

PrepMod Users Quick Reference Guide SecureAccess Washington Registration



All PrepMod users will need a SecureAccess Washington (SAW) account to access PrepMod as a service. If you currently are not a PrepMod user or part of a participating organization, visit the PrepMod Landing Page and Use Case Scenarios to determine if PrepMod is a good tool for your organization.

This document outlines the steps for creating or updating a SecureAccess Washington account.

IMPORTANT NOTE: The email and First & Last names for the SecureAccess Washington (SAW) account, need to be an exact match to those used for the PrepMod Account. If they do not match, the user will not be able to access PrepMod.

To navigate to any of the topics below, select the question of interest.

How do I create a SecureAccess Washington (SAW) account?

How do I check to see if I already have a SAW account?

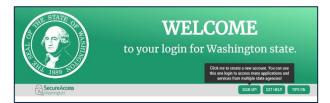
How do I review and edit my credentials on my existing SAW account?

How do I reset my SAW password?

How Do I Create a SAW Account?

SecureAccess Washington (SAW) is a secure gateway that allows individuals to access multipleonline state agency services. All PrepMod users will need to login through SAW to access the PrepMod.

1. Go to https://secureaccess.wa.gov



- 2. Click the SIGN UP Button.
- 3. Enter the requested fields on the Sign-Up page:
 - First Name (exact match to PrepMod Account)
 - Last Name (exact match to PrepMod Account)
 - Primary email (exact match to PrepMod Account)
 - Optional: 2nd email and Phone
 - · Create a Username
 - Password Requirements
 - at least 10 characters
 - lower and upper case letters
 - number
 - special character.
 - Press the "Create my account" button.

Username	
Password Requirements	
Add at least 10 more cha	iracters or a lower case letter or an uppercase letter or a number
	of a lower case letter of all uppercase letter of a number
Password	
0	
Confirm Password	
I'm not a robot	₽
	CARTONA



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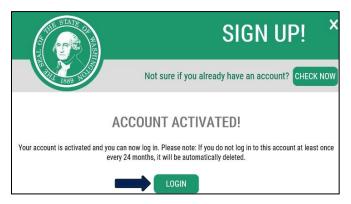
A message will display letting you know to check your email for account activation.



4. Check your email for a welcome message from **secureacess@cts.wa.gov.** This email will include a **link** to activate your SAW account.

You are almost finished,
Thank you for signing up with Secure Access Washington.
Your username is:
To activate your account, please click: https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=40110&userId=Aroberts2
For questions or concerns about your SecureAccess Washington account, please visit https://secureaccess.wa.gov/public/saw/pub/help.d
Thank you,
The Secure Access Washington Team
This is an automated message sent by SecureAccess Washington.
Login at https://secureaccess.wa.gov
f you require assistance, please leave us a note at https://secureaccess.wa.gov/public/saw/pub/help.do

Once you click the activation link provided in the email, you will receive an account activated message and a prompt to **login**.



5. Log in to SecureAccess Washington with the Username and Password you created when registering for a new account.



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How do I verify my existing SAW account?

On the <u>SAW Home Page</u> click the **Sign Up!** button. At the top of the Sign-Up pop-up box, click the **Check Now** button and follow the prompts to determine if you have a SAW account.



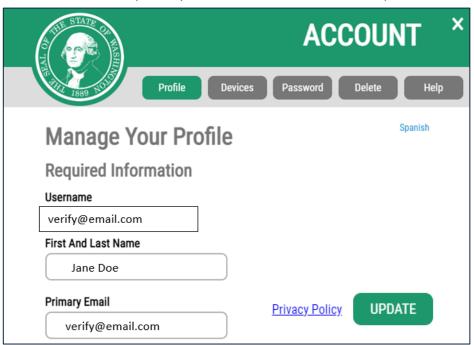


How do I verify or edit sign-in credentials of my SAW account?

Select "Account"



Follow two-step authentication process. Once in the "account" screen verify and/or edit the First and Last Name field, and primary email field. Then select the "update" button.



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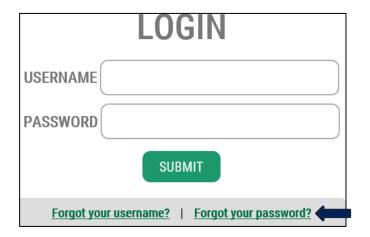
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How do I reset my SAW password?

If you forget your SAW password, click the **Forgot Password** link on the <u>SAW Home Page</u> and follow the prompts to reset your SAW password. You can also contact the SAW Help Desk by selecting the **Get Help** button on the SAW home page.



Instructions for Adding PrepMod as a Service to your SecureAccess Washington Account will be posted on the PrepMod Landing Page.