



## TimeTracker Training Transcripts

### Video 1: How to Set Up an Account and Sign into TimeTracker

Hello, and welcome to how to set up an account and sign into Washington Service Corps' (WSC) and Washington Reading Corps' (WRC) TimeTracker timesheet system.

In this training, we will review how to set up a TimeTracker account and log into the TimeTracker system. If you are a returning member or site staff and already have an account, you do not need to watch this training; however, please re-watch whatever trainings on TimeTracker you would like a refresher on. For everyone else new to TimeTracker, this video is for you.

Today's training is part of WSC's core required training. Serve Today for a Better Tomorrow.

The information about and link to access the TimeTracker system can be found on our website, [washingtonserviceworks.org](http://washingtonserviceworks.org). Site staff will click on the "Site Staff Resources" menu, and members will click on the "Member Resources" menu. For the purposes of this training, I will click on "Member Resources", but once you click on either link, a webpage will load and you can scroll down to the "TimeTracker" section of the webpage.

Once you get to the TimeTracker section of the webpage, you will see an icon you can click, which will take you to the TimeTracker sign-in page. You will use this link to sign in to the TimeTracker system. I definitely recommend saving this link to your Favorites as you will be using it a lot this year. But we're not ready to sign in yet, because we need to set up an account.

On this page of our website, there will be instructions on how to sign up for TimeTracker. First, you will see a text box listing the two browsers that are needed to use the TimeTracker system. You can either use Internet Explorer [Microsoft Edge] or Google Chrome; however, if possible, we recommend using Chrome.

Below this information you'll see, "New to TimeTracker? Follow the steps below." Let's take a look at these steps. There are two options. The first drop-down menu, "For members who do not have an [esd.wa.gov](http://esd.wa.gov) site email address", contains the instructions most staff and members will fall under. The drop-down menu under that titled, "For members with an [esd.wa.gov](http://esd.wa.gov) email address", is for ESD staff or members. Let's look at that process first.

The "ESD" here stands for Employment Security Department. If you are staff or a member with the Employment Security Department – generally at a WorkSource office – you will have an [esd.wa.gov](http://esd.wa.gov) email address. If you are with ESD, your next step is to email your ESD email address, site name and location to your current WSC Coordinator. This will be the WSC staff person who helped you through enrollment, and you can find their contact information on the webpage here.

Your WSC Coordinator will make sure you have an account set up in TimeTracker. It will take approximately three to five business days from the time you send an email to your Coordinator to receive confirmation from WSC that your TimeTracker account is now set up. At that point, you can then use the TimeTracker sign-in from our website and access your account and first timesheet. For ESD staff and members, this is all the information you need, and you can end this video now and email your Coordinator. When you receive your email confirmation from WSC and set up your account, return to the training and watch the rest of the videos that will take you through using the TimeTracker system.

For everyone else, watch on and let's take a look at the first drop-down menu.

On the drop-down menu titled, "For members who do not have an esd.wa.gov email address", the first step in the instructions is to review the video on setting up a SAW (or Secure Access Washington) account, which is similar to the video you are watching now. A SAW account allows public access to online services provided by a multitude of Washington state government agencies, by setting up a single user account. For instance, you could have created a SAW account to renew your Washington state drivers license.

Let's look a little closer at the SAW account. First off, you will want to go to our TimeTracker sign-in page to start the process to create an account. Once on the [TimeTracker sign-in page](#), you will click on the button that says, "[Create a SAW account](#)."

Filling out the registration for the SAW account is pretty straightforward, just fill in the blanks. My only recommendation is to create an account in SAW using an email you check frequently. We recommend you use your site's email because notifications you receive from TimeTracker about timesheets will be sent to the email associated with your SAW account. Once you set up your SAW account, you will get an auto-generated email from [secureaccess@cts.wa.gov](mailto:secureaccess@cts.wa.gov).

As a side-note, if you already have a SAW account or if you think you do, you can double-check if you have an account before setting one up a new one, by clicking on "[Check to see if you already have a SAW account](#)" and entering your email address. If you have a SAW account, they will send you a username reminder.

Once you are signed up with a SAW account, you will notify WSC using the link also on the TimeTracker sign-in page that says, "[Notify WSC of SAW email address](#)". Then you will just enter the basic information required on that page and click "Submit", and the SAW email information will be sent to us. WSC will then link your SAW account with our TimeTracker system. This takes us three to five business days, generally. When you receive an email confirmation from WSC that you are set up in TimeTracker, you'll know you can go to the TimeTracker sign-in page and sign in, and then you are good to go.

And that's all you need to know to get set up in TimeTracker. We hope that this training helped you learn a little more about the TimeTracker sign-in process. If you have any questions, or run into any problems, contact your WSC or WRC Coordinator or call our office at 888-713-6080. And once you can sign in and access TimeTracker, come back and watch the rest of the trainings, so you know how to use and navigate the TimeTracker system. Thank you and have a wonderful day.