

TimeTracker Job Aid – Creating a WA.gov Account

If you are a site staff or AmeriCorps member who does not have an esd.wa.gov email address (such as working or serving in a WorkSource office), you will need a WA.gov account to use TimeTracker. WA.gov 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 to create a new WA.gov account.

NOTE: For best results, we recommend using Google Chrome or Microsoft Edge when using TimeTracker.

1. Go to <http://www.washingtonservicecorps.org>. Once there, site staff will go to the **Site Staff Resources** menu, and click on **TimeTracker** in the left navigation menu (or scroll down the page). Members will go to the **Member Resources** menu, and click on **TimeTracker** in the left navigation menu (or scroll down the page). From there, click the link for the **TimeTracker login page**.
2. From the list of options, click on **Create a WA.gov account** button.



Sign in

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 WA.gov.

[What is WA.gov?](#)

Sign in with your existing WA.gov account

Or

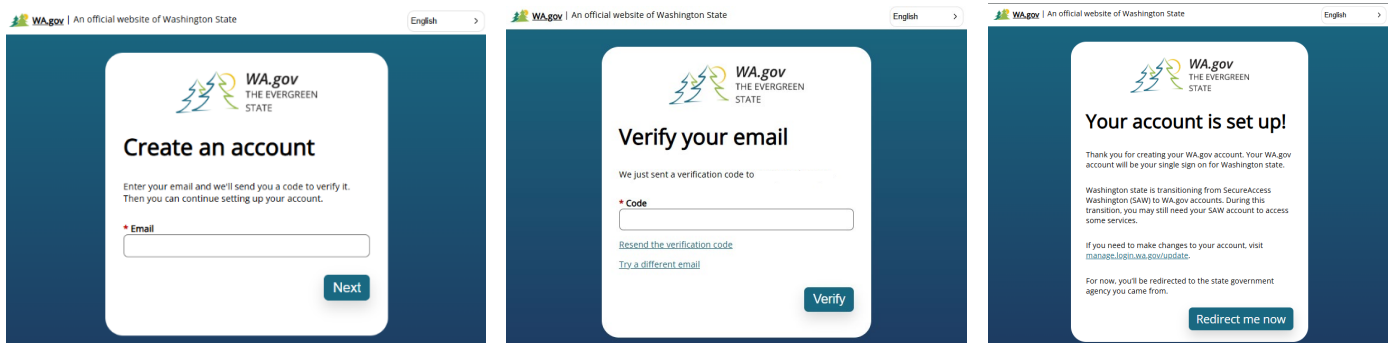
[Create a WA.gov account](#)

[Notify WSC of WA.gov email address \(new users only\)](#)

Need help? Visit [Get help for creating or using your WA.gov account.](#)

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3. A separate browser window will pop up with the WA.gov **Create Account** page.
 - a. Enter your email address and click the **Next** button. WA.gov will then immediately send an email to you with a verification code.
 - b. Copy and paste that code into the “Verify your email” window, and click the **Verify** button.
 - c. You will then be prompted to enter your First and Last name, and click the **Next** button.
 - d. Then create and enter a password, and click the **Next** button.
 - e. You should now see a message that “Your account is set up”.



4. Return to the TimeTracker login page and click **Notify WSC of WA.gov 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 WA.gov email, we will notify you via email that you can proceed with logging in to TimeTracker. Please allow us three days to process your TimeTracker account from the time you notify us of your WA.gov email address.
6. Once you hear from us that your TimeTracker account has been set up, go to the TimeTracker login page, click the **Sign in with WA.gov** button, and log in with your WA.gov account credentials (including new authentication code*).

*NOTE: Each time you log in to TimeTracker via WA.gov, you will receive a new authentication code to enter. *This is called Multifactor Authentication (MFA)*. By default, you will receive these codes via email from no-reply@login.wa.gov; however, you can [log back into your WA.gov account](#) and add your mobile phone number to receive the code by text message.

Visit <https://wa.gov/get-help> for further support in creating and managing your WA.gov account.

