

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

Accessing Enterprise Reporting via SecureAccess Washington (SAW)

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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:

<http://des.wa.gov/services/IT/SystemSupport/ER/Pages/ER-AccessRequest.html>

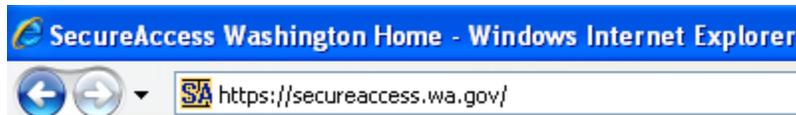
2. Registering for SecureAccess Washington (SAW)

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.

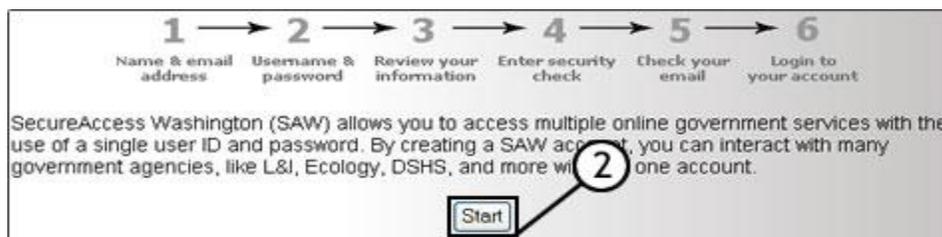
2.1 How do I register for SAW?

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.

A screenshot of the SAW login page. It features a "User ID:" field, a "Password:" field, and a "login" button. Below the login fields, there is a "Do not have an account?" link followed by a "Create one" link. A circled number "1" points to the "Create one" link. Other links include "Forgot your User ID?", "Forgot your password?", "Haven't received activation email?", and "Activate your account".

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.

Enter your personal information:

Name

E-Mail Address

Confirm E-Mail

Secret Question

Question Answer

Previous Next

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.

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

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

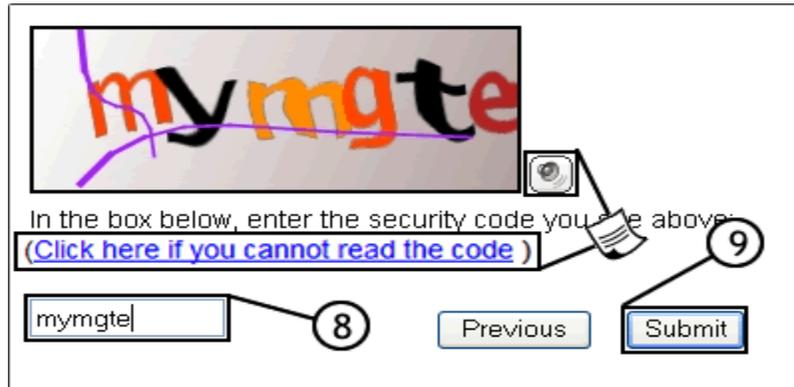
Go back to the previous page to make changes.
Continue to the next page if the information is correct.

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

Previous Next

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.

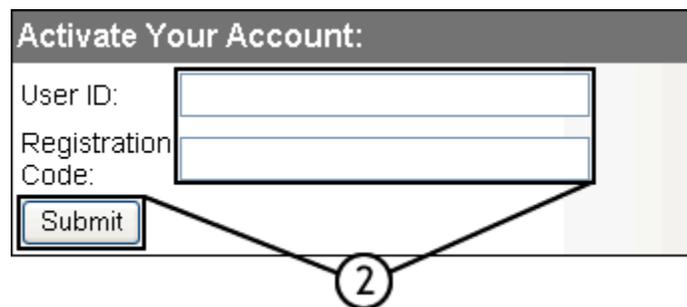
1. At the **Login to SecureAccess Washington** page, click on **Activate your account**.



The screenshot shows a login form with the following elements:

- 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](#) (highlighted with a red box and a circled '1')

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



The screenshot shows the 'Activate Your Account' page with the following elements:

- Header: **Activate Your Account:**
- User ID:
- Registration Code:
- (highlighted with a red box and a circled '2')

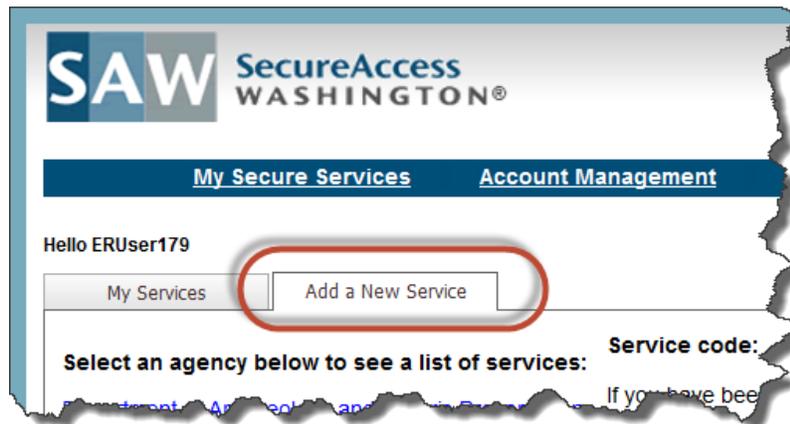
2.3 How do I add the Business Objects 4.0 or ER Report Portal to my SAW account?

To add a service (the Business Objects 4.0 and ER Report Portal applications are considered services), perform the following steps:

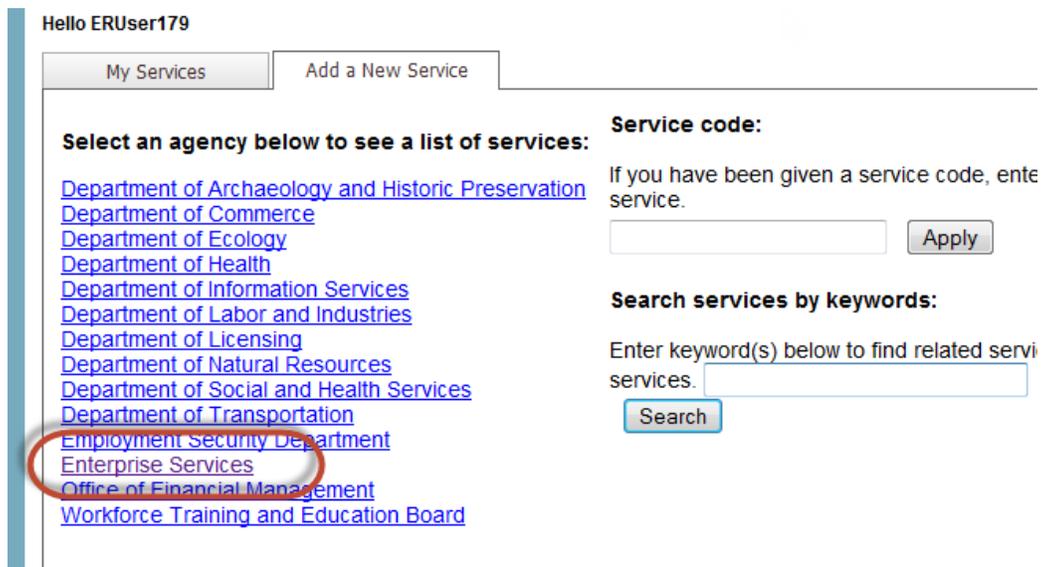
1. Open a web browser and go to <https://secureaccess.wa.gov/>



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**.

The screenshot shows the SAW SecureAccess WASHINGTON portal. The user is logged in as 'gbac105'. The page title is 'Add a Service to Your Account'. Below the title, there is a note: '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 be available.' Below the note, there is a link to 'All Agencies > Enterprise Services'. A table lists the available services:

Action	Service Name	Details
<input type="button" value="Apply"/>	AE Selection System	Architect & Engineer Selection system Privacy Notice
<input type="button" value="Apply"/>	Business Objects 4.0	Business Objects 4.0 more Privacy Notice
unavailable	Enterprise Reporting Web Intelligence	SAP Business Objects v3.1 more Privacy Notice
<input type="button" value="Apply"/>	ER Report Portal	Enterprose Reporting Report Portal v1.0 more Privacy Notice

The 'Apply' buttons for 'Business Objects 4.0' and 'ER Report Portal' are circled in red. The footer of the page includes links for 'Admin', 'My Secure Services', 'Account Management', and 'About SecureAccess', along with a copyright notice for 2004-2013.

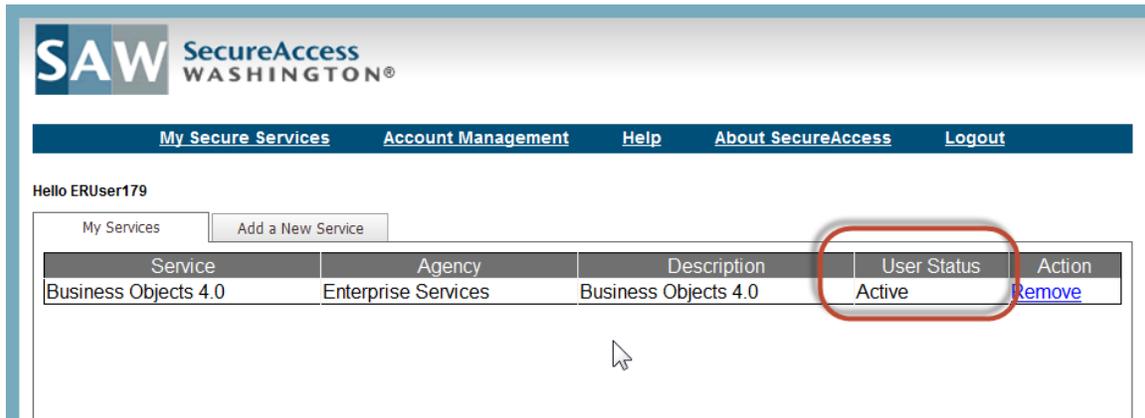
A confirmation page will be displayed notifying you that your request has been received.

The screenshot shows the SAW SecureAccess WASHINGTON portal. The user is logged in as 'ERUser179'. The page title is 'Service Registration Received'. Below the title, there is a message: 'Thank you for registering with agency Enterprise Services's service Business Objects 4.0. You will be notified by email of the approval or rejection of your service registration.'

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'**.

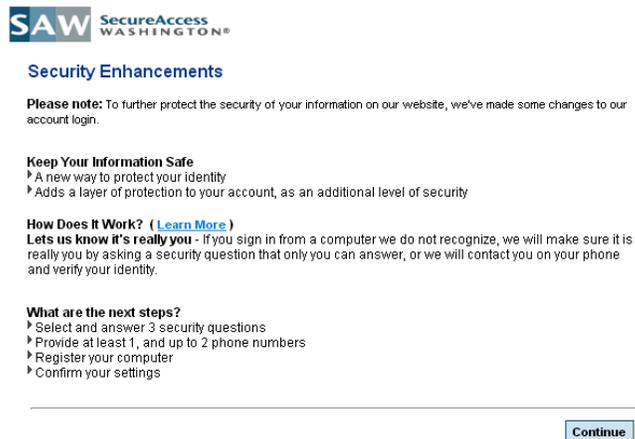


5. At this point you may click on the Business Objects 4.0 link to access the application.

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.



Select your Security Questions and Enter Phone Number(s)

When you sign on from a computer we do not recognize, you will be asked to answer a security question or enter a confirmation code using your telephone, in order to verify your identity. [How does it work?](#)

Step1: Select and answer 3 security questions * = Required Fields

Note: Your answers should be no more than 30 characters (no symbols)

Question 1 :

*

Answer:

*

Question 2 :

*

Answer:

*

Question 3 :

*

Answer:

*

Step2: Enter Phone Number(s) * = Required Fields

Note: Provide at least 1 phone number to which we can authenticate you

Phone Type (Home, work, or cell phone):	Country Code:	Area Code:	Phone Number (No dashes, or spaces):	Extension (Optional):
* <input type="text"/>	<input type="text" value="Please select a country code"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="Please select a country code"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Would You Like Us to Remember this Computer? [Learn More](#)

- Yes, I plan on using this computer to access my account in the future
- No, This is a public computer or one I do not plan on using often to access my account.

[Continue](#)

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.



Login to Your Account

Because you are attempting to access your account using a computer or device we do not recognize, we need further verification of your identity for security purposes.

Confirm Phone Number

Please confirm the phone number you would like us to call to:

cell phone: +1 - XXX - XXX7894

(Expect a phone call 5-30 seconds after click "Continue")

Would You Like Us to Remember this Computer? [Learn More](#)

- Yes, I plan on using this computer to access my account in the future
- No, This is a public computer or one I do not plan on using often to access my account.

Continue

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/>.



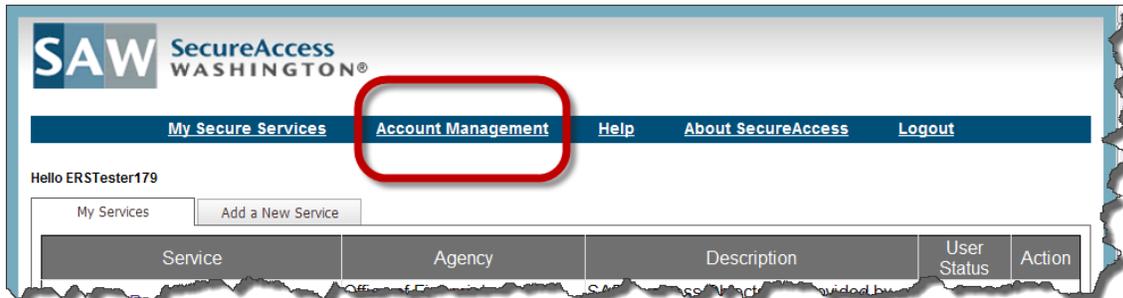
2. Under the "My Services" tab, click on the **Business Objects 4.0 or ER Report Portal** link.

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?

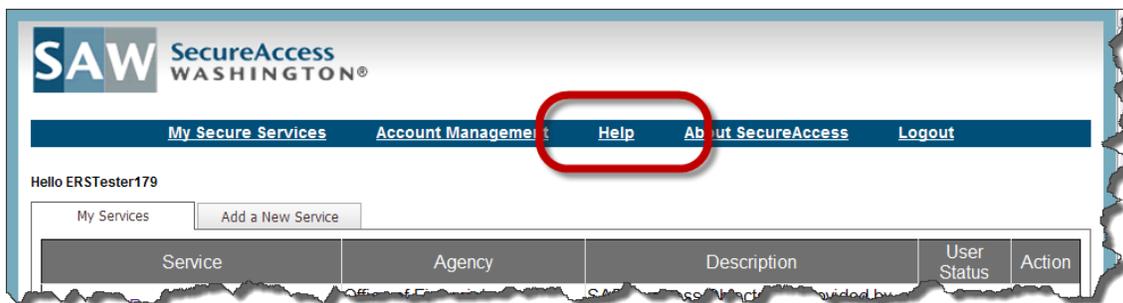
4.1 Account Management

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.

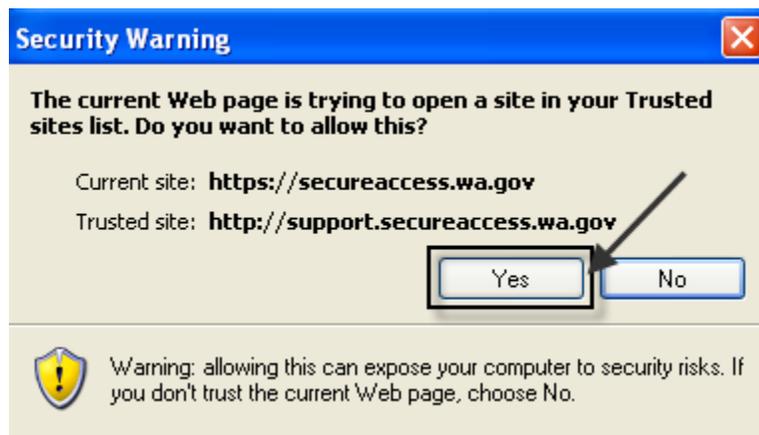


4.2 Help with SAW

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.