




Setting up Authenticator for SAW

SAW has an Authenticator which can be setup during creation of a SAW account or on an existing account. If you choose to not setup during account creation or would like to set up for an existing account follow these directions.

Why Use Authenticator App? WA Tech shares the following:

“Authenticator apps generate codes on your device. They make it easy to verify your identity while also keeping your and our information safe, private and secure. We recommend using Google Authenticator, which can be found in your device’s app store, but any authenticator app will work. Follow the instructions below to setup an authenticator app.”

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 SAW Authenticator
	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 Authenticator for Secure Access Washington (SAW).

- Understand Authenticator process
- Complete download and set-up of Google Authenticator
- Successfully log-in using Multi-Factor Authentication (MFA)
- Provides access to ESIT via SAW, removing multiple MFA steps

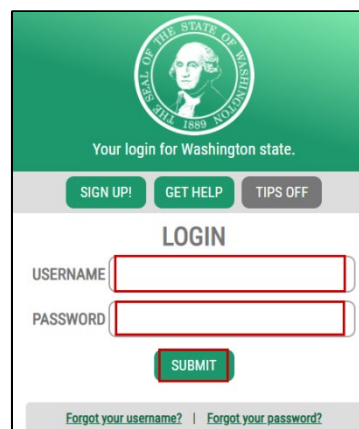
Logging into Account

To Begin: Click: [SecureAccess Washington](https://secureaccess.wa.gov)

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

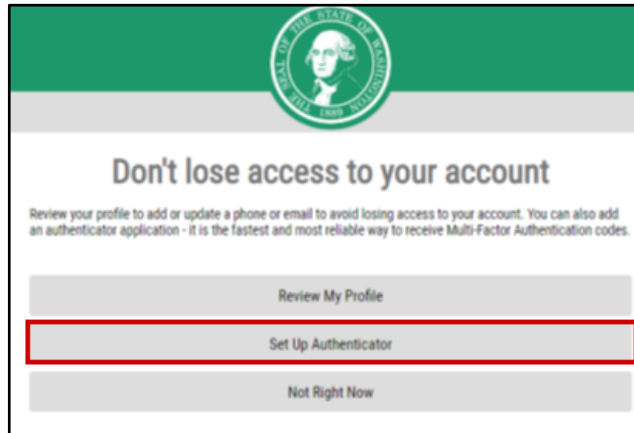
Login Page will display

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



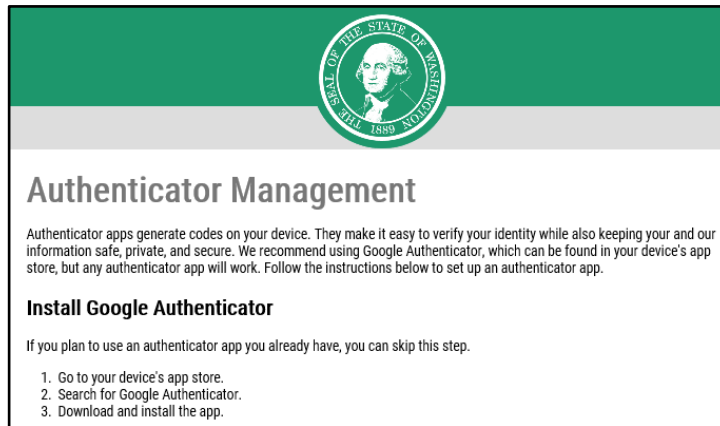
If the below window “Don’t lose access to your account window” does not display, go to **Page 7** for information on how to access the Authenticator from your SAW Account.

Don’t lose access to your account window displays



1. Click **Set Up Authenticator**

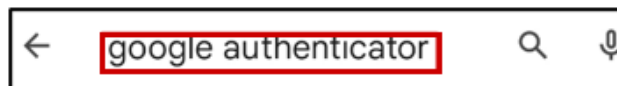
Authenticator Management window displays



Install Authenticator

To install Google Authenticator search and installation process will appear differently depending on your device and which App Store you use. Below is a sample.

1. Go to your **device’s App Store**
2. Search window will display



1. Enter **Google Authenticator**

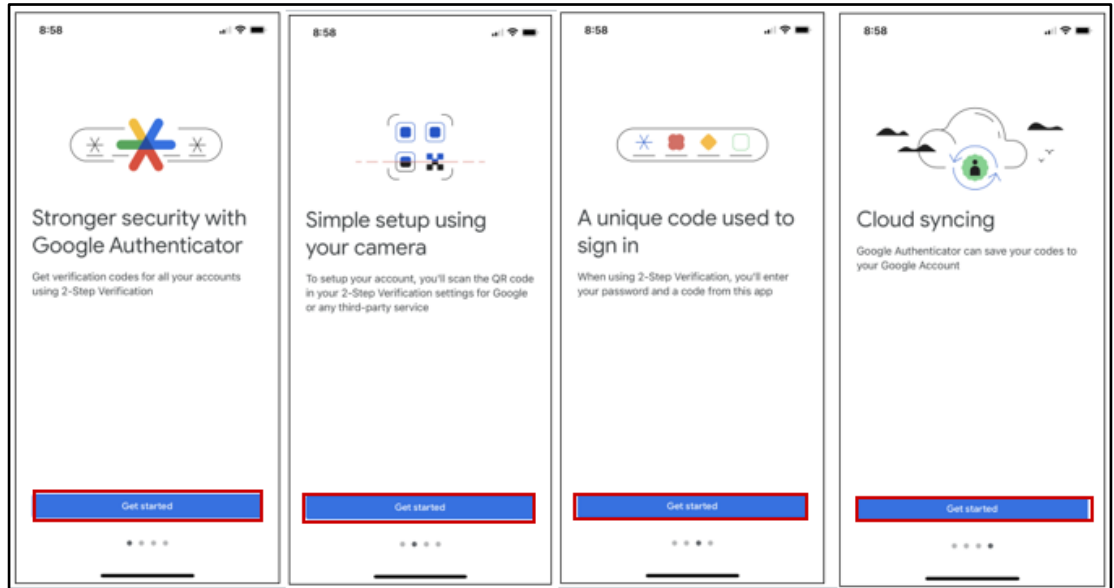
Results will return



1. Click **Install**

Open Authenticator

Launch Authenticator on your device. This will assist in setting up codes for authentication on your device for your SAW Account.



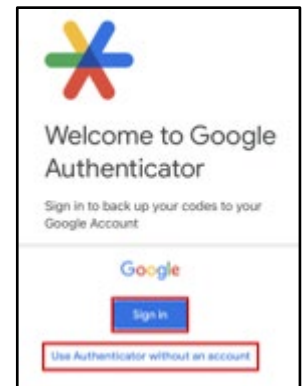
1. Click **Get started** on desired option

Welcome to Google Authenticator displays

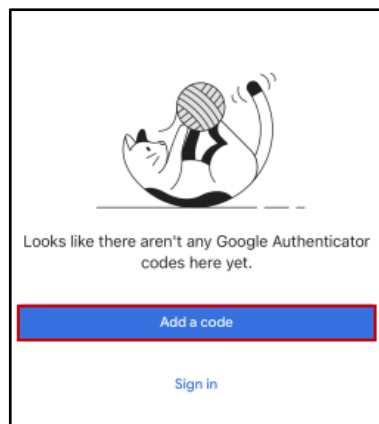
1. Click **Sign in** if wanting to use Google account

OR

1. Click **Use Authenticator without an account** if that is your desired option.

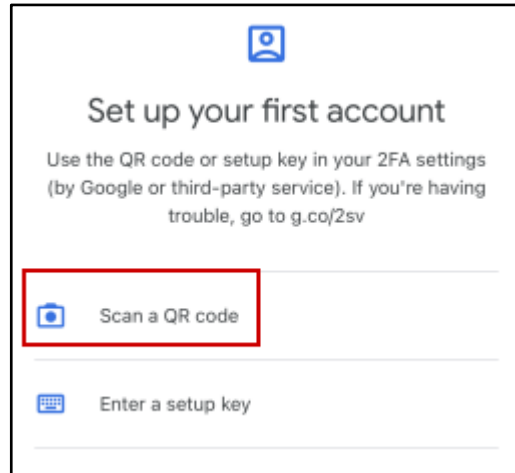


Add Google Authenticator codes displays



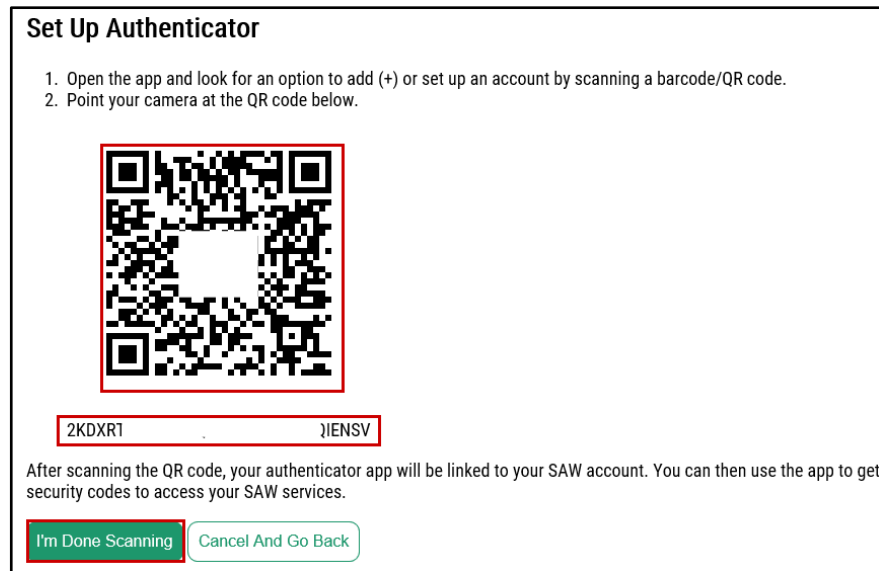
1. Click **Add a Code**

Set up your first account displays



1. Click **Scan a QR Code**

Return to your SAW Account Authentication Set-Up



1. Open **QR Code window** in SAW Set up Authentication
2. Scan QR Code
3. Click **I'm Done Scanning**



If you are unable to reach QR Code the number below QR Code can be entered manually.



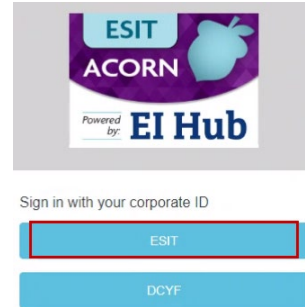
QR codes are unique. Be sure to scan the code provided by SAW during the set-up authenticator process. Do not use the picture above.

SAW Authenticator Set-up is complete and ready for use.

**Access ESIT
ACORN SITE**

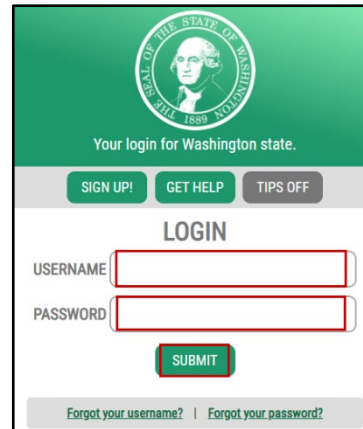
From ESIT ACORN Site now that you have SAW Account and Authenticator set-up.

1. Select **ESIT**



SAW Login Page will display

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



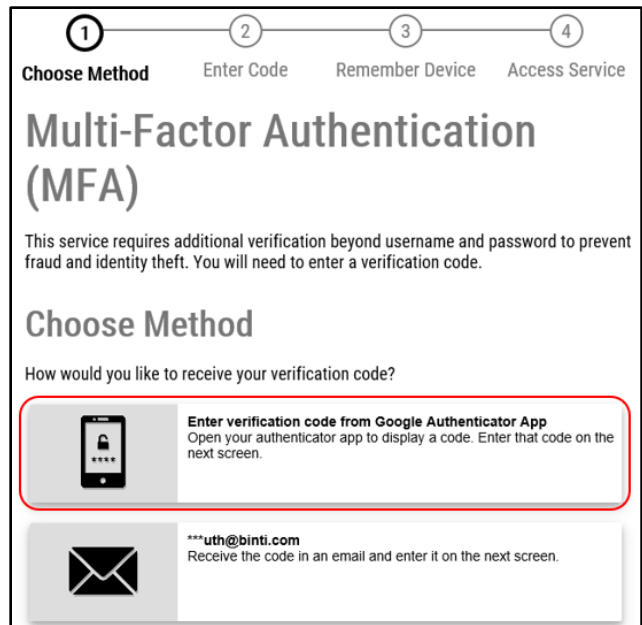
Multi-Factor Authentication (MFA) will open

Choose Method

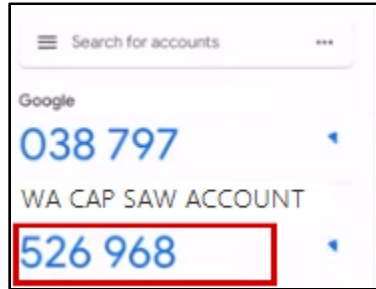
1. Select **Enter Verification Code from Google Authenticator App**



Other methods of verification will still work but are not as secure.

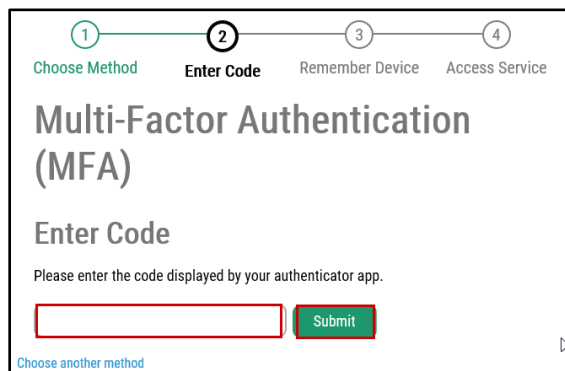


Open Google Authenticator and click on desired application code



Authenticator codes reset every 10 seconds.

MFA Authentication window opens



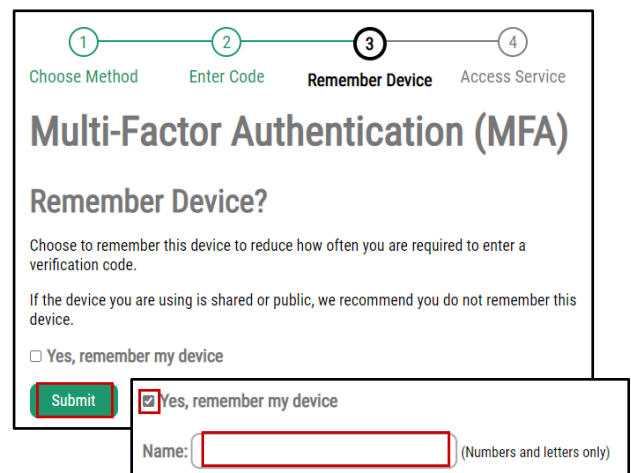
1. Enter **Code**
2. Click **Submit**

Remember Device window displays

1. Select **Submit**
Or
1. Select **Yes checkbox** to have device remembered
2. Enter **Device Name** if desired



*If using your personal device, best practice is to select **Yes**, remember my device*



NOW ACCESSING window displays

1. Click **Continue**

Selected Service will now display



Setting Up Authenticator when not prompted at sign-in

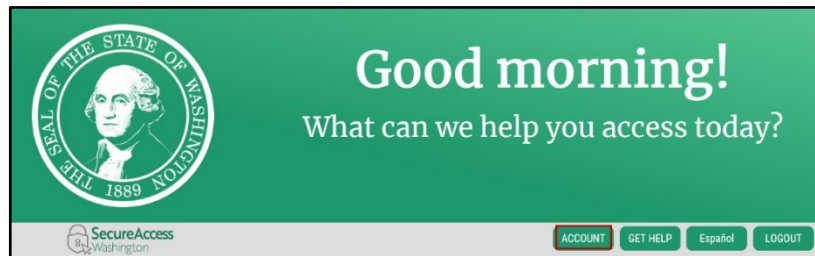
If you have already setup a SAW Account and a Service, but the prompt to set up Authenticator does not display.

Login into your SAW Account

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



When you have logged in Secure Access Landing Page Displays



1. Click **Account**

Manage Your Profile displays

1. Click **Profile**
2. Click **Set Up Authenticator**

Return to instructions starting on Page 2 – Install Authenticator

