

[Department of Enterprise Services, State of Washington](#)

# Enterprise Reporting Web Intelligence SecureAccess Washington Instructions

## Contents

1. Registering for SecureAccess Washington (SAW) .....	2
1.1 How do I register for SAW? .....	2
1.2 How do I activate my SAW account? .....	5
1.3 How do I add the Web Intelligence to my SAW account? .....	6
2. Logging into Enterprise Reporting Web Intelligence.....	9
2.1 Accessing Enterprise Reporting Web Intelligence outside of the Secure Government Network.....	9
2.2 Two-Factor Authentication .....	10
3. Where do I go if I have other questions about SAW? .....	12
3.1 Account Management .....	12
3.2 Help with SAW .....	13

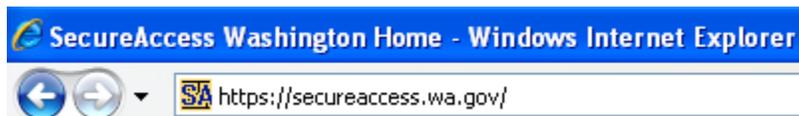
# 1. Registering for SecureAccess Washington (SAW)

Due to the types of data available; Web Intelligence will be using Secure Access Washington (SAW) as the security solution for those who are accessing Web Intelligence from outside the Secure Government Network (SGN). Please follow these steps to register a SAW account and request SAW access for Web Intelligence.

## 1.1 How do I register for SAW?

First time users of SAW will need to register. Follow the steps below to register with SAW.

1. Open a web browser and go to <https://secureaccess.wa.gov/>



2. The SecureAccess Washington logon page will display.



3. To register, perform the following steps:

1. From the **SecureAccess** menu, click on **Create one**.



User ID:

Password:

Do not have an account? **Create one**

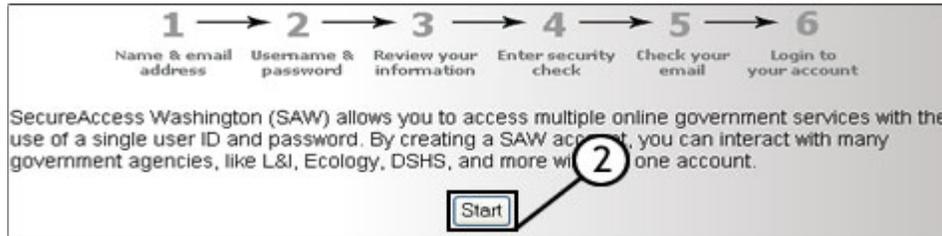
[Forgot your User ID?](#)

[Forgot your password?](#)

[Haven't received activation email?](#)

[Activate your account](#)

2. Click on **Start**.

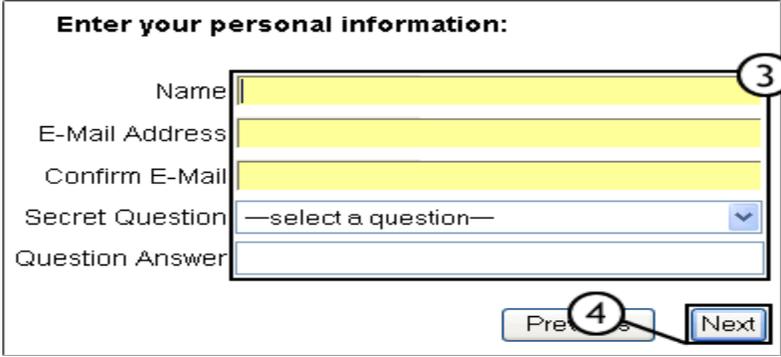


3. Within the **Name**, **E-Mail Address**, and **Confirm E-Mail Address** fields, enter the requested information. Please use the same email address as has been used in Enterprise Reporting Web Intelligence; this should be your work email address.

**Note: Any request made without a valid Washington State Agency email address will be declined.**

From the **Secret Question** drop-down list, select a question and enter the answer.

4. Click on **Next**.



5. Under **Create a username and password**, within the **User ID** field, enter your user ID. For ease of remembering, you may use the same ID as you have in Enterprise Reporting Web Intelligence, but this is not required.

Within the **Password** and **Confirm Password** fields, type your password.



Messages regarding the strength of the password you are entering will appear as you type.

**Create a user ID and password:**

**NOTE:** We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access.

User ID:

Password:

Confirm Password:

**You have selected a secure password!**

**Requirements for a secure password:**

Choose a password with:

- at least 10 characters
- contain at least three of the following character classes: uppercase letters, lowercase letters, numerals, special characters
- does not contain user ID

Previous **Next**

6. Click on **Next**.

 After reviewing your information for accuracy, to print the page for your records, click on **PRINT**.

**Go back to the previous page to make changes.**  
**Continue to the next page if the information is correct.**

You may want to **PRINT** this page for your records.

Previous **Next**

7. Click on **Next**.

8. Within the **Enter the code** field you see below, enter the code that appears. The security code is not case-sensitive and only contains numbers and lower case letters.

 If you cannot read the code, click the link. This generates a new security code. You may also click the speaker icon which will broadcast the code through your speakers.



In the box below, enter the security code you see above.  
([Click here if you cannot read the code](#))

Previous **Submit**

9. Click on **Submit**.



A confirmation message appears, and you will receive an email from SecureAccess Washington. To complete the registration process, follow the instructions contained in the email.

## 1.2 How do I activate my SAW account?

After you have registered, you will receive a confirmation email. There are two ways to activate your account:

[Activate your account from the email link](#)

[Activate your account using the Registration Code](#)

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### Activate your account from the email link

To activate your account from the email link perform the following steps:

1. From the registration email, click the provided link to activate your account.
  2. A web browser opens and displays that your registration was successful. Click on **Login**.
  3. Type your User ID and Password, and then click on **Login**.
- 

### Activate your account using the Registration Code



With some email clients, you may need to use the **Registration Code** from the confirmation email to activate your account.

To activate your account using the Registration Code, perform the following steps:

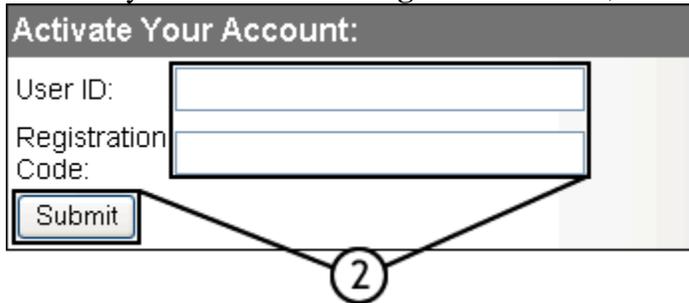
1. At the **Login to SecureAccess Washington** page, click on **Activate your account**.



User ID:   
Password:

Do not have an account? [Create one](#)  
[Forgot your User ID?](#)  
[Forgot your password?](#)  
[Haven't received activation email?](#)  
[Activate your account](#)

2. Enter your **User ID** and **Registration Code**, and then click on **Submit**.



**Activate Your Account:**

User ID:

Registration Code:

2

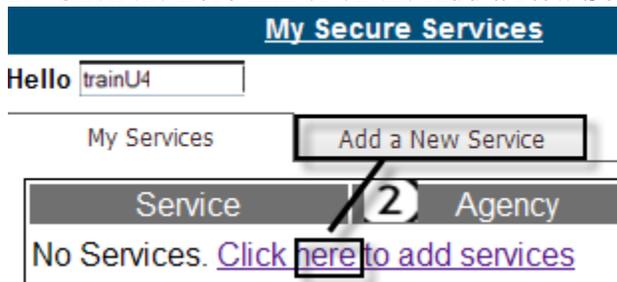


A message appears, confirming that your registration was successful.

### 1.3 How do I add the Web Intelligence to my SAW account?

To add a service (the Enterprise Reporting Web Intelligence application is considered a service), perform the following steps:

1. Log in to the SecureAccess homepage.
2. Click the **here** link or on the **Add a New Service** tab.



**My Secure Services**

Hello

My Services

Service	Agency
No Services. <a href="#">Click here to add services</a>	

2

- To see a list of available services, click to select the Enterprise Services as the agency for which you wish to add a service.

Hello ERStest179

My Services    Add a New Service

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

- [Department of Archaeology and Historic Preservation](#)
- [Department of Commerce](#)
- [Department of Ecology](#)
- [Department of Health](#)
- [Department of Information Services](#)
- [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](#)
- [Liquor Control Board](#)
- [Office of Financial Management](#)
- [Workforce Training and Education Board](#)

**Service code:**  
If you have been given a service code, enter it here.

**Search services by keywords:**  
Enter keyword(s) below to find related services.

Find the service you wish to add (Enterprise Reporting Web Intelligence) and under **Action**, click on **Apply**.

Hello ERStest179

My Services    Add a New Service

**Add a Service to Your Account**

Select a service to apply for from the following.

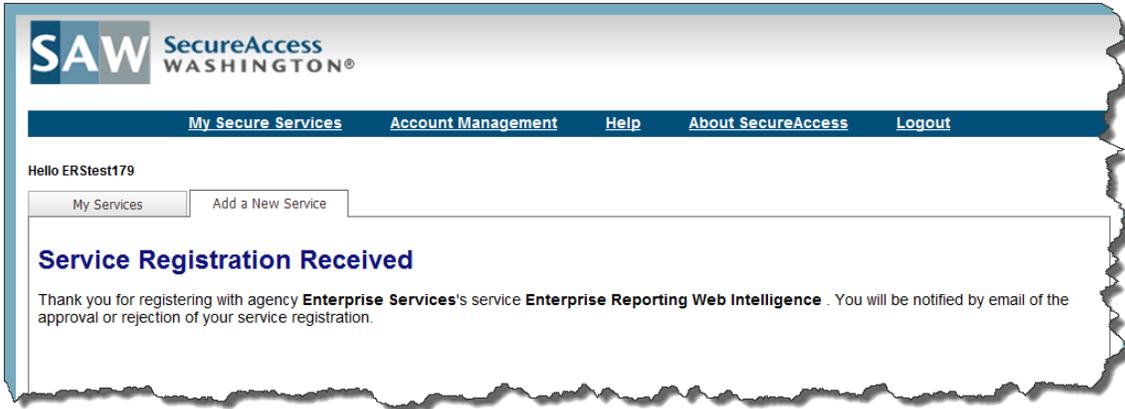
**Note:** Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list.

[All Agencies](#) > [Enterprise Services](#)

Action	Service Name	Description
<input type="button" value="Apply"/>	Enterprise Reporting Web Intelligence	SAP Business Objects v3.1 ..... <a href="#">more</a> <a href="#">Privacy Notice</a>

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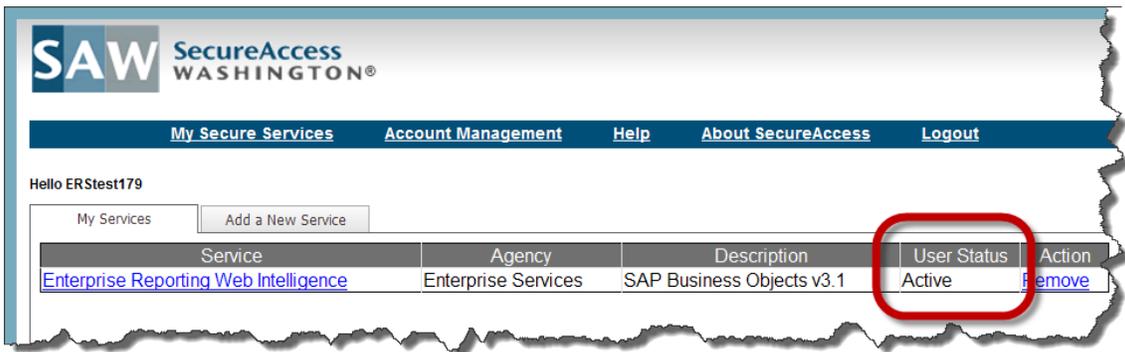
 Your registration will be acknowledged with a message letting you know you will be notified by email of the approval or rejection of your service registration.



Approval is required before you are able to access Web Intelligence. While waiting for approval, the service will be listed in the **Services for which you are pending access approval** section.

You will be notified by email when your registration has been acted upon.

Web Intelligence will be listed in the My Services tab once your registration has been approved and the User Status will be updated to '**Active**'.



At this point you may click on the Enterprise Reporting Web Intelligence link to access the application.

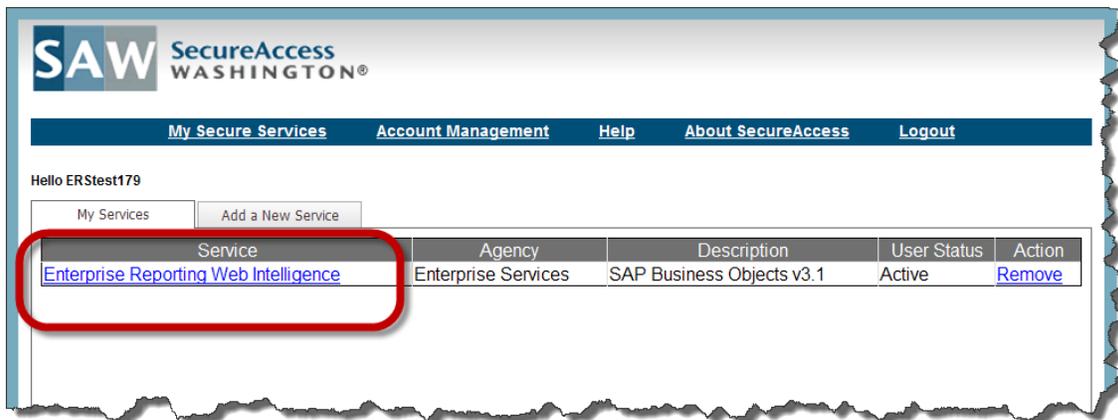
## 2. Logging into Enterprise Reporting Web Intelligence

In order to log in to Enterprise Reporting Web Intelligence you must first be registered in the Enterprise Reporting Web Intelligence application as well as in SAW. If you do not have an Enterprise Reporting Web Intelligence account please find instructions at:

<http://ofm.wa.gov/isd/erhelp/general/access.asp>

### 2.1 Accessing Enterprise Reporting Web Intelligence outside of the Secure Government Network

Once you have been approved for the Enterprise Reporting Web Intelligence application if you are outside of the Secure Government Network (SGN) you will need to log into your SAW account and click on the **Enterprise Reporting Web Intelligence** link on the My Services tab:



Those who are within the SGN can go directly to the website at:  
<http://adhocreporing.ofm.wa.gov/>

## 2.2 Two-Factor Authentication

Due to the nature of the data processed in Enterprise Reporting Web Intelligence, a second layer of authentication in SAW is required. This is provided with keystroke dynamics. The first time you access Enterprise Reporting Web Intelligence through SAW you will be prompted to enter your SAW User ID and Password a minimum of five times.

**You are attempting to access a high security resource for security reasons please provide your User ID and Password**

User ID

Password

Authentication requires the creation of a keystroke dynamics template. A minimum of five typing samples must be collected.

**Now collecting sample 2.**

User ID

Password

Authentication requires the creation of a keystroke dynamics template. A minimum of five typing samples must be collected.

**Now collecting sample 3.**

User ID

Password

Authentication requires the creation of a keystroke dynamics template. A minimum of five typing samples must be collected.

**Now collecting sample 4.**

User ID

Password

Authentication requires the creation of a keystroke dynamics template. A minimum of five typing samples must be collected.

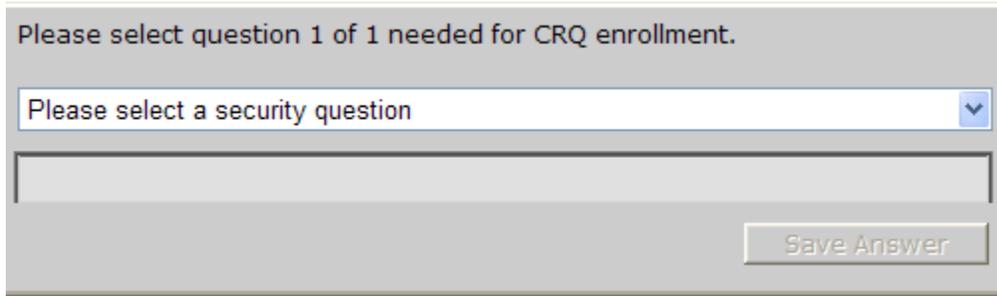
**Now collecting sample 5.**

User ID

Password

The number of samples needed may vary depending on the length of time it takes you to key in your password each time.

Once SAW has collected the number of typing samples needed for the keystroke dynamics you may be asked to select and answer a security question.



Please select question 1 of 1 needed for CRQ enrollment.

Please select a security question

Save Answer

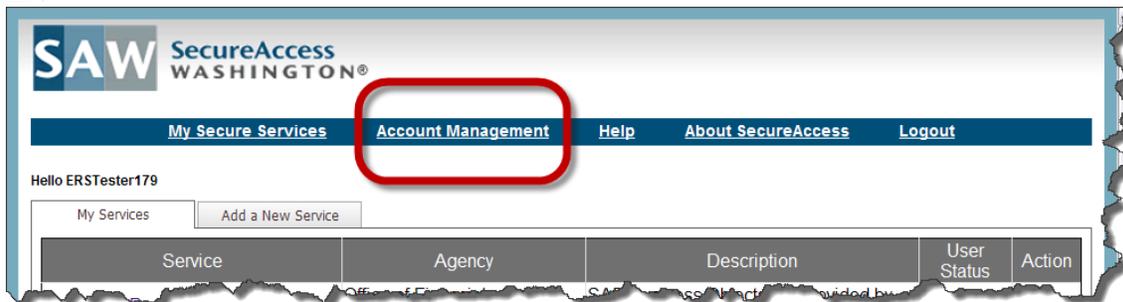


The next time you log into SAW you will be required to enter your User ID and Password once at the SAW login and then again when you select the Enterprise Reporting Web Intelligence application.

### 3. Where do I go if I have other questions about SAW?

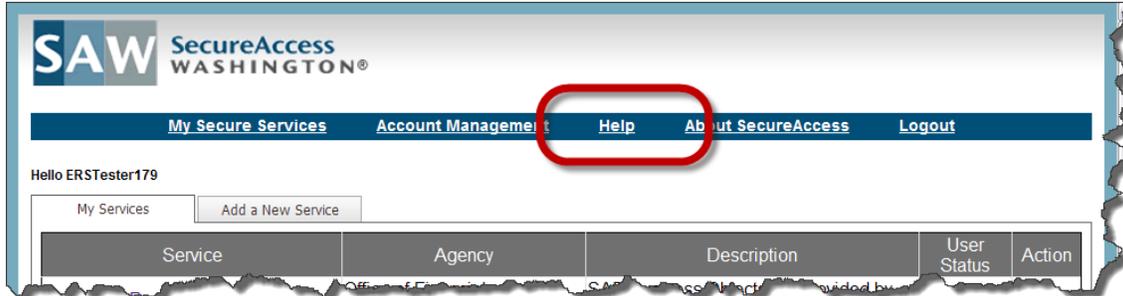
#### 3.1 Account Management

Click on **Account Management** to make any changes to your Password, update your Profile, cancel your SAW account, or to report a security compromise of your SAW ID.

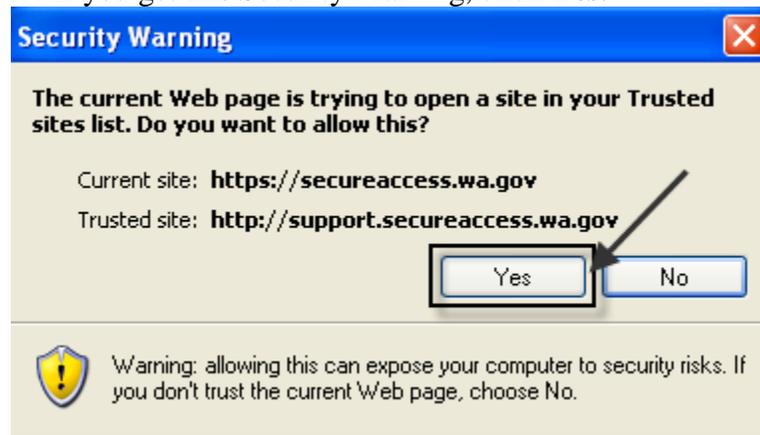


## 3.2 Help with SAW

Click on the **Help** link for more information about your SAW account.



1. If you get this Security Warning, click **Yes**.



2. The SAW [FAQ](#) page will open to answer common questions handled by the SAW support staff. Use the [Search](#) or [Browse by Subject](#) tools if you don't find your answer here.