

TimeTracker Job Aid – Secure Access Washington (SAW) Instructions

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>. 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.



Sign in

▼ With an esd.wa.gov email address

If you're an AmeriCorps member, project site staff or Washington Service Corps staff with an @esd.wa.gov email address:

[Sign in to TimeTracker](#)

▼ With another email address

If you're an AmeriCorps member or project site staff with any email address other than @esd.wa.gov, you must sign in to TimeTracker through SecureAccess Washington (SAW).

[What is SAW?](#)

Sign in with your existing SAW account

[Sign in with SAW](#)

Or

[Create a SAW account](#)

[Check to see if you already have a SAW account](#)

[Notify WSC of SAW email address](#)

TimeTracker Job Aid – Secure Access Washington (SAW) Instructions

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.



The screenshot shows the Secure Access Washington (SAW) login page. At the top left is the Seal of the State of Washington, featuring George Washington and the year 1889. To the right, the text reads "WELCOME to your login for Washington state." Below this is a navigation bar with "SecureAccess Washington" on the left and "SIGN UP!", "GET HELP", and "TIPS ON" buttons on the right. The main content area is split into two columns. The left column is titled "LOGIN" and contains a "USERNAME" field, a "PASSWORD" field, a "SUBMIT" button, and links for "Forgot your username?" and "Forgot your password?". The right column is titled "ON BEHALF OF" and features a graphic of the Washington State Capitol building with the text "WASHINGTON STATE AGENCIES" overlaid.

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.