If you are a site staff or AmeriCorps member who is not working in a WorkSource office, you will need a Secure Access Washington (SAW) account to use TimeTracker. SAW allows public access to online services provided by a multitude of Washington state government agencies by setting up a single user account. This job aid will walk you through the steps you’ll need to follow in order to create a new SAW account.

NOTE: you will need to use Internet Explorer or Google Chrome in order to use TimeTracker. For best results, we recommend using Chrome.

1. Go to [http://www.washingtonservicecorps.org](http://www.washingtonservicecorps.org). Once there, site staff will go to the For site staff menu, and click on TimeTracker. Members will go to the Member Resources menu, and click on TimeTracker. From the TimeTracker page, click the link for the TimeTracker login page.

2. Under the blue With another email address banner, click the blue Create a SAW account button.
3. A separate browser window will pop up with SAW’s sign-up page. Complete the form, and click Submit. SAW will then immediately send an email to you requiring you to click their verification link. Once done, you’ll be taken to a SAW page confirming your account has been created.

4. Once you receive confirmation that your account has been created, go back to the TimeTracker page on our website, or the TimeTracker login page, and click Notify WSC of SAW email address. This will take you to the email notification form on our website. Complete the fields, and click Submit.

5. Once we have your TimeTracker account set up with your SAW email, we will notify you that you can proceed with logging in to TimeTracker. Please allow 3 days from the time you notify us of your SAW email address.