## **Creating a SAW Account**

Example a second content	<ul> <li>Forgot your User ID?</li> <li>Forgot your password?</li> <li>Haven't received activation email?</li> <li>Activate your account</li> </ul>
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Updated by Annie Strader on 9-27-2017

Follow this link. <u>Secure Access Washington Home</u>

Click on "Create One" as circled in the screenshot.

	<ul> <li>Forgot your User ID?</li> <li>Forgot your password?</li> <li>Haven't received activation email?</li> <li>Activate your account</li> </ul>
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## **Click the Start Button**



SAW	ecureAccess			
1 Name & er address	2 3 4 Username & Review your Enter security password information check	5 6 Check your email your account		
Enter your personal	information			
Name:	Your Name			
E-mail Address:	support@dahp.wa.gov			
Confirm E-mail:	support@dahp.wa.gov			
Secret Question:	What was the mascot of your high school football team?			
Question Answer:	rams			
	PREVIOUS			
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You will now need a username and password. Please note the requirements for a password. The system will not let you move on until you have met the requirements.

SAW SECUREACCESS WASHINGTON	
1 2 3 Name & email address password rinformation	4 5 6 nter security Check your check email your account
Create a user ID and password	
<b>NOTE:</b> We value the security of your personal information. In order to prote information, your password will expire <b>every 24 months or 13 months</b> de application access. Also, your password should not include a dictionary wo	ct this pending on rd.
User ID: dahpsupport	
Password:	
Confirm Password:	
PREVIOUS	NEXT
Requirements for a secure password:	You have selected a secure password!
At least 10 characters	
Contain at least three of the following character classes:	
<ul> <li>uppercase letters</li> <li>lowercase letters</li> <li>numerals</li> <li>special characters</li> </ul>	
<ul> <li>Does not contain user ID</li> </ul>	
Does not contain your full name	

The system then asks you to review your information to make sure that the information is correct. If you need to make changes use the previous button to go back and make changes.

SAW	SecureAccess WASHINGTON
Nan 2	1     2     3     4     5     6       ne & email address     Username & password     Review your information     Enter security check     Check your email     Login to your account
Review your info	ormation
Here is your personal	and account information.
application access. A Name:	so, your password should not include a dictionary word. Your Name
E-Mail Address:	support@dahp.wa.gov
User ID:	dahpsupport
Password:	XXXXXXXXXXXX
Secret Question:	What was the mascot of your high school football team?
	XXXXXXXXXXX
Answer:	
Answer: Go back to the previo	us page to make changes.
Answer: Go back to the previor Continue to the next p	us page to make changes. age if the information is correct.
Answer: Go back to the previor Continue to the next p You may want to <u>PRIN</u>	us page to make changes. age if the information is correct. This page for your records.

The system then wants you to verify you are a real person. Type the same thing in the box that you see in the picture.

SAW Secu	reAccess				
1 Name & email address	2 3 Username & Review your password information	4 Enter security check	5 Check your email	<b>6</b> Login to your account	
Enter security check Please enter the security cod	le (Not case-sensitive):				
The security code helps us to p	revent massive user sign-up from	robot programs.			
paeuru					
In the box below, enter the secu <u>code</u> ) <mark>paeuyu</mark>	rity code you see above: ( <u>Click he</u>	re if you cannot read the	2		
PREVIOUS		SUBMIT	0		
		30 BWIT			

Check your email for the activation email that will be sent by the system. Please note that these emails will occasionally go to your junk mail.



## You will then receive this email. Click on the link to activate your account. If the link won't work follow the steps provided in the email.

			the eman.			
🖂   🛃 🤊 ७ 🍲 🗢   🕇		SecureAccess Washington :	: Welcome to SecureAccess Wa	ashington - Message (Plain Te	ext)	
File Message (	Developer					۵ 😮
lgnore X ⊖	Reply Forward to More +	<ul> <li>PPA Back Up Rev (≩ To Manager</li> <li>Team E-mail</li> <li>✓ Done</li> <li>Reply &amp; Delete</li> <li>♥ Create New</li> </ul>	<ul> <li>A Line and the second s</li></ul>	Mark Categorize Follow Unread * Up*	Translate → Select → Zoom	
Delete	Respond	Quick Steps	5 Move	Tags 🕞	Editing Zoom	
From: secureaccess To: DAHP Suppor Cc: Subject: SecureAccess	@cts.wa.gov : (DAHP) Washington : Welcome to Secu	reAccess Washington				Sent: Tue 11/19/2013 9:52 AM
***********	******	******				
* This is a system gene * If you have any que * <u>http://support.se</u> *	erated message, please DO stions, please visit our supp cureaccess.wa.gov	NOT reply to this email. ort site at:				4
*********	*****	******				
Thank you for signing	up with SecureAccess Wash	ington.				
Your SecureAccess W	ashington account [dahpsup	port] has been successfully created.				
SecureAccess Washin	gton offers two methods to	activate your account.				
The easiest method is	to click on the following link	ç				
https://secureaccess.	wa.gov/public/saw/pub/reg	gConfirm.do?s=19290&userId=dahpsu	upport			
If your email does not 1. Navigate to 2. Click on "Ac 3. In the "Use 4. In the "Regi	support hyperlinks or you o the SecureAccess Washingt tivate your account". r ID" field enter dahpsuppor stration Code" field enter 19	annot log in after following the link, ye con home page. t. 9290.	rou can manually activate y	our account by following fo	our easy steps:	
SecureAccess Washin logging in and choosin	gton provides access to a gro g "Add Service" tab. The ser	owing list of on-line government servi vice you choose to add may require a	rices via a single user accou an additional service registr	nt. Once you complete you ation process.	ur sign-up, you may add servio	es to your new account by
If you have questions	about using SecureAccess V	Vashington or need assistance using t	this service, please visit our	customer support center	at <u>http://support.secureacces</u>	<u>is.wa.gov</u> or call 1-888-241-7597.
SecureAccess Washin Login at <u>https://secur</u>	gton eaccess.wa.gov/myAccess/:	saw/select.do				

Your account should now be active and you will be prompted to log in. Please note that this does not finish your application process. Please see the tutorial "Requesting access to the Washington Information System for Architectural and Archaeological Records Data (WISAARD) Service for New Users.

SAW SecureAcc	Cess T O N					
1       2         Name & email address       Usernam password         Your SecureAccess Washington account account activated.       1         Login to access your account and register       User ID:         User ID:       delayer         Password:       .	3         Review your information         at has already been         ter for services.         lahpsupport         LOGIN	4 Enter security check	5 Check your email • Forgot your f	6 Login to your account		
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