

Single Sign-On (SSO) for WAIS Users

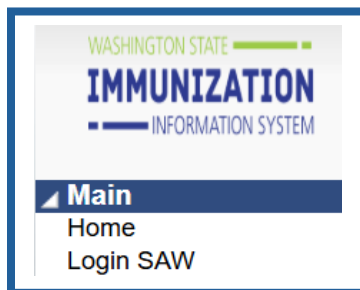
The Washington Immunization Information System (WAIS) is integrated with SecureAccess WA (SAW). WAIS users must first have a SAW account prior to accessing the registry. To create a SAW account, follow the instructions in this [guide](#).

A **'Single Sign-On (SSO)'** process was implemented to improve the accessibility and ease of login to the WAIS. After an initial link between a [WAIS](#) and [SAW](#) account is established, users will no longer need to enter credentials in both sites to access the registry.

Only one SAW account can be linked to one WAIS user account. Each WAIS user account will need its own individual SAW account. If you have a business need that requires more than one WAIS account, multiple SAW and WAIS accounts may be created using the same email address. Click [here](#) for more details.

This [video](#) shows the step-by-step process that follows the instructions below.

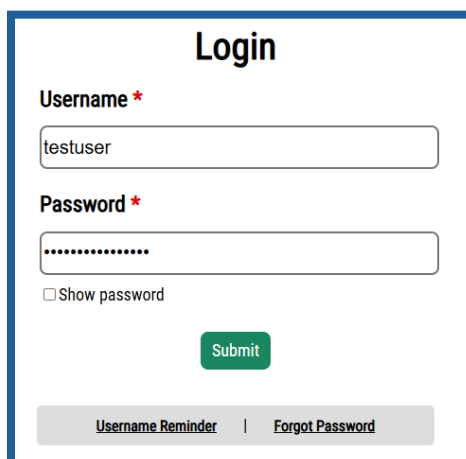
How do I create a link between my WAIS and SAW accounts?



1

Go to [WAIS](#).

Click **Login SAW**.



2

You will be directed to the [SAW LOGIN](#) page. Enter your SAW Username and Password.

Click **Submit**.

Complete the Multi-Factor Authentication (MFA) process if indicated.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.

Single Sign-On (SSO) for WAIS Users

Please use your WAIS Credentials to link your account to SecureAccess Washington (SAW) account.

SIGN IN

[Forgot Password?](#)

If there is a problem linking your account, please reach out to the helpdesk: 1-800-325-5599

3

You will be directed to this login screen. Enter your IIS Username and Password and click **SIGN IN**. This will take you to the WAIS home screen - **your accounts are linked**.

If you need to reset your password, click the blue **Forgot Password? link and follow the instructions below:*

Enter your **WAIS Username**.

Click **Submit**.

Enter your username and we will send you instructions on how to create a password.

SUBMIT

You will receive an email from **DoNotReply-WAIS@doh.wa.gov** containing a link to reset your password. Check your spam, junk and other email folders if you do not see this email. Click the link in the email to be directed to the password update page.

Enter a new password twice.

Click **Submit**.

Your accounts are now linked!

The next time you need to log into the WAIS, click **Login SAW** on the [WAIS](#) home page.

NOTE: If you have 'timed out' of your SAW account, you will be directed to enter your SAW credentials again.



Questions? Contact the IIS Help Desk at 1-800-325-5599 or WAISHelpDesk@doh.wa.gov

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.

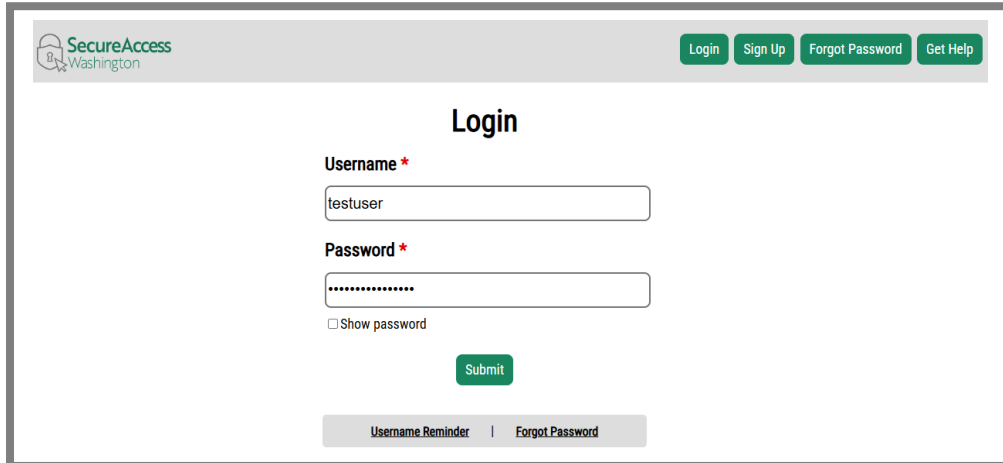
Single Sign-On (SSO) for WAIS Users

Frequently Asked Questions

How do I get help with my SAW account?

For help with creating and managing your SAW account, see our [SAW Registration](#) guide.

These options are available on the [SecureAccess Washington \(SAW\)](#) page:

The screenshot shows the SecureAccess Washington login interface. At the top left is the logo for SecureAccess Washington. To the right are four buttons: Login, Sign Up, Forgot Password, and Get Help. The main heading is "Login". Below it are two input fields: "Username *" with the text "testuser" and "Password *" with masked characters. There is a "Show password" checkbox below the password field. A green "Submit" button is centered below the fields. At the bottom, there are two links: "Username Reminder" and "Forgot Password".

[Username
Reminder](#)

[Forgot
Password](#)

[Sign Up](#)

Get Help

How do I get help with my WAIS user account?

Read [IIS User Accounts & Passwords](#). You can reach out to your organization's WAIS System Administrator or contact the Help Desk at 1-800-325- 5599 or WAISHelpDesk@doh.wa.gov.

How can I get my SAW and WAIS user account unlinked?

Contact the Help Desk at 1-800-325- 5599 or WAISHelpDesk@doh.wa.gov.

What do I need to know about Single Sign-On (SSO) as an IIS System Administrator?

Reference the [IIS System Administrator](#) guide.

Share this [Single Sign-On \(SSO\) guide](#) with new users.

Contact IIS.Training@doh.wa.gov or WAISHelpDesk@doh.wa.gov for help.

Make sure all your users have emails for their WAIS user account details.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.

Single Sign-On (SSO) for WAIS Users

Inactivate user accounts that are no longer needed to access the WAIS.

What if I have more than one WAIS user account?

Only one SAW account can be linked to one WAIS user account. Each WAIS user account will need its own individual SAW account. To create a SAW account, follow the instructions in this [guide](#).

After you have created a SAW account for each of your WAIS user accounts, **complete the linking process for each pair of accounts**. *TIP: Choose a username for your SAW account that will remind you which WAIS account it is linked to.*

If you are logged into the WAIS with one account and need to switch to another:

1. Click the **Back to SAW** link under the Main menu in the IIS.
2. Log out of [SAW](#).
3. Return to the [WAIS](#) and click **Logout**.
4. Click **Login SAW**.
5. Enter the username and password of the SAW account linked to the WAIS account you wish to use. Click **Submit**.

Can I still login to the WAIS if I start from [SecureAccess Washington \(SAW\)](#)?

You can access the WAIS if you begin the Login process on the SAW page, however, *this creates extra steps and is not advised*.

Enter your Username and Password on the [SAW](#) page. Click **Submit**. Click on the green underlined link: Washington State Immunization Information System. Click **Continue**.

You will be directed to a WAIS Dashboard that will have tiles for accessible applications. Choose the **iWeb** tile to go to the WAIS Main page.

