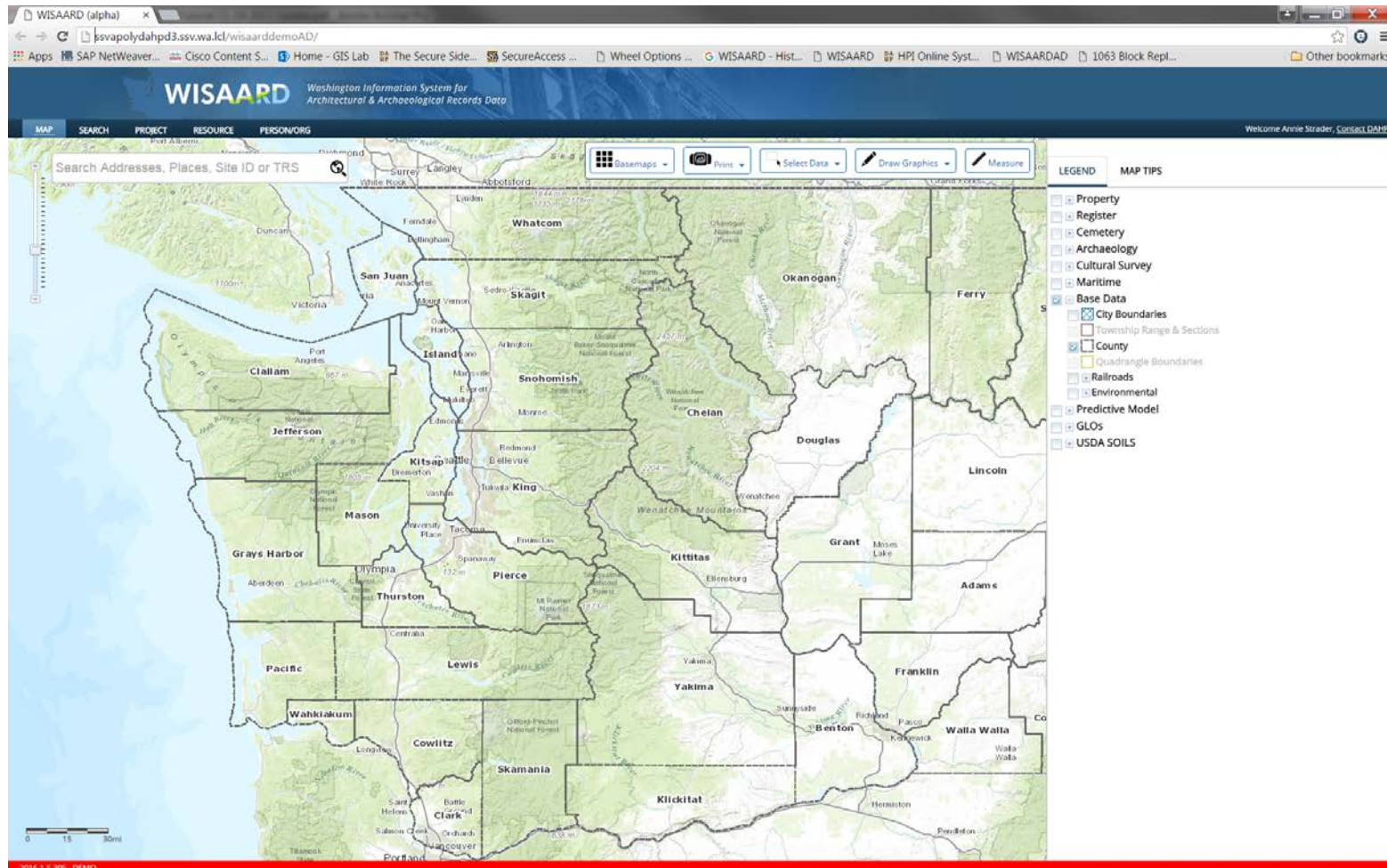


Requesting Access to the Washington Information System for Architectural and Archaeological Records Data (WISAARD) Service for New Users



Updated by Annie Strader 9-27-2017

Go to <https://secureaccess.wa.gov/> and log in to your SAW account. If you do not have a SAW account please follow the instructions on the SAW front page to create one.

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 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 is a table with the following columns: Service, Agency, Description, User Status, and Action. The table is currently empty, with the text "No Services. [Click here to add services](#)" displayed below the header.

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) user interface. At the top, the SAW logo is displayed alongside the text "SecureAccess WASHINGTON". A user greeting "Welcome, dahpsupport" and a "Logout" button are visible in the top right. Below the logo, there are three main navigation tabs: "My Secure Services", "Account Management", and "Help".

The main content area features three sub-tabs: "My Services", "Add a New Service" (which is active), and "Contact Us". Under the "Add a New Service" tab, there are two primary sections:

- Service code:** A section with a text input field and an "APPLY" button. The text 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 section with a text input field and a "SEARCH" button. The text reads: "Enter keyword(s) below to find related services. Leave field blank to display all services." Below the input field, there is a dropdown menu set to "AT LEAST ONE of the words".

To the right of these sections, under the heading "Select an agency below to see a list of services:", there is a list of agency links. The link for "Consolidated Technology Services" is circled in red, and the link for "Department of Archaeology and Historic Preservation" is also circled in red. Other agencies listed include 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

The screenshot shows the SecureAccess Washington (SAW) admin interface. At the top, there is a navigation bar with the SAW logo and the text "SecureAccess WASHINGTON". A user is logged in as "annie.strader" with a "Logout" button. Below the navigation bar, there are tabs for "Admin", "AO Home", "My Secure Services", "Account Management", and "Help". The "My Secure Services" tab is active.

Under the "My Secure Services" tab, there are buttons for "My Services", "Add a New Service", and "Contact Us". The "Add a New Service" button is highlighted with a green checkmark.

The main content area is titled "Add a Service to Your Account". It contains the following text:

Select a service to apply for from the following.

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.

[All Agencies](#) > [Department of Archaeology and Historic Preservation](#)

Below this text is a table with the following columns: "Service", "Description", and "Action".

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

The "APPLY" button in the "Action" column for the "WISAARD" service is circled in red.

At the bottom of the page, there is a footer with the text: "© Copyright 2016, Considered 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. 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&umgId=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:** Text input field containing "Annie L Strader".
- *List All companies/agencies you currently work for:** Text input field containing "DAHP".
- *Phone Number:** Text input field.
- *Email Address:** Text input field.
- Do you need access to archaeological information?:** A dropdown menu with a small square icon next to it.
- Were you previously signed up for any of DAHP's SAW services (e.g. HPI or WISAARD)?** A dropdown menu with a small square icon next to it.

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.

