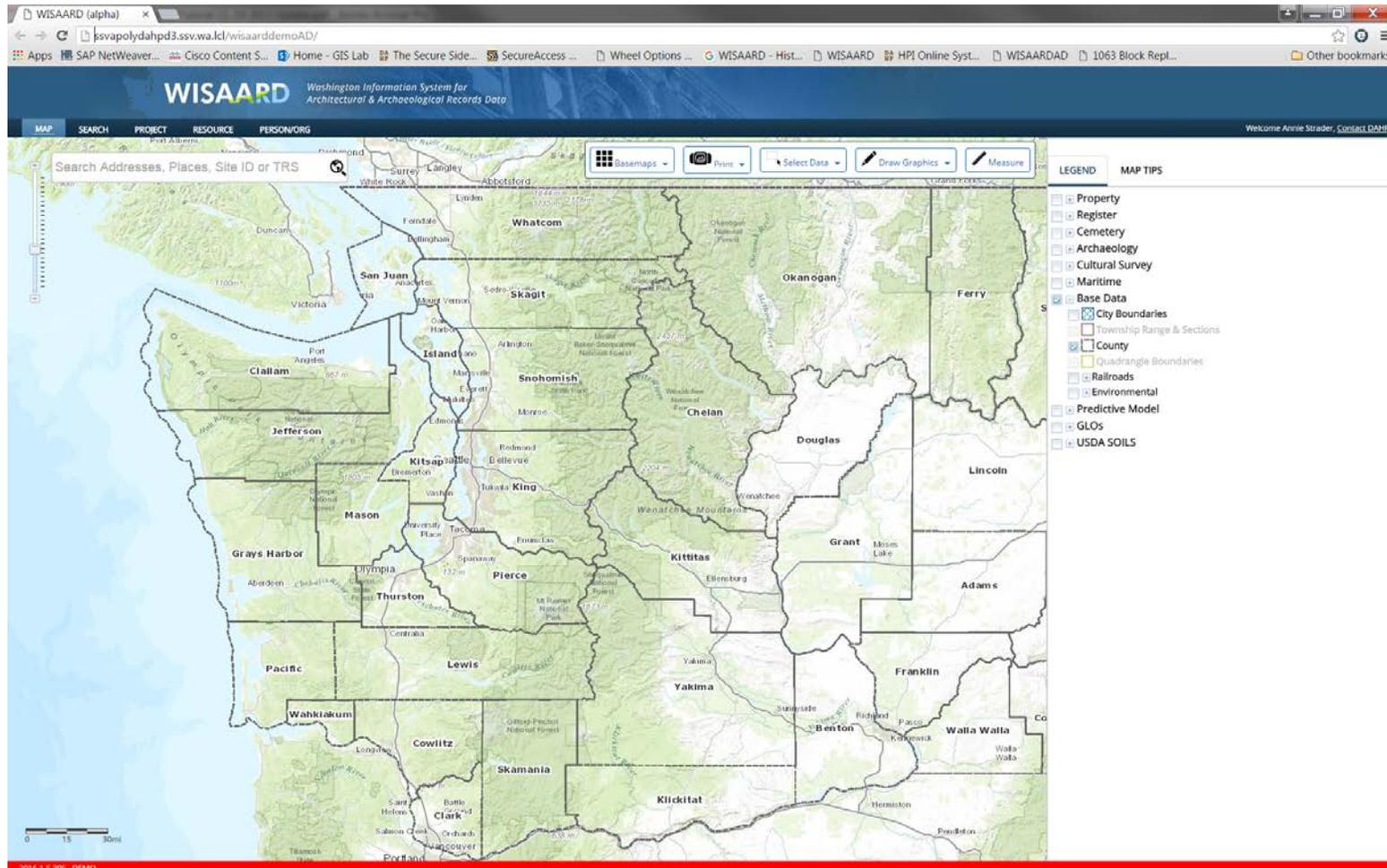


Requesting Access to the NEW Washington Information System for Architectural and Archaeological Records Data (WISAARD) Service for Previous Users of WISAARD and HPI



Created by Annie Strader 1-20-2016

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 tabs: "My Secure Services" (highlighted in green), "Account Management", and "Help". Below these tabs 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". This button is circled in red. Below the header bar 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. Click here to add services				

Choose "Department of Archaeology and Historic Preservation"

The screenshot shows the SecureAccess Washington (SAW) website interface. At the top, there is a navigation bar with the SAW logo, the text "SecureAccess WASHINGTON", and a user greeting "Welcome, annie.strader" with a "Logout" button. Below this are four main navigation tabs: "Admin", "My Secure Services", "Account Management", and "Help".

The main content area features a sub-navigation bar with "My Services", "Add a New Service", and "Contact Us". The "Add a New Service" section is active and contains two input fields:

- Service code:** A text input field with the instruction "If you have been given a service code by an agency, enter it below to apply for access to the service." Below it is an "APPLY" button.
- Search services by keywords:** A text input field with the instruction "Enter keyword(s) below to find related services. Leave field blank to display all services." Below it is a "SEARCH" button.

To the right of the input fields is a list of agencies under the heading "Select an agency below to see a list of services:". The list includes:

- 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

A red circle highlights the "Department of Archaeology and Historic Preservation" link in the agency list.

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 user greeting "Welcome, annie.strader" with 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" and a "Contact Us" button. A note states: "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." Below the note is a link: "All Agencies > Department of Archaeology and Historic Preservation".

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 companies/agencies you work for.

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. The page title is "Service Registration" and it is for the "NEW_WISAARD" service. The form contains the following fields:

- *First, Middle, and Last Name (Text input)
- *List All companies/agencies you currently work for. (Text input)
- *Phone Number (Text input)
- *Email Address (Text input)
- Do you need access to archaeological information? (Dropdown menu)
- Were you previously signed up for any of DAHP's SAW services (e.g. HPI or WISAARD)? (Dropdown menu)

At the bottom of the form, there are two buttons: "REGISTER" and "CANCEL". The "REGISTER" button is circled in red.

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

