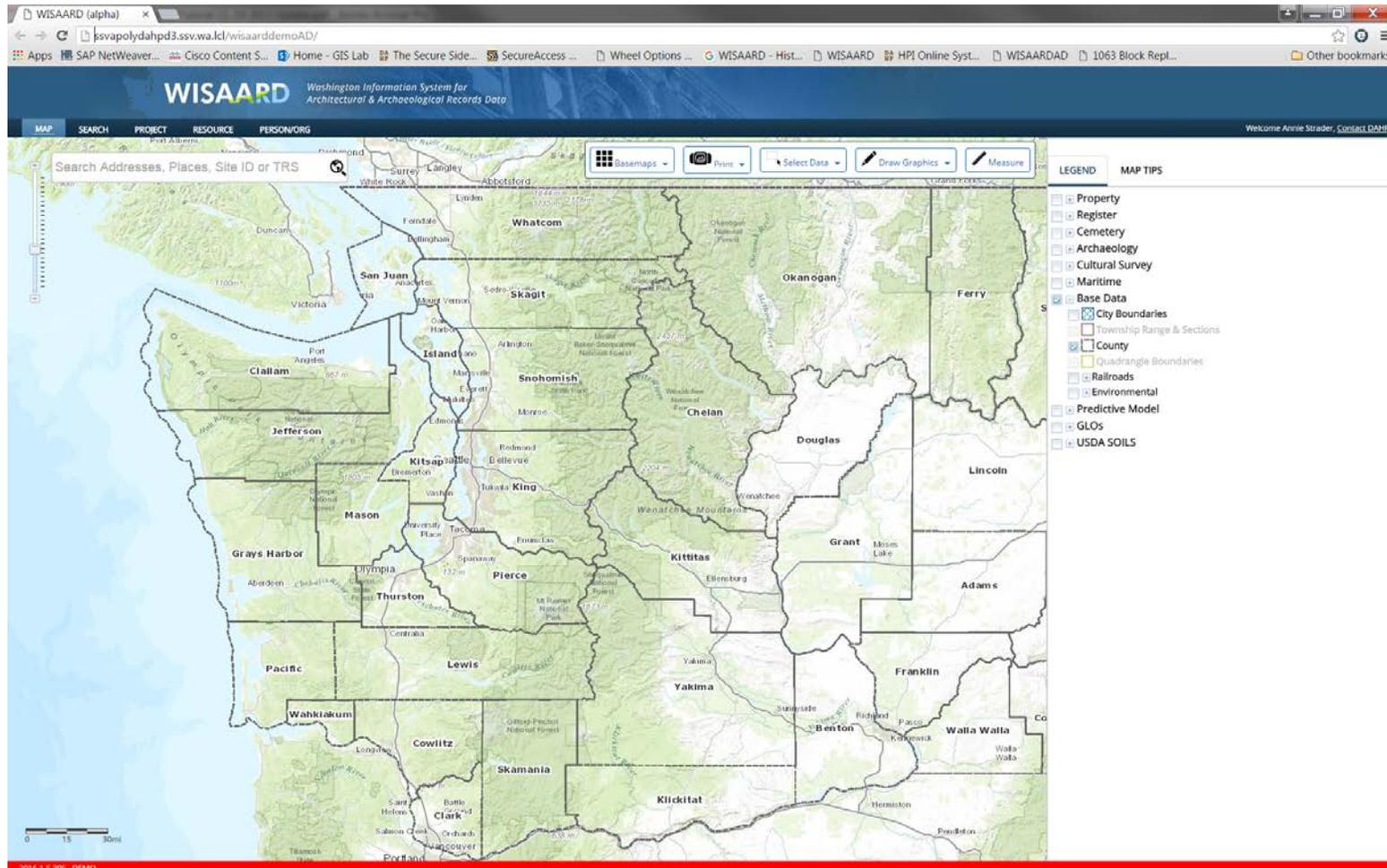


# Requesting Access to the NEW Washington Information System for Architectural and Archaeological Records Data (WISAARD) Service for New Users



Created by Annie Strader 3-8-2016

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. Underneath 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. <a href="#">Click here to add services</a>				

Choose “Department of Archaeology and Historic Preservation”

The screenshot shows the SecureAccess Washington (SAW) user interface. At the top, the SAW logo and 'SecureAccess WASHINGTON' are visible. A navigation bar includes 'My Secure Services', 'Account Management', and 'Help'. Below this, a secondary navigation bar has 'My Services', 'Add a New Service', and 'Contact Us'. The 'Add a New Service' section is active, featuring a 'Service code' input field with an 'APPLY' button and a 'Search services by keywords' input field with a 'SEARCH' button. A dropdown menu is open under 'Select an agency below to see a list of services:', listing various agencies. The 'Consolidated Technology Services' link is circled in red, and the 'Department of Archaeology and Historic Preservation' link is highlighted in blue.

SecureAccess Washir x  
State of Washington [US] https://secureaccess.wa.gov/myAccess/saw/myFortress/displayAgencies.do?section=addService  
Apps SAP NetWeaver... Cisco Content S... Home - GIS Lab The Secure Side... SecureAccess ... Wheel Options ... WISAARD - Hist... WISAARD HPI Online Syst... WISAARDAD 1063 Block Repl... Other bookmarks

Welcome, dahpsupport Logout

My Secure Services Account Management Help

My Services Add a New Service Contact Us

**Service code:**  
If you have been given a service code by an agency, enter it below to apply for access to the service.

APPLY

**Select an agency below to see a list of services:**

- Consolidated Technology Services
- Department of Archaeology and Historic Preservation
- 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
- Washington State Board of Accountancy

**Search services by keywords:**  
Enter keyword(s) below to find related services. Leave field blank to display all services.

AT LEAST ONE of the words

SEARCH

Click "Apply" for WISAARD

The screenshot shows the SecureAccess Washington (SAW) admin interface. At the top, the SAW logo is displayed alongside the text "SecureAccess WASHINGTON". A user greeting "Welcome, annie.strader" and a "Logout" button are visible in the top right. A navigation menu includes "Admin", "AO Home", "My Secure Services", "Account Management", and "Help".

Below the navigation, there are buttons for "My Services", "Add a New Service", and "Contact Us". The "Add a New Service" button is highlighted with a dropdown arrow. The main content area is titled "Add a Service to Your Account" and includes a note: "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 breadcrumb trail shows "All Agencies > Department of Archaeology and Historic Preservation".

A table lists available services. The "WISAARD" service is highlighted, and its "APPLY" button is circled in red. The table has the following structure:

Service	Description	Action
WISAARD	The Washington Information System for Architectural and Archaeological Records Data ..... <a href="#">more</a> <a href="#">Privacy Notice</a>	<a href="#">APPLY</a>

At the bottom of the page, there is a copyright notice: "© 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](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.
- 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.

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.

