



TLC Job Aid – Creating a SAW (Secure Access Washington) Account

Secure Access Washington is a single sign-on application gateway created by Washington State’s Department of Information Services to simplify access to the growing list of government services accessible via the Internet.

Secure Access Washington allows Internet access to multiple online government services with the use of a unique single self-generated User-ID and password. Once signed in, users have the ability to change their password and register for access to various online government services.

[Open the Secure Access Washington Splash-Page.](#)



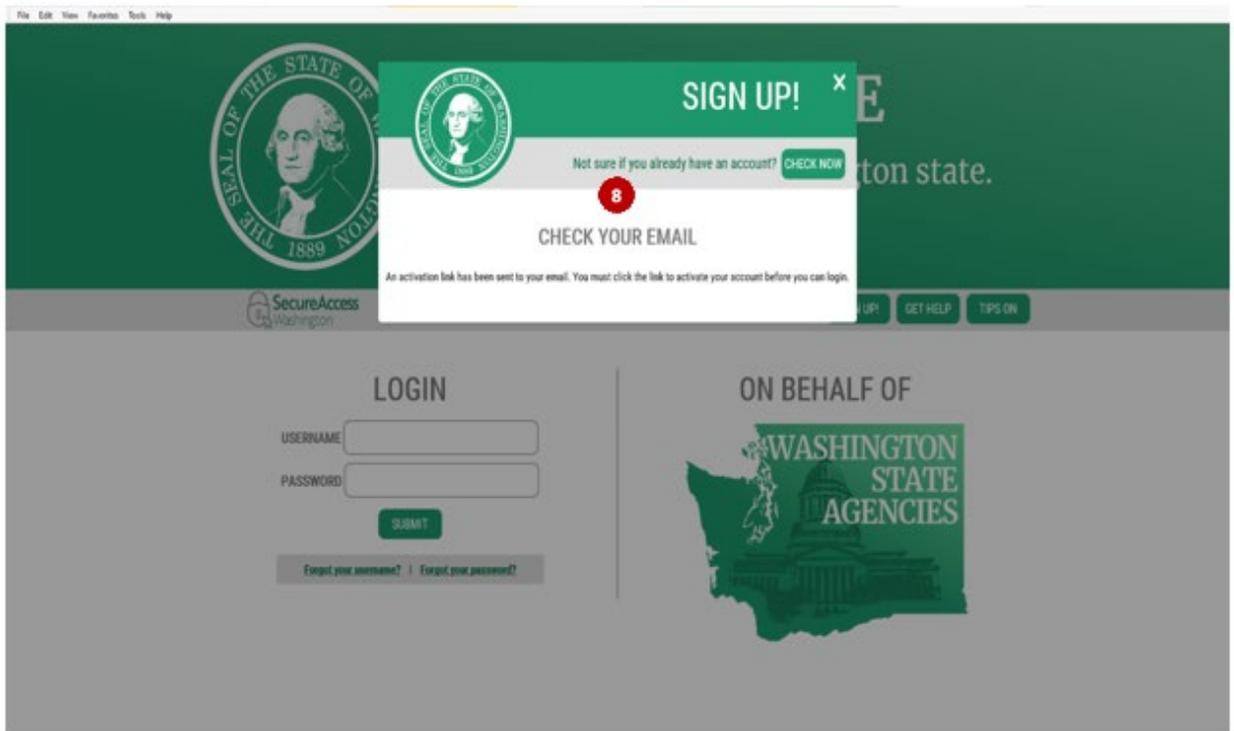
1. Click **Sign Up**

The screenshot shows a 'SIGN UP!' form with the following fields and values:

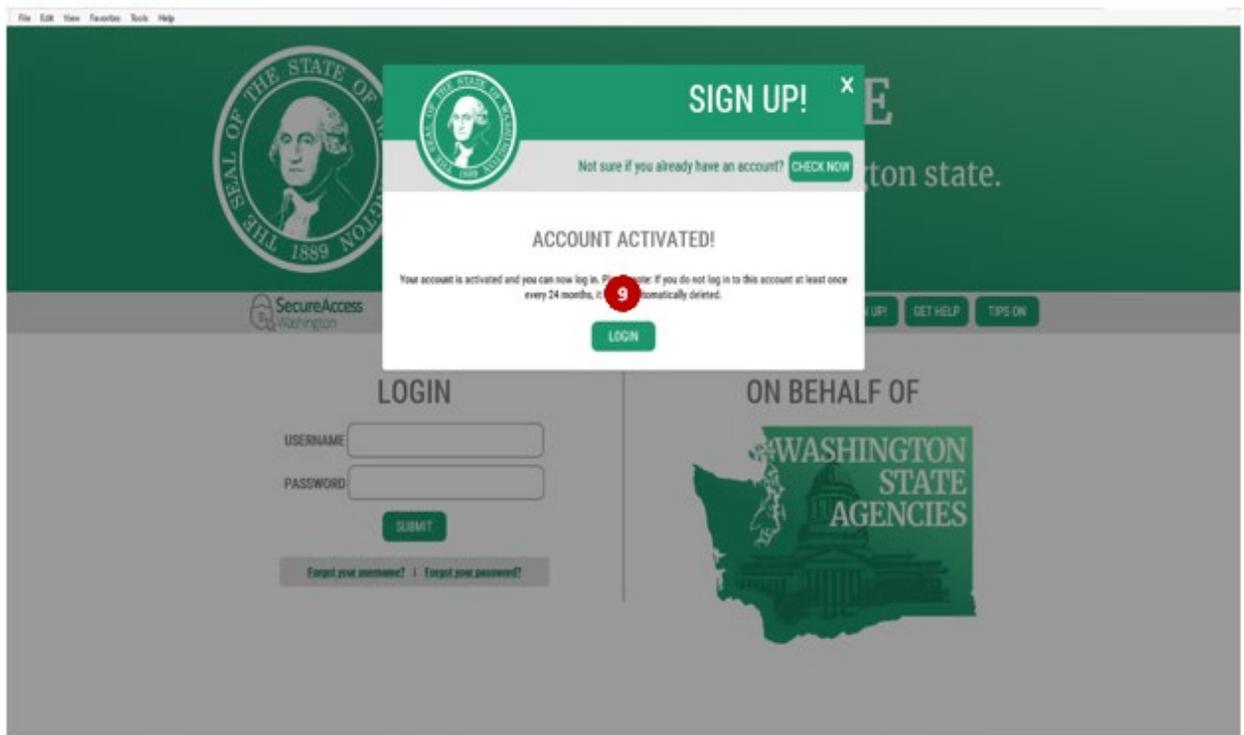
- 2. FIRST NAME: John
- 3. LAST NAME: Doe
- 4. EMAIL: johndoe@gmail.com
- 5. USERNAME: johndoe
- 6. PASSWORD: [masked]
- 7. CONFIRM PASSWORD: [masked]

Additional elements include a 'CHECK NOW' button, a 'I'm not a robot' checkbox, and a 'SecureAccess Washington' logo.

2. Enter your **First Name** in the **First Name field** as it appears on official documents
3. Enter your **Last Name** in the **Last Name field** as it appears on official documents
4. Enter your **Email** in the **Email field** that you want to use with the Washington State Learning Center
5. Create a **Username** and enter in the **Username field** use the **email address you entered in the Email Field**
6. Create a **Password** and enter in the **Password field**
7. Enter the confirmed **Password** again in the **Confirm Password field**



8. You will be directed by the SIGN UP! Process to check your email (The email account that was used to create this SAW account). Follow the directions in that **Email** to **activate your new SAW account**



9. Click **Login** to access the SAW Splash-Page to login to your SAW Account



10. Enter your **Username** created in Step 5 in the **Username field**

11. Enter your **Password** created in Step 6 in the **Password field**

Congratulations you have successfully created your SAW Account!

Next you will need to inform your Agency TLC Admin. Be sure to share with them your specific email address used from Step 4 (you will not have immediate access to TLC upon the creation of your SAW Account).

Now you will need to wait for confirmation from your TLC Admin. They will send an email to inform you that you have been successfully set-up in TLC and you may login.