

Access to Sprout using SAW

Access to Sprout now requires a SAW Account be created prior to accessing the system. If you already have an SAW Account, you may choose to connect it to your Sprout account and use it to log in to Sprout. You can also create a new and separate SAW account that you connect to your Sprout account and use for logging in to Sprout.

Course Icons You will see some symbols appear throughout this course. These icons are used to indicate the following:

Icon	Function
	This will be covered in more detail later in the course.
	FYI – Helpful information related to Accessing Sprout via SAW.
	Best Practice – This is a technique that through our experience has been shown to be the most effective and efficient.

Objectives Assist Users in setting up account to access Sprout via Secure Access Washington (SAW).

- Understand activation process
- Setup Secure Access Washington Account (SAW)
- Provider Portal Registration
- Multi-Factor Authentication (MFA)

Have an existing SAW Account? You may already have a personal SAW account, if so, you may use your existing SAW account and simply by logging in from Sprout and entering your SAW Username and Password.

Creating SAW Account Follow the instructions below to ensure that your registration is completed successfully. **Even if you are familiar with SAW it is important that you read through these instructions.** It will be easiest if you allow yourself enough time (10-15 minutes) to complete the process in one sitting.

To Begin: Select: [SecureAccess Washington](#)

Or Enter: <https://secureaccess.wa.gov> in browser

Login Page displays



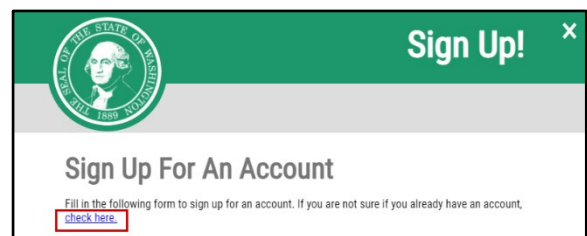
The screenshot shows the Washington State SecureAccess login page. At the top, there is a green header with the Washington State Seal on the left and the text "WELCOME to your login for Washington state." on the right. Below the header, there is a navigation bar with "SecureAccess Washington" on the left and "SIGN UP!", "GET HELP", and "TIPS ON" on the right. The main content area is divided into two sections. The left section 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 section is titled "ON BEHALF OF" and features a graphic of the Washington State Capitol building with the text "WASHINGTON STATE AGENCIES" overlaid.

1. Select **Sign Up**

Sign Up or Registration page displays



Before you create an account, it is encouraged that you select the check here button to see if an account already exists using your information. (Name and Email Address).



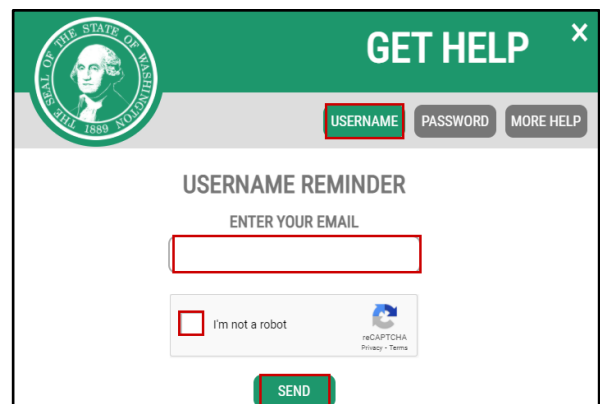
The screenshot shows the Washington State SecureAccess Sign Up page. It has a green header with the Washington State Seal on the left and "Sign Up!" with a close button on the right. Below the header, the text "Sign Up For An Account" is displayed. A note says "Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here.](#)". The "check here." link is highlighted with a red box.

1. Select **check here**

Username Reminder box displays

1. Enter **YOUR EMAIL**
2. Check I'm not a robot
3. Complete **CAPTCHA**
4. Select **SEND**

If an account is found an email with username reminder will be sent to your email.



The screenshot shows the Washington State SecureAccess Username Reminder page. It has a green header with the Washington State Seal on the left and "GET HELP" with a close button on the right. Below the header, there are buttons for "USERNAME", "PASSWORD", and "MORE HELP". The "USERNAME" button is highlighted with a red box. The main content area is titled "USERNAME REMINDER" and contains a form with the label "ENTER YOUR EMAIL" and an empty text field. Below the text field is a checkbox labeled "I'm not a robot" and a reCAPTCHA widget. At the bottom, there is a "SEND" button highlighted with a red box.

Once you have Username and if you don't remember your password select Password box. Following the same steps as above, an email will be sent to you that will walk you through the process of setting up a new password.

Password Reset Box displays

1. Enter **YOUR USERNAME**
2. Confirm **YOUR EMAIL**
3. Check I'm not a robot
4. Complete **CAPTCHA**
5. Select **SEND**



You may have multiple usernames for the same email address, make sure to use the correct username.

If **NO account** exists using your email address the system displays

create a new account using that address?'. The 'create a new account' link is highlighted with a red box."/>

1. Select **create a new account** hyperlink

Returns to the Sign Up for An Account page

Personal Information

1. Enter **First Name**
2. Enter **Last Name**
3. Enter **Primary Email**

Contact Information for Security

(Optional)

1. Enter **Additional Email Address**
2. Enter **Mobile Phone Number**

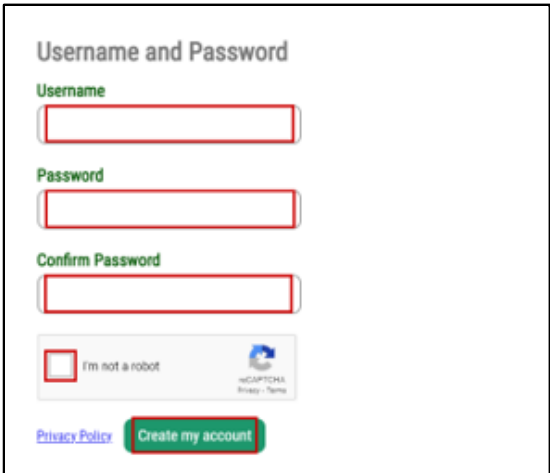


Adding optional information can save you from losing access to your account.

check here.' The form is divided into two sections: 'Personal Information' and 'Contact Information For Security (Optional)'. The 'Personal Information' section has three input fields: 'First Name', 'Last Name', and 'Primary Email'. The 'Contact Information For Security (Optional)' section has two input fields: 'Additional Email Address (Optional)' and 'Mobile Phone Number (Optional)'. At the bottom, there is a note: 'Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.'"/>

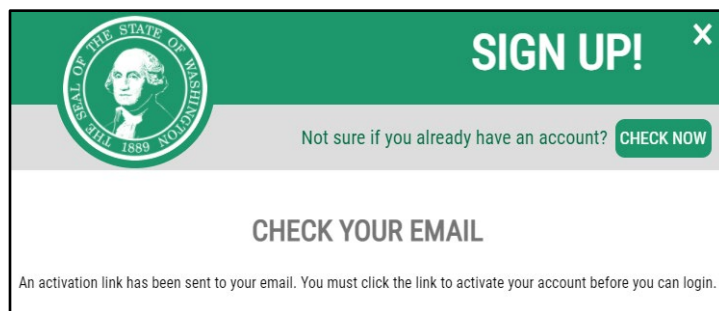
Username and Password

1. Enter **Username**
2. Enter **Password**
3. Confirm **Password**
4. Check I'm not a robot
5. Complete CAPTCHA
6. Select **Create my account**



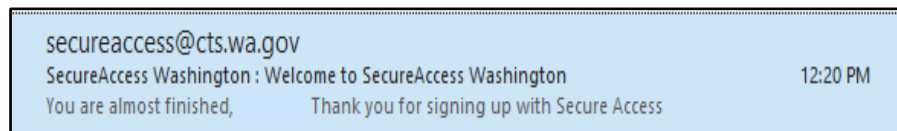
The screenshot shows a registration form titled "Username and Password". It contains three input fields: "Username", "Password", and "Confirm Password", each with a red border. Below the fields is a checkbox labeled "I'm not a robot" and a CAPTCHA image. At the bottom, there is a "Privacy Policy" link and a "Create my account" button with a red border.

Popup displays



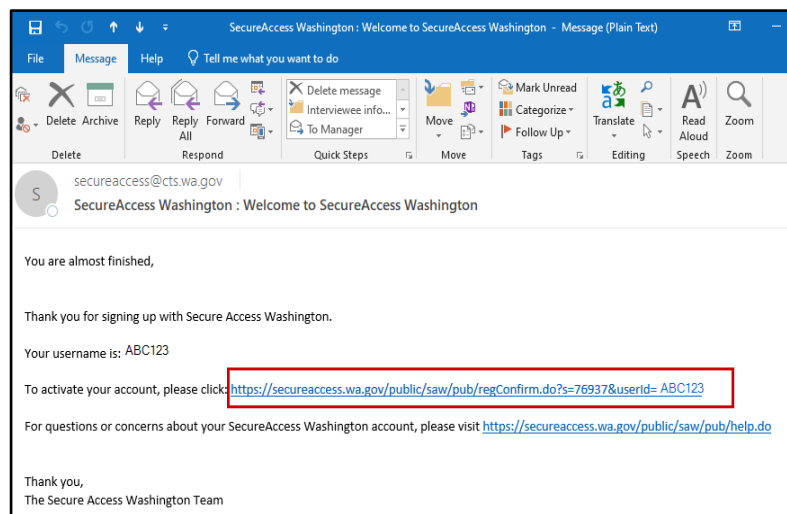
Activating Your Account

Open Email service (for email address entered during Registration)



1. Open **Email Account** and locate email sent by secure access

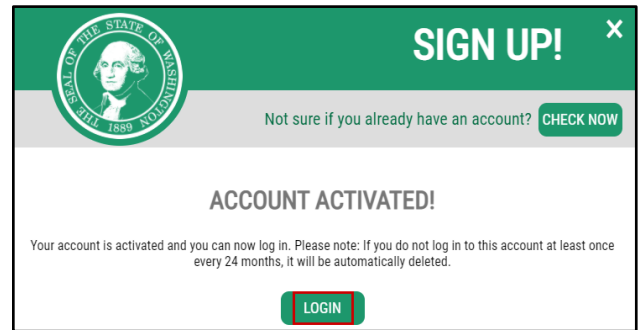
Email displays



1. **Select Link** in email to activate account

Returns to Web browser (SAW Page)

1. Select **LOGIN**



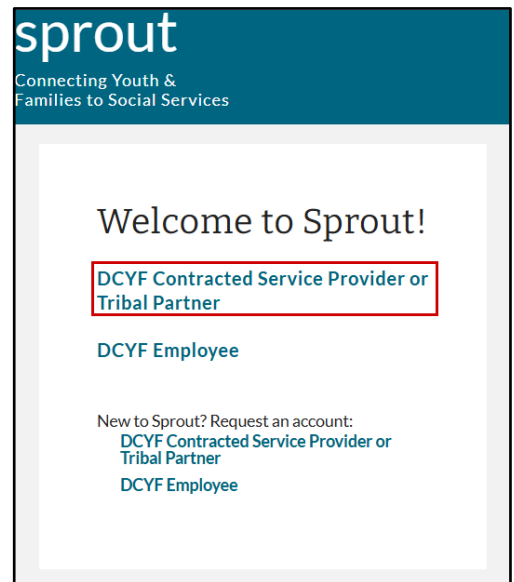
Log out of SAW now that your account has been created.

Log into
Sprout via
SAW

Launch [Sprout](https://www.sproutservices.org) or go to:

<https://www.sproutservices.org>

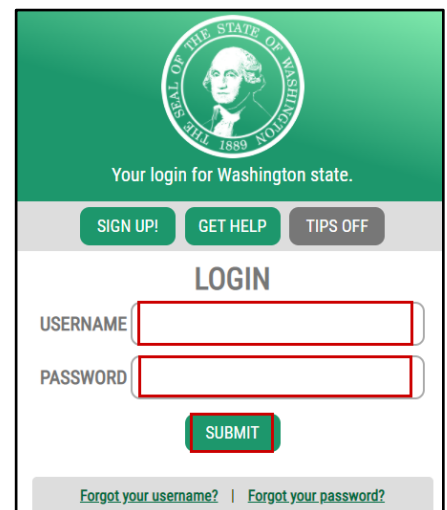
1. Select **DCYF Contracted Service Provider or Tribal Partner**



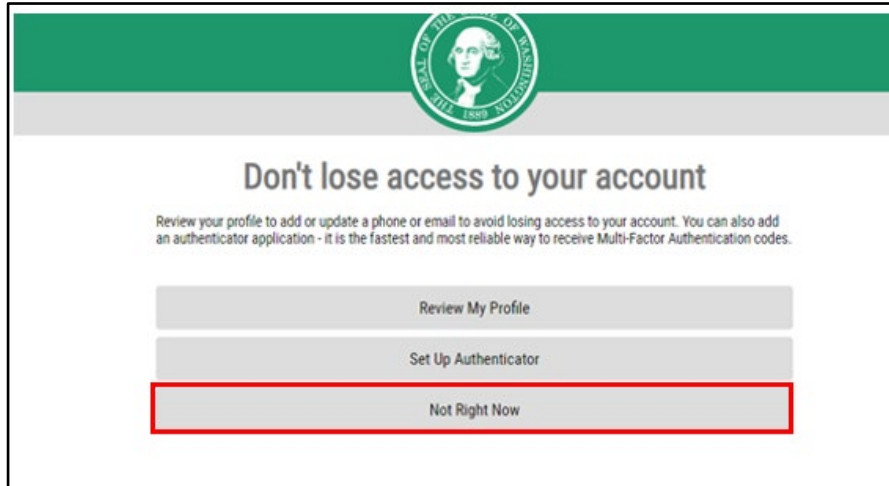
SAW Login Page displays

1. Enter **USERNAME**
2. Enter **PASSWORD**
3. Select **SUBMIT**

Make sure to enter your SAW (not your Sprout) username and password. Your SAW username may not be your email address.



Don't lose access to your account window may display



1. Select **Not Right Now**

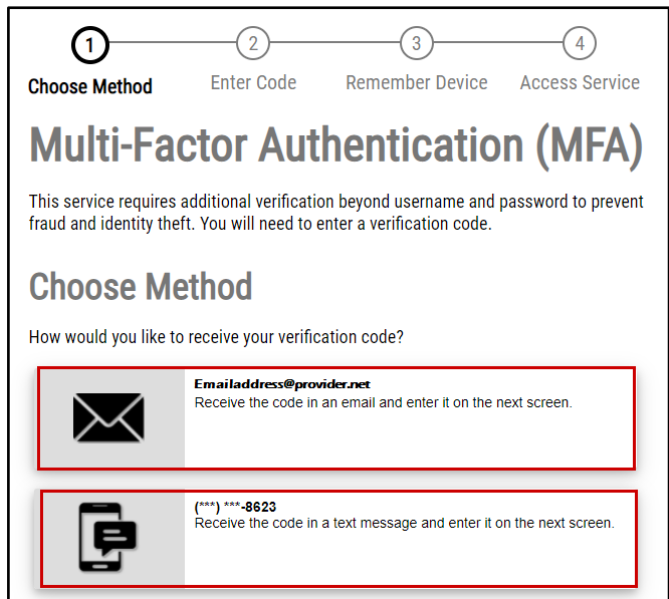


You may be given a prompt to review your profile or set up authenticator. These are completely optional. To save you time, we recommend choosing "not right now." You can set this up at a later time.

Multi-Factor Authentication (MFA) displays

Choose Method Section

1. Select **Email**
or
2. Select **Text message**



Verification Code will be sent to either your Email Address or Phone depending on your choice above.

1. Enter **Verification Code** provided in the email
2. Select **Submit**

The screenshot shows the 'Enter Code' step of the MFA process. At the top, a progress bar indicates four steps: 1. Choose Method, 2. Enter Code (current step), 3. Remember Device, and 4. Access Service. The title 'Multi-Factor Authentication (MFA)' is prominently displayed. Below the title, the heading 'Enter Code' is followed by the instruction 'Please enter the code sent'. A text input field contains the number '8988', and a green 'Submit' button is to its right. At the bottom, there are links for 'Resend Code' and 'Choose another method'.

Remember Device?

1. Select **Submit**



*It is best to **NOT Select Yes** at this time.*

The screenshot shows the 'Remember Device?' step of the MFA process. The progress bar at the top shows steps 1 through 4, with step 3, 'Remember Device', being the current step. The title 'Multi-Factor Authentication (MFA)' is at the top. Below it, the heading 'Remember Device?' is followed by the instruction 'Choose to remember this device to reduce how often you are required to enter a verification code.' A paragraph explains that if the device is shared or public, it is recommended not to remember it. There is an unchecked checkbox labeled 'Yes, remember my device' and a green 'Submit' button at the bottom.

Returns to Sprout Login Page

1. Enter **E-Mail**
2. Password: Enter **Password**
3. Select **SIGN IN**



You will only do this step one time to authenticate your access – meaning you will not need to remember your Sprout sign in information after entering it this last time.

The screenshot shows the Sprout login page. The header features the 'sprout' logo and the tagline 'Connecting Youth & Families to Social Services'. The main form has two input fields: 'E-Mail' with the value 'kligon@uw.edu' and 'Password' with masked characters. Both fields have red 'x' icons to the right. Below the password field is a 'FORGOT PASSWORD?' link. A blue 'SIGN IN' button is positioned to the right of the password field. At the bottom, there is a link that says 'New? Request an account now.'

Sprout will display and account validation has been completed. Sprout is ready for use.

Continued Access to Sprout via SAW

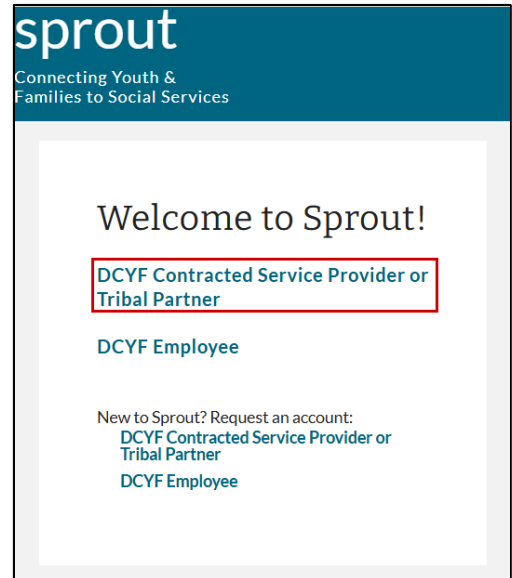
Now that a SAW Account has been created and validation for Sprout has been completed, you can now access Sprout via SAW by going to the Sprout Login page.

Launch [Sprout](#) or go to:

<https://www.sproutservices.org>

Login in Page displays

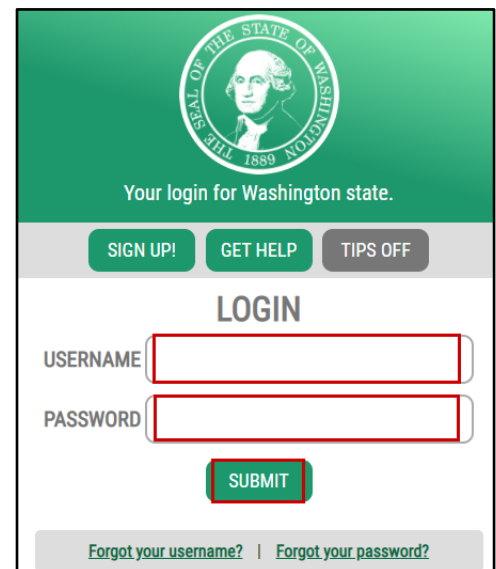
1. Select **DCYF Contracted Service Provider or Tribal Partner**



The image shows the Sprout login page. At the top, the 'sprout' logo is displayed in white on a dark teal background, with the tagline 'Connecting Youth & Families to Social Services' below it. The main content area is white and features the heading 'Welcome to Sprout!'. Below this, there are two red-outlined buttons: 'DCYF Contracted Service Provider or Tribal Partner' and 'DCYF Employee'. Further down, there is a section for new users with the text 'New to Sprout? Request an account:' followed by two links: 'DCYF Contracted Service Provider or Tribal Partner' and 'DCYF Employee'.

Returns to SAW Login Page

1. Enter **USERNAME**
2. Enter **PASSWORD**
3. Select **SUBMIT**



The image shows the SAW login page. At the top, there is a green header with the Seal of the State of Washington on the left and the text 'Your login for Washington state.' on the right. Below the header, there are three buttons: 'SIGN UP!', 'GET HELP', and 'TIPS OFF'. The main section is titled 'LOGIN' and contains two input fields: 'USERNAME' and 'PASSWORD', both with red outlines. Below these fields is a green 'SUBMIT' button. At the bottom, there are two links: 'Forgot your username?' and 'Forgot your password?'.

Multi-Factor Authentication (MFA) displays

Choose Method Section

1. Select **Email**
or
2. Select **Text message**

Verification Code will be sent to either your Email Address or Phone depending on your choice above.

1. Enter **Verification Code**
provided in the email
2. Select **Submit**

Remember Device?

1. Select **Submit**



*It is best to **NOT Select Yes** at this time.*

Complete MFA process

Sprout will now display