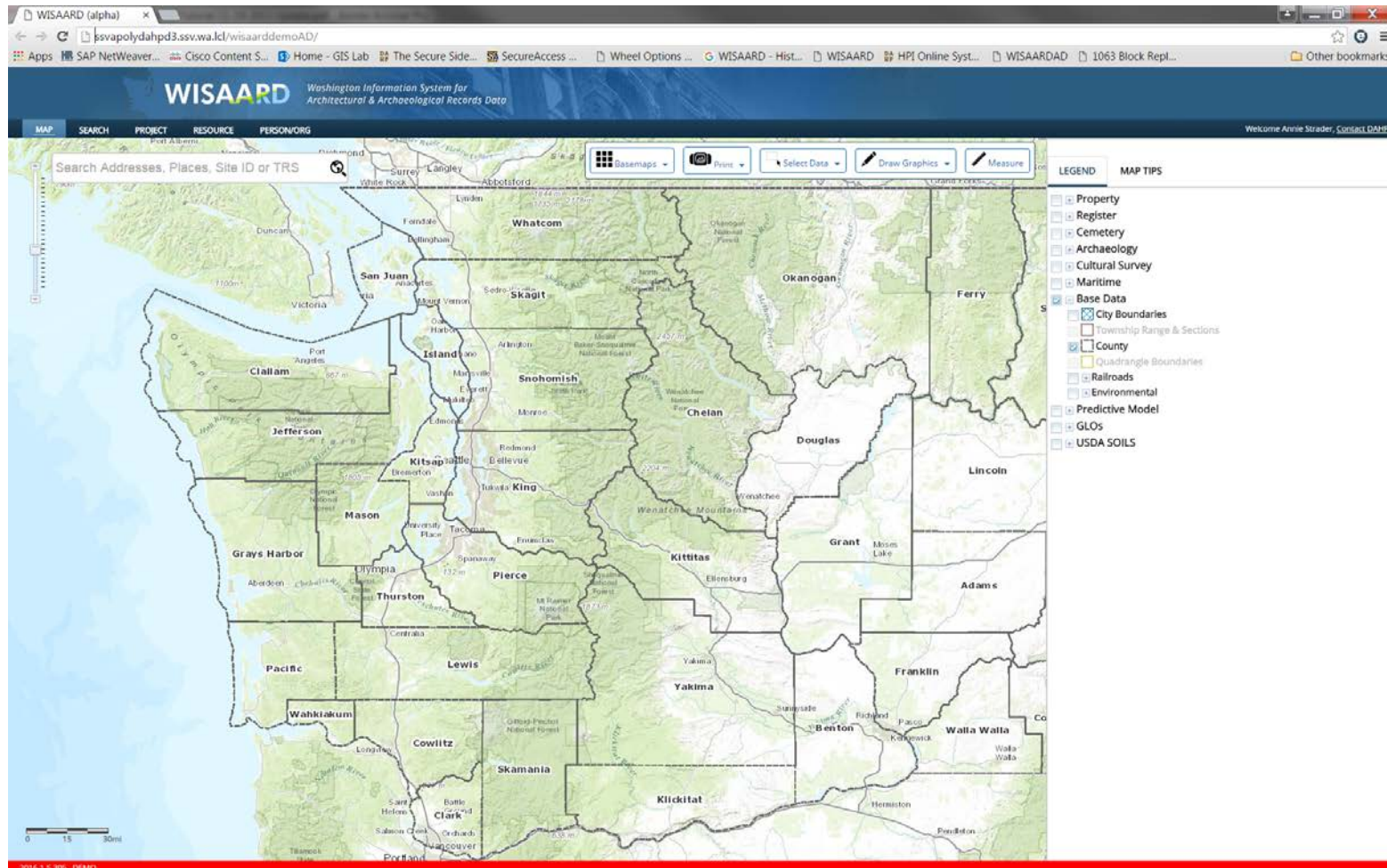


Requesting Access to the NEW Washington Information System for Architectural and Archaeological Records Data (WISAARD) Service for Previous Users of WISAARD and HPI



Created by Annie Strader 3-8-2016

Log in to your existing SAW account at <https://secureaccess.wa.gov/> . Do not create a new account as this will lead to a delay in processing your application.

SAW SecureAccess
WASHINGTON

Login to your SecureAccess Washington Account

User ID:

Password:

LOGIN

Do not have an account? [Create one](#)

- [Forgot your User ID?](#)
- [Forgot your password?](#)
- [Haven't received activation email?](#)
- [Activate your account](#)

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[Privacy Notice](#) [Help](#)

Choose "Add a New Service"

The screenshot displays the SecureAccess WASHINGTON user interface. At the top left is the logo for SAW (SecureAccess WASHINGTON). To the right of the logo are three navigation buttons: "My Secure Services" (highlighted in green), "Account Management", and "Help". Below these buttons is a dark blue header bar containing a "My Services" dropdown menu and a blue button with a green plus icon and the text "Add a New Service", which is circled in red. Below the header bar is a table with the following columns: "Service", "Agency", "Description", "User Status", and "Action". The table is currently empty, and below it is the text "No Services. [Click here to add services](#)".

| Service | Agency | Description | User Status | Action |
|---------------------------------------------------------|--------|-------------|-------------|--------|
| No Services. Click here to add services | | | | |

Choose "Department of Archaeology and Historic Preservation"

The screenshot shows the SecureAccess Washington (SAW) website interface. At the top, the SAW logo is displayed alongside the text "SecureAccess WASHINGTON". A navigation bar includes buttons for "Admin", "My Secure Services", "Account Management", and "Help". The user is logged in as "annie.strader" and has a "Logout" button.

The main content area features a "My Services" section with buttons for "My Services", "Add a New Service", and "Contact Us". Below this, there are two primary options for finding services:

- Service code:** A text input field with an "APPLY" button. The instruction reads: "If you have been given a service code by an agency, enter it below to apply for access to the service."
- Search services by keywords:** A text input field with a "SEARCH" button. The instruction reads: "Enter keyword(s) below to find related services. Leave field blank to display all services." Below the input field is a dropdown menu set to "AT LEAST ONE of the words".

To the right of the "Service code" input field, there is a list of agencies under the heading "Select an agency below to see a list of services:". A red circle highlights the "Department of Archaeology and Historic Preservation" link in this list. Other agencies listed include Consolidated Technology Services, Department of Commerce, Department of Ecology, Department of Financial Institutions, Department of Health, Department of Labor and Industries, Department of Licensing, Department of Natural Resources, Department of Social and Health Services, Department of Transportation, Employment Security Department, Enterprise Services, Office of Financial Management, Test Domain, and Washington State Board of Accountancy.

Click "Apply" for WISAARD. Please note that there is now only one service. HPI is no longer a separate service.

The screenshot shows a web browser window with the URL <https://secureaccess.wa.gov/admin/saw/myFortress/serviceList.do?domain=DAHP>. The page header includes the logo for SecureAccess WASHINGTON and a user greeting: "Welcome, annle.strader" with a "Logout" button. A navigation bar contains buttons for "Admin", "AO Home", "My Secure Services", "Account Management", and "Help". Below this, there are buttons for "My Services", "Add a New Service", and "Contact Us".

The main content area is titled "Add a Service to Your Account" and includes the instruction: "Select a service to apply for from the following." A note states: "Note: Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list." A link for "All Agencies > Department of Archaeology and Historic Preservation" is provided.

| Service | Description | Action |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| WISAARD | The Washington Information System for Architectural and Archaeological Records Data more Privacy Notice | APPLY |

At the bottom of the page, there is a footer with copyright information: "© Copyright 2016 Consolidated Technology Services All Rights Reserved" and a "Privacy Notice" link.

Fill out the fields and click "Register".
Please use a comma to separate multiple companies/agencies you work for.

If you need access to archaeological information you must also submit paperwork by mail to DAHP if you do not already have an agreement on file. The paperwork is available [here](#).

The screenshot shows a web browser window with the URL https://secureaccess.wa.gov/myAccess/saw/myFortress/registerServiceDisplay.do?svclId=WISAARDP3&domain=DAHP&umglId=DEFAULT_UMG. The page title is "Service Registration" and it is for the "Department of Archaeology and Historic Preservation's service WISAARD".

The form contains the following fields and options:

- *First, Middle, and Last Name:** Annie L Strader
- *List All companies/agencies you currently work for:** DAHP
- *Phone Number:** 360-586-3078
- *Email Address:** annie_strader@dahp.wa.gov
- Do you need access to archaeological information?:**
- Were you previously signed up for any of DAHP's SAW services (e.g. HPI or WISAARD)?**

At the bottom of the form, there are two buttons: "REGISTER" (circled in red) and "CANCEL".

You will receive an email when your service request is approved.

