Access to ESIT ACORN using SAW

Access to ESIT ACORN requires a SAW Account be created prior to accessing the system. If you already have an SAW Account then that account can be used. It is recommended that Chrome, Edge or Firefox are used to access ESIT ACORN.

lcon	Function
	This will be covered in more detail later in the course
Q	FYI – Helpful information related to Accessing ESIT ACORN via SAW.
\bigwedge	Best Practice – This is a technique that through our experience has been shown to be the most effective and efficient.

Course Icons You will see some symbols appear throughout this course. These icons are used to

- **Objectives** Assist Users in setting up account to access ESIT ACORN via Secure Access Washington (SAW).
 - Understand activation process
 - Setup Secure Access Washington Account (SAW)
 - Provider Portal Registration
 - Multi-Factor Authentication (MFA)

Have an existing SAW Account?	You may already have a personal SAW account, if so you may use your existing SAW account to log in to ESIT ACORN if your username matches your work email address.
Creating SAW Account	Follow the instructions below to ensure that your registration is completed successfully. It will be easiest if you allow yourself enough time (10-15 minutes) to complete the process in one sitting.
	E E
	To Begin: Click: SecureAccess Washington
	Or Enter: https://secureaccess.wa.gov.in.browser

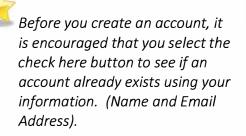
Or Enter: https://secureaccess.wa.gov in browser

Login Page will display

C -> C A http://www.eueccess.wa.gov/myAccess/haw/uelee	to your login for Washington state.
SecureAccess Washington	SIGN UPI GET HELP TIPS ON
LOGIN USERNAME PASSWORD SUBMIT Esrgot your username? Forgot your pa	ON BEHALF OF WASHINGTON STATE AGENCIES

1. Click Sign Up

Sign Up or Registration page will display



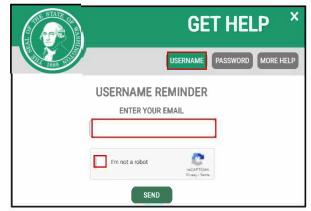
Sign Up! ×
Sign Up For An Account
Film the following form to sign up for an account. If you already have an account.

1. Select check here

Username Reminder box will display

- 1. Enter YOUR EMAIL
- 2. Check I'm not a robot
- 3. Complete CAPTCHA
- 4. Select SEND

If an account is found an email with username reminder will be sent to your email.



Once you have Username and if you don't remember your password select Password box. Following the same steps as above, an email will be provided to you.

Password Reset Box will display

- 1. Enter YOUR USERNAME
- 2. Confirm YOUR EMAIL
- 3. Check I'm not a robot
- 4. Complete CAPTCHA
- 5. Select SEND

You may have multiple usernames for the same email address, make sure to use the correct username.

A CONTRACTOR OF A CONTRACTOR	GET HELP ×
	USERNAME PASSWURD MORE HELP
	PASSWORD RESET
	I'm not a robot
	RESET

If NO account exists using your email address the system will display

	GET HELP ×
1889 103	USERNAME PASSWORD MORE HELP
	found in our system. Would you like to <u>create a new</u> <u>nt</u> using that address?

1. Click create a new account hyperlink

Returns to the Sign Up for An Account page

Personal Information

- 1. Enter First Name
- 2. Enter Last Name
- 3. Enter Primary Email

Contact Information for Security

(Optional)

- 1. Enter Additional Email Address
- 2. Enter Moble Phone Number

Adding a phone number will make the autheritication process easier in the future.

Fill in the following form	to sign up for an account. If you are not sure if you already have an ac
check here.	
Personal Info	rmation
First Name	
Î	
<u>u</u>	
Lost Name	
Primary Email	
1	
	nation For Security (Optional)
Contact Inform	
Provide additional contact	I information to receive security codes and reduce the chance of losing
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Provide additional contact access to your account. Yo	ou can add or edit additional contact information later in your SAW account
Provide additional contact access to your account, Yo settings.	ou can add or edit additional contact information later in your SAW account
Provide additional contact access to your account, Yo settings.	tu car add or edit adittional contact information later in your SAW account Incan (Cgruonal)
Provide additional contact access to your account. Yo settings. Additional Sexual Addi	tu can add or edit adittional contact information later in your SAW account Iress (Cgruonal)

Username and Password

- 1. Enter Username
- 2. Enter Password
- 3. Confirm Password
- 4. Check I'm not a robot
- 5. Complete CAPTCHA
- 6. Select Create my account
 - Always use the work email address associated with your primary DMS account in the username field.

assword			
Confirm Password			
7			
	_	-	
The solt a report	0		

Popup will display



 Activating Your
 Open Email service (for email address entered during Registration)

 Account
 secureaccess@cts.wa.gov SecureAccess Washington : Welcome to SecureAccess Washington You are almost finished, Thank you for signing up with Secure Access

1. Open Email Account and locate email sent by secure access

Email will display

File Message	↓ = SecureAcc Help Q Tell me what yo	ess Washington : Welcome to u want to do	SecureAccess 1	Washington - Mess	sge (Plain Text)	Œ	
Delete	Reply Reply Forward All Respond	Delete message Interviewee info To Manager	Move Move	Mark Unread Categorize * Follow Up * Tags	Translate	Aloud	em Iom
SecureAccess@cfs.wa.gov SecureAccess Washington : Welcome to SecureAccess Washington							
Thank you for signi	ng up with Secure Access Wa	ashington.					
Your username is: /	1	ecureaccess.wa.gov/public	/saw/oub/re	2Confirm.do?s=76	937&userid= A	BC123	
Your username is: ^J To activate your acc	ABC123 count, please click: <u>https://s</u> ncerns about your SecureAc		_			_	elp.do

1. Click Link in email to activate account

Returns to Web browser (SAW Page)

1. Click LOGIN





Not sure if you already have an account? CHECK NOW

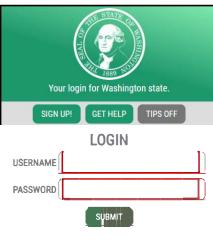
ACCOUNT ACTIVATED!

Your account is activated and you can now log in. Please note: If you do not log in to this account at least once every 24 months, it will be automatically deleted.



Log into Returns to SAW Login Page Account

- 1. Enter USERNAME
- 2. Enter PASSWORD
- 3. Select SUBMIT



Forgot your username? | Forgot your password?

Don't lose access to your account window may display

Don't lose access to your account Review your profile to add or update a phone or email to avoid losing access to your account. You can also add an authenticator application - it is the fastest and most reliable way to receive Multi-Factor Authentication codes.	
Review My Profile	
Set Up Authenticator	
Not Right Now	

1. select **Set Up Authenticator** and follow the prompts.

If you choose to adjust your account later you can log into your SAW account, then select Account, and Profile.

Multi-Factor Authentication (MFA) will open

MFA Choose Method

- 1. Select Email
 - or
- 2. Select Text message



Verfication Code will be sent to either your Email Address or Phone depending on your choice above.

- 1. Enter **Verfication Code** provided in the email
- 2. Click Submit

1 Choose Method	2 Enter Code	3 Remember Device	Access Service
Multi-Fac	ctor Aut	henticatio	n (MFA)
Enter Code			
Please enter the code	sent		
8988-		Submit	
Resend Code			
Choose another method			

Remember Device?

1. Select Submit

Select Yes, Remember my device, unless you are using a shared device.



First Login

to ESIT

The first time you log into the HUB you will see this page. Keep in mind these steps will only need to be completed on your first login.

	fmohamed@birthtothree.org Logout
DCYF Identity	Washington State Department of CHILDREN, YOUTH & FAMILIES
I have an Early Learning Portal Account I am a new user	
Select I am a new user if you do not have an existing DMS	account.
Registration Page displays	Registration
 Confirm First Name, Last Name, and Primary Email Address Enter Date of Birth Click Save Do not enter any information in the Secondary Email Address field. 	Please complete your registration First Name: Last Name: Last Name: Date of Birth: mm/dd/yyyy Primary Email Address: Secondary Email Address: Secondary Email Address: Cancel

Select I have an Early Learning Portal Account if you have an existing DMS account. Login Page displays

- 1. Enter the username and password associated with your SAW account.
- 2. Click Login.



ESIT ACORN Ei-Hub displays

Screen opens to My Profile

To begin working select Case Management with Arrow on right.



Continued Access to WA CAP via SAW

Close your browser and open new window now that a SAW Account has been created, you can now access ESIT ACORN. The SAW Account steps only have to be done one time. All future logins will be done using the following link.

To Begin Enter:

https://hub.trng.waeihub.com

ACORN Login in Page displays

1. Select ESIT

You will redirected to SAW

SAW Login Page displays

- 1. Enter USERNAME
- 2. Enter PASSWORD
- 3. Click SUBMIT

ESIT ACORN Hub will display



