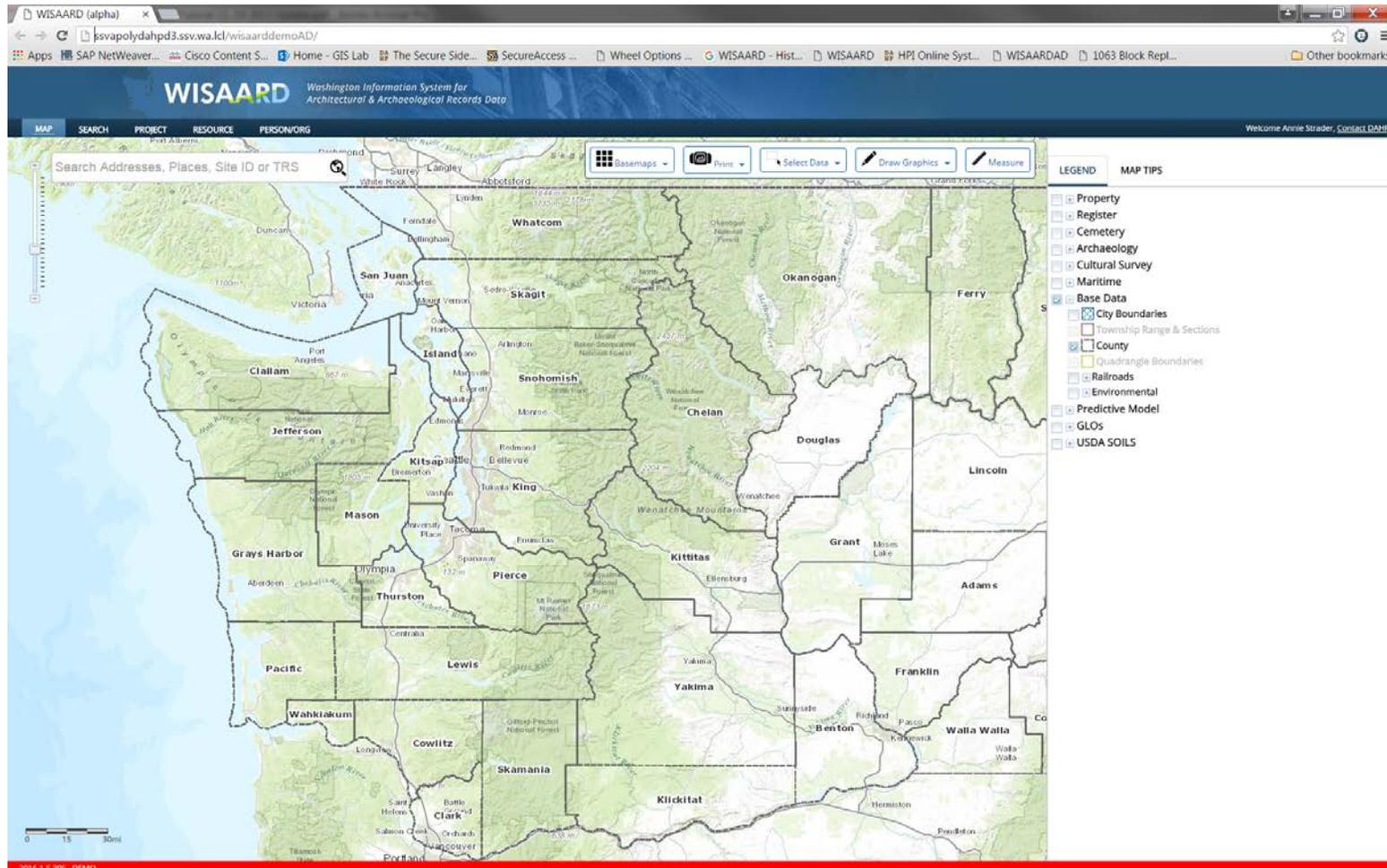


# Requesting Access to the NEW Washington Information System for Architectural and Archaeological Records Data (WISAARD) Service for Previous Users of WISAARD and HPI



Created by Annie Strader 1-6-2016

Log in to your existing SAW account at <https://secureaccess.wa.gov/> . Do not create a new account as this will lead to a delay in processing your application.

**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 row.

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) website interface. At the top, the SAW logo and "SecureAccess WASHINGTON" are visible, along with a user greeting "Welcome, annie.strader" and a "Logout" button. Below this is a navigation bar with "Admin", "My Secure Services", "Account Management", and "Help" buttons. The main content area features a "My Services" section with "Add a New Service" and "Contact Us" buttons. Under "Add a New Service", there are two input fields: "Service code:" and "Search services by keywords:". To the right of these fields is a list of agencies under the heading "Select an agency below to see a list of services:". A red circle highlights the "Department of Archaeology and Historic Preservation" link in this list. Other agencies listed include Consolidated Technology Services, 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 NEW\_WISAARD. Please note that there is now only one service. HPI is no longer a separate service.

The screenshot shows the SecureAccess Washington (SAW) user interface. At the top, there is a navigation bar with the SAW logo, the text "SecureAccess WASHINGTON", and a "Logout" button. Below this is a secondary navigation bar with buttons for "Admin", "AO Home", "My Secure Services" (which is highlighted), "Account Management", and "Help".

The main content area is titled "Add a Service to Your Account" and includes a sub-header "Add a New Service". Below this, there is 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 link for "All Agencies > Department of Archaeology and Historic Preservation" is provided.

A table lists available services. The table has three columns: "Service", "Description", and "Action". The only service listed is "NEW\_WISAARD". The description for "NEW\_WISAARD" is "The Washington Information System for Architectural and Archaeological Records Data ..... [more](#)" and includes a link for "[Privacy Notice](#)". The "Action" column for this service contains an orange "APPLY" button, which is circled in red.

At the bottom of the page, there is a footer with copyright information: "© Copyright 2016 Consolidated Technology Services All Rights Reserved" and a link for "Privacy Notice".

Fill out the fields and click "Register".

Please use a comma to separate multiple organizations.

Please do not use any spaces or hyphens in your phone number. Only enter the number, including the area code.

If you need access to archaeological information you must also submit paperwork by mail to DAHP if you do not already have an agreement on file. The paperwork is available [here](#).

The screenshot shows a web browser window with the URL [https://secureaccess.wa.gov/myAccess/saw/myFortress/registerServiceDisplay.do?svcId=WISAARDP3&domain=DAHP&umgId=DEFAULT\\_UMG](https://secureaccess.wa.gov/myAccess/saw/myFortress/registerServiceDisplay.do?svcId=WISAARDP3&domain=DAHP&umgId=DEFAULT_UMG). The page title is "Confirmation" and the browser tab is "SecureAccess Washir". The page content includes a navigation bar with "My Services", "Add a New Service", and "Contact Us" buttons. Below this is the "Service Registration" section, which asks the user to fill out the form to apply for the "NEW\_WISAARD" service from the "Department of Archaeology and Historic Preservation". The form includes the following fields and options:

- \*First, Middle, and Last Name:** A text input field with the placeholder "Your Name Here".
- \*List All Organizations:** A text input field with the placeholder "Department of Archaeology and Historic Preservation, City o".
- \*Phone Number:** A text input field containing "3605863078".
- \*Email Address:** A text input field containing "support@dahp.wa.gov".
- Do you need access to archaeological information?:** A checkbox that is currently unchecked.
- Were you previously signed up for any of DAHP's SAW services (e.g. HPI or WISAARD)?** A checkbox that is currently unchecked.

At the bottom of the form, there are two buttons: "REGISTER" (highlighted with a red circle) and "CANCEL".

You will receive an email when your service request is approved.

