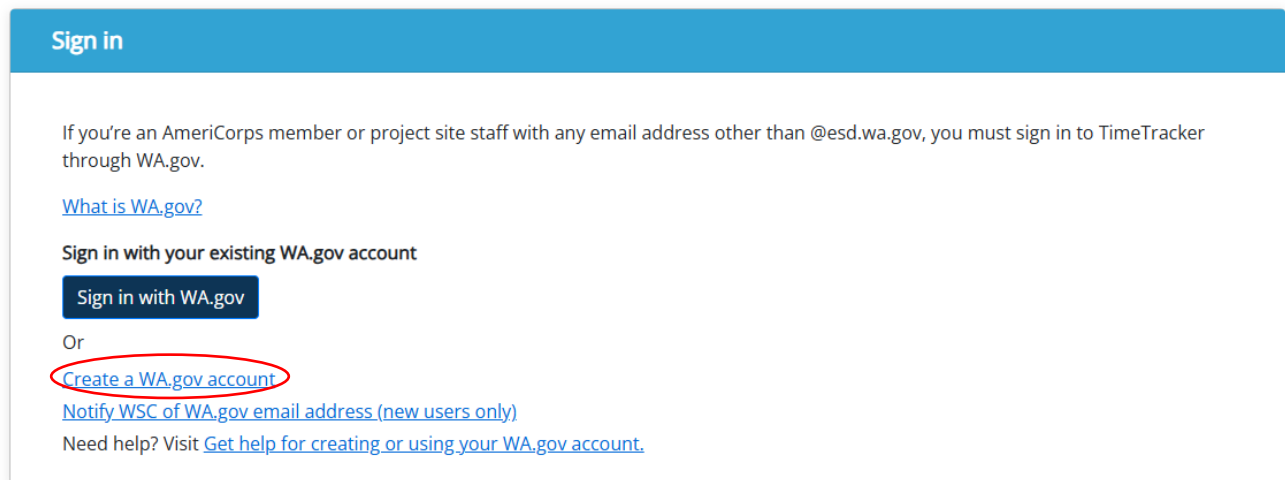


TimeTracker Job Aid – Creating a WA.gov Account *Switching from Secure Access Washington (SAW) to WA.gov*

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 the [TimeTracker login](#) webpage.
2. From the list of options, click the **Create a WA.gov account** button.

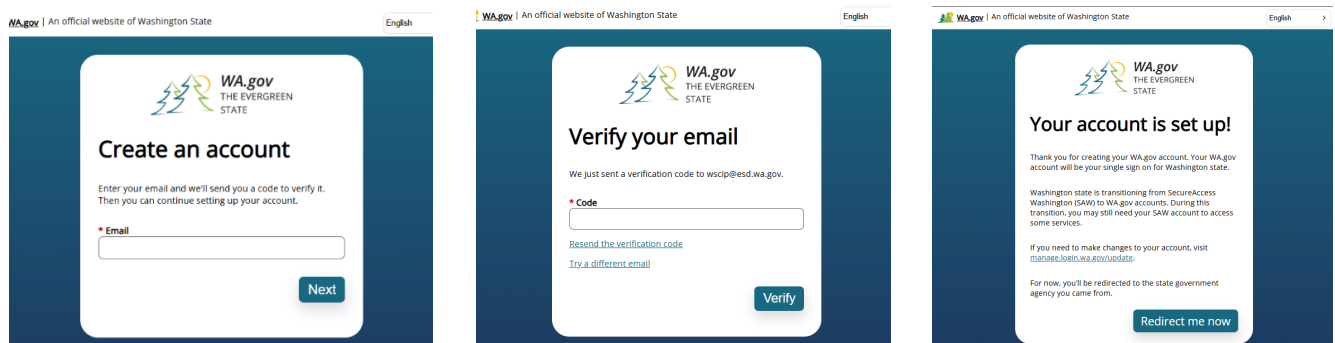


TimeTracker Job Aid – Creating a WA.gov Account

Switching from Secure Access Washington (SAW) to WA.gov

3. In the WA.gov **Create Account** page:

- a. Enter the email address you currently use to log into TimeTracker through SAW, 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, click the **Sign in with WA.gov** button, and enter your WA.gov credentials (including new authentication code*) to sign in to TimeTracker.

- a. If you receive an error message, [contact us](#) to confirm that the email address in your WA.gov account matches your current TimeTracker account.

*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.

