Department of Enterprise Services, State of Washington

Accessing Enterprise Reporting via SecureAccess Washington (SAW)

Enterprise Reporting Services
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Contents

1. Creating a Business Object User ID

In order to log in to Business Objects 4.0 or the ER Report Portal you must first be registered in the Business Objects 4.0 application as well as in SAW. If you do not have a Business Objects 4.0 account please find instructions at:

https://stofwadeptofenterpriseservices.formstack.com/forms/access_request_er

2.   Registering for SecureAccess Washington (SAW)

Due to the types of data available; Business Objects 4.0 will be using Secure Access Washington (SAW) as the security solution for those who are accessing Business Objects 4.0 from outside the Secure Government Network (SGN). Please follow these steps to register a SAW account and request SAW access for Business Objects 4.0.
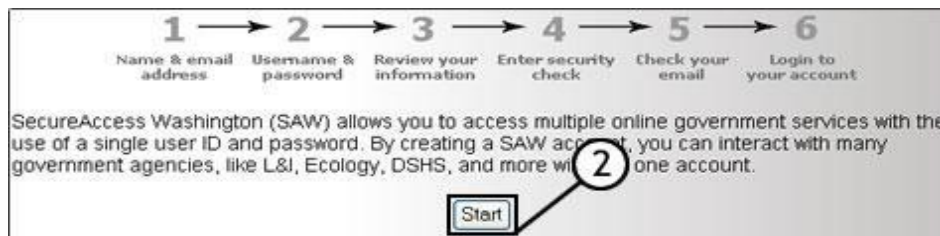
2.1   How do I register for SAW?

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/
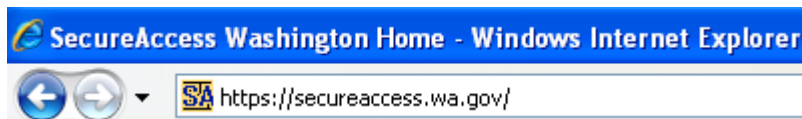
2.   Create a User name and Password by clicking on the "**Create One**" link on the SAW login page and then click "Start" when prompted.

3. Within the **Name**, **E-Mail Address**, and **Confirm E-Mail Address** fields, enter the requested information. Please use 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. 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 Business Objects, 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.

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

6. Enter the code that appears on the screen. The security code is not case-sensitive and only contains numbers and lower case letters. Click on the Submit button to finish the process.

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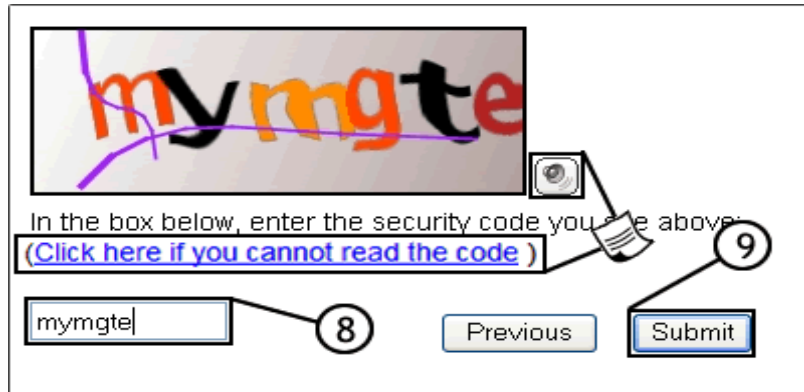
7. A confirmation message appears, and you will receive an email from SecureAccess Washington. To complete the registration process, follow the instructions contained in the email

2.2 How do I activate my SAW account?

After you have registered, you will receive a confirmation email.

2.2.1 Activate your account from the email link

1. From the registration email you received, 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**.

2.2.2 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.
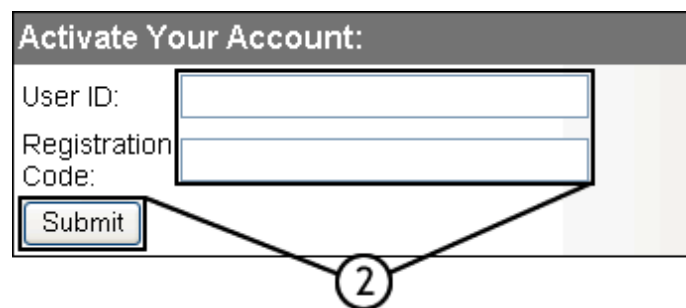
1. At the **Login to SecureAccess Washington** page, click on **Activate your account**.

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

2.3 How do I add the Business Objects 4.0 or ER Report Portal to my SAW account?

To add a service (the Business Objects 4.0 and ER Report Portal applications are considered services), perform the following steps:
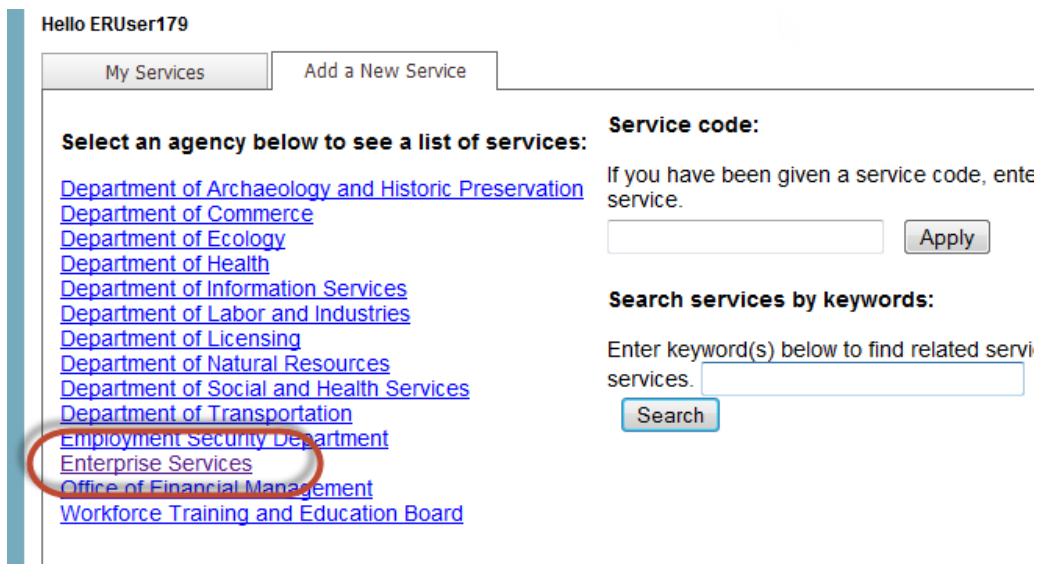
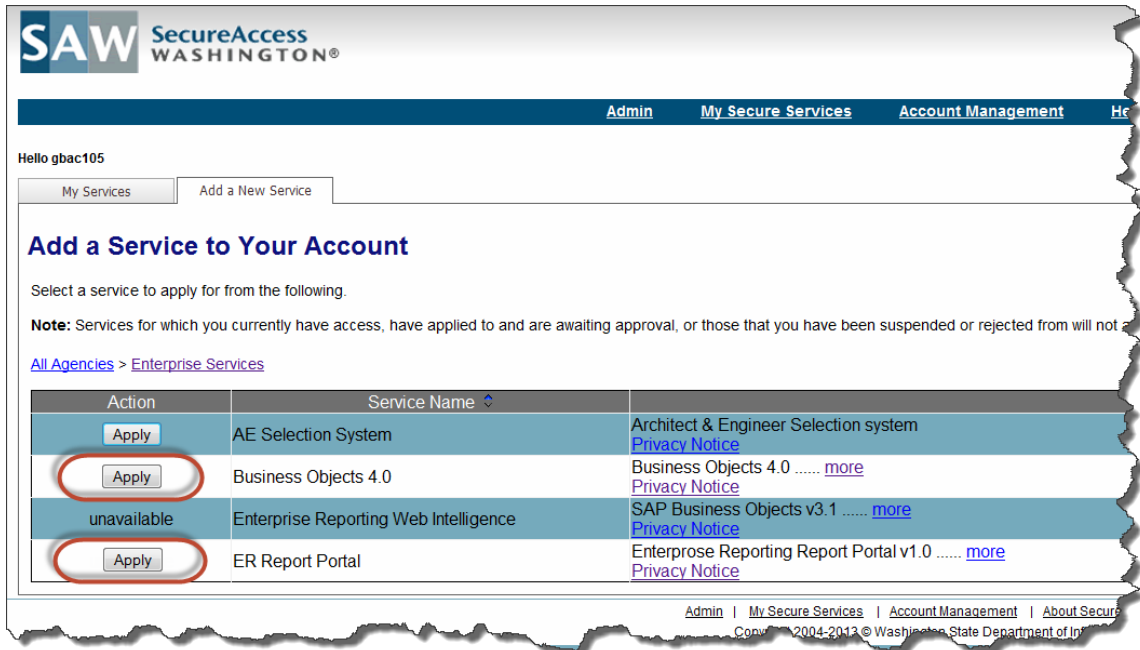1. Open a web browser and go to https://secureaccess.wa.gov/
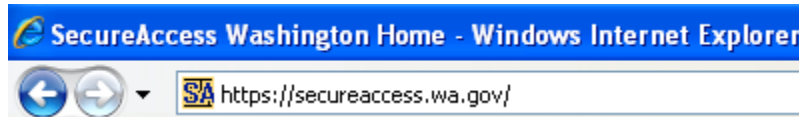
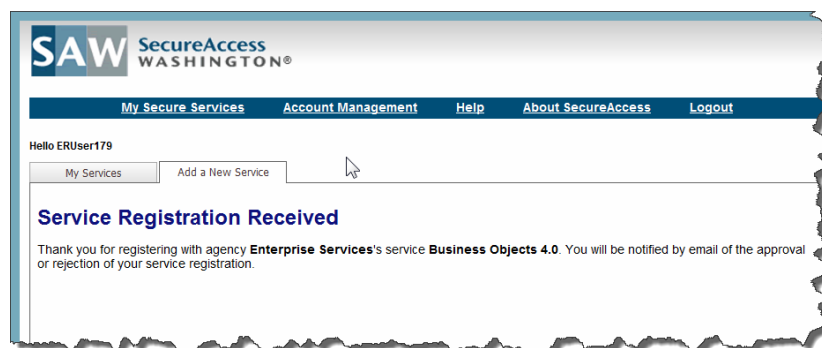2. Click the **Add a New Service** tab.

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

4. Find the service you wish to add (Business Objects 4.0 or ER Report Portal) and under **Action**, click on **Apply**.


A confirmation page will be displayed notifying you that your request has been received.

Approval is required before you are able to access Business Objects 4.0. 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.

Business Objects 4.0 will be listed in the My Services tab once your registration has been approved and the User Status will be updated to '**Active**'.
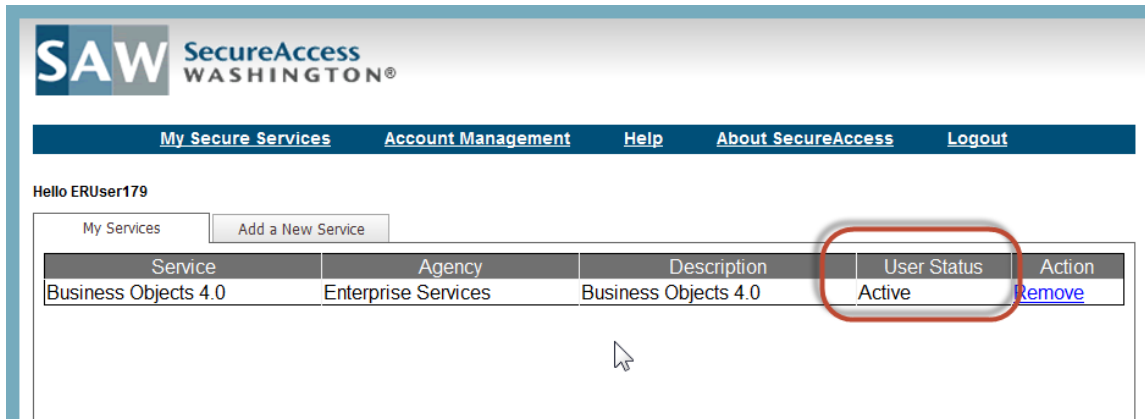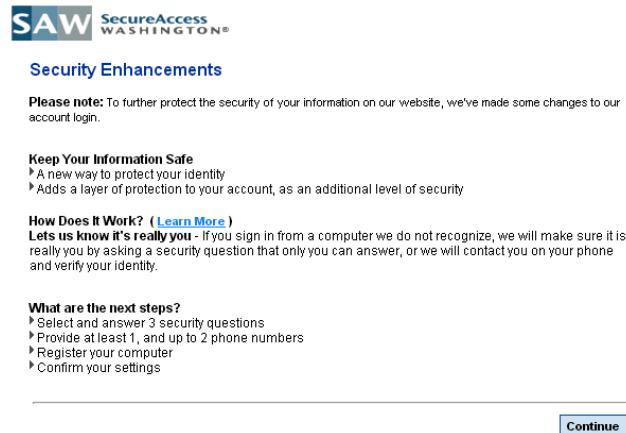

5. At this point you may click on the Business Objects 4.0 link to access the application.

2.4 Setting up your security settings

The first time you log in, you will be prompted to enter provide enter information to ensure application security.

1. Click **Next** when this screen appears to begin the authorization interview

2. Complete the Security interview section when prompted. All fields with an * are required.

3. Once you are done, a confirmation page will be displayed.   Click Finish if you are satisfied with your results.

3. Logging into Business Objects 4.0 and ER Report Portal

3.1 Logging in for the first time

After you have completed the security interview within SAW, you will be prompted to login to the system for the first time using the information you supplied in the SAW security interview.

1. Enter the phone number that you can be reached at in the cell phone field highlighted above.

2. If you plan on using this computer to access the application in the future, click on the "Yes" option. If not, click on the "No" option.

3. When you click on the "Continue" button, the system will display a confirmation number and call the number you provided.

4. When prompted, type the confirmation number displayed on your screen into your phone.

5. Upon verification, the system will automatically direct you to the application home page.

3.2 Logging into Business Objects 4.0 and ER Report Portal the after the initial setup

1. Open a web browser and go to https://secureaccess.wa.gov/.
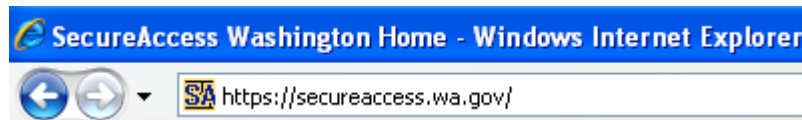
2. Under the "My Services" tab, click on the **Business Objects 4.0 or ER Report Portal** link.

   If you did not click on the "Yes" option noted in section 1.5, the system will navigate you through the account verification process.
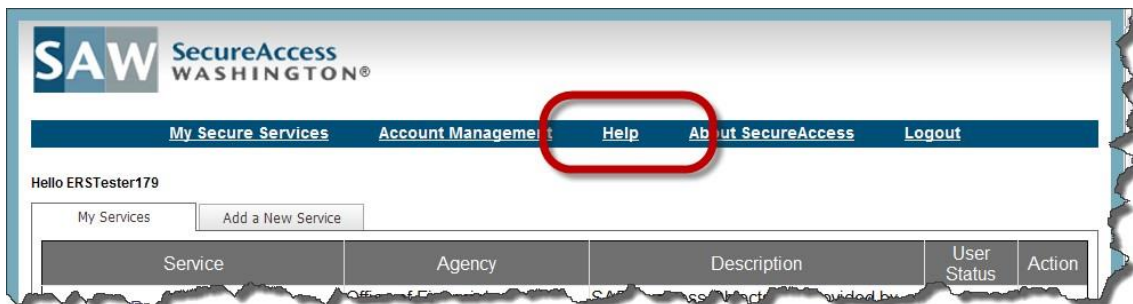
4. Where do I go if I have other questions about SAW?

4.1 Account Management

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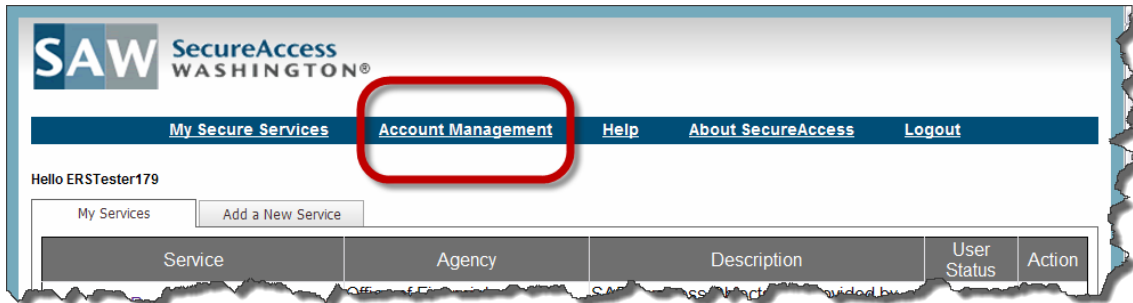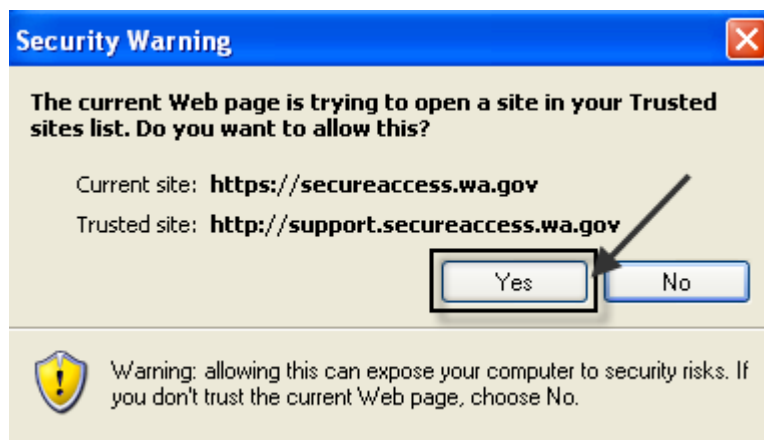

4.2 Help with SAW

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.