




Access to ESIT ACORN using SAW

Access to ESIT ACORN requires a SAW Account be created prior to accessing the system. If you already have an SAW Account then that account can be used. It is recommended that Chrome, Edge or Firefox are used to access ESIT ACORN.

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 ESIT ACORN 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 ESIT ACORN 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 to log in to ESIT ACORN if your username matches your work email address.

Creating SAW Account

Follow the instructions below to ensure that your registration is completed successfully. It will be easiest if you allow yourself enough time (10-15 minutes) to complete the process in one sitting.

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

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

Login Page will display

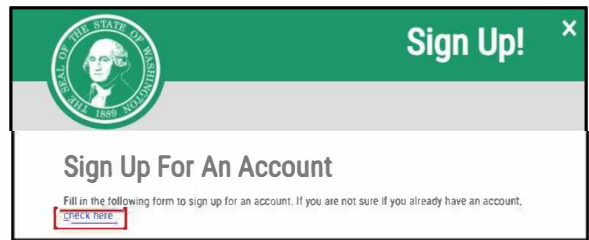


1. Click **Sign Up**

Sign Up or Registration page will display



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).

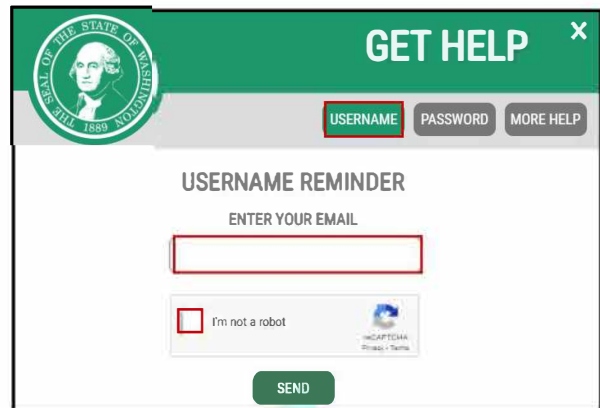


1. Select **check here**

Username Reminder box will display

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.



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 provided to you.

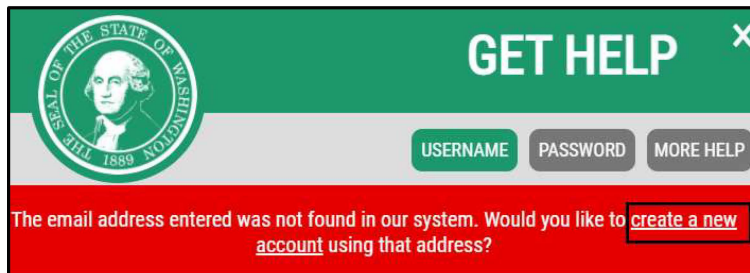
Password Reset Box will display

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 will display



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

Returns to the Sign Up for An Account page


Personal Information

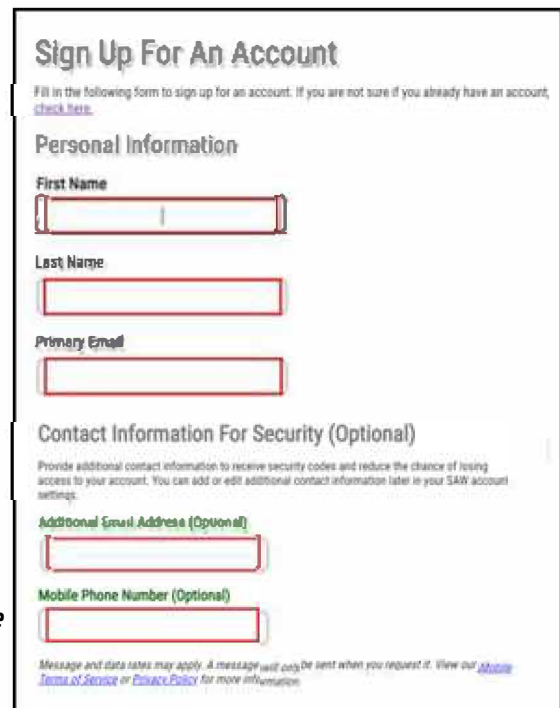
1. Enter **First Name**
2. Enter **Last Name**
3. Enter **Primary Email**

Contact Information for Security

(Optional)

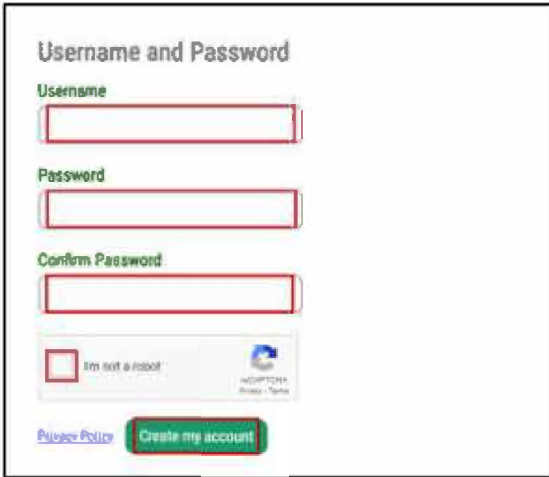
1. Enter Additional Email Address
2. Enter Mobile Phone Number

 *Adding a phone number will make the authentication process easier in the future.*

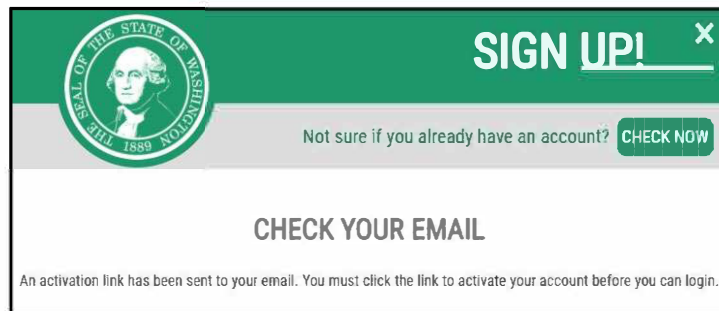


Username and Password

1. Enter **Username**
 2. Enter **Password**
 3. Confirm **Password**
 4. Check **I'm not a robot**
 5. Complete **CAPTCHA**
 6. Select **Create my account**
- ★ *Always use the work email address associated with your primary DMS account in the username field.*

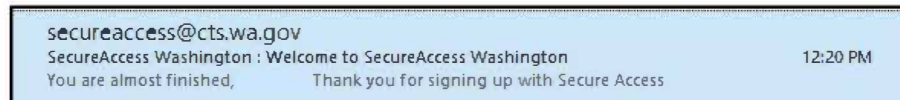


Popup will display



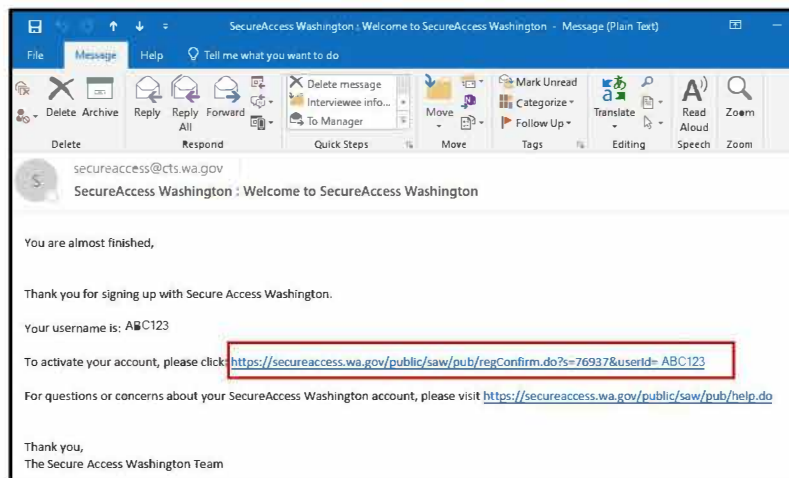
Activating Your Account

Open Email service (for email address entered during Registration)



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

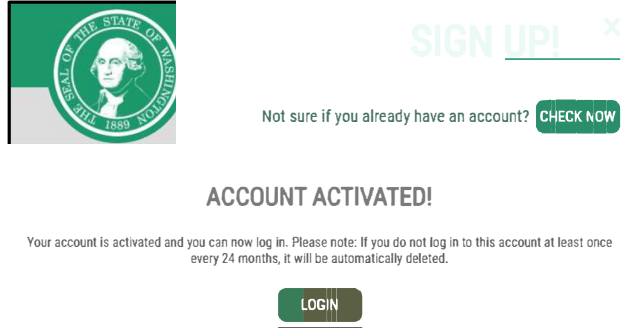
Email will display



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

Returns to Web browser (SAW Page)

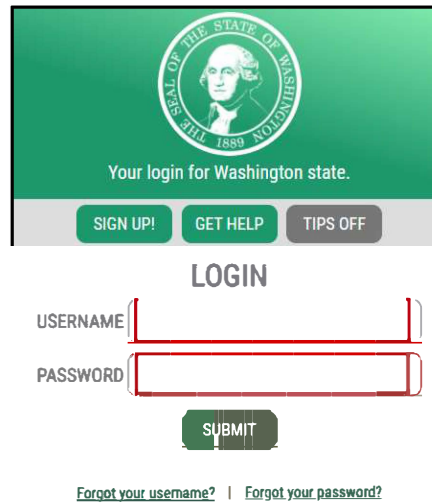
1. Click **LOGIN**



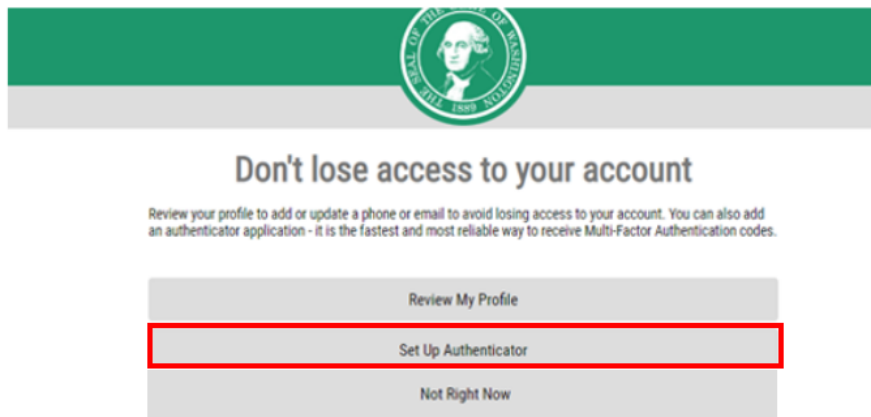
Log into Account

Returns to SAW Login Page

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



Don't lose access to your account window may display



1. select **Set Up Authenticator** and follow the prompts.

If you choose to adjust your account later you can log into your SAW account, then select Account, and Profile.

Multi-Factor Authentication (MFA) will open

MFA

Choose Method

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. Click **Submit**

Remember Device?

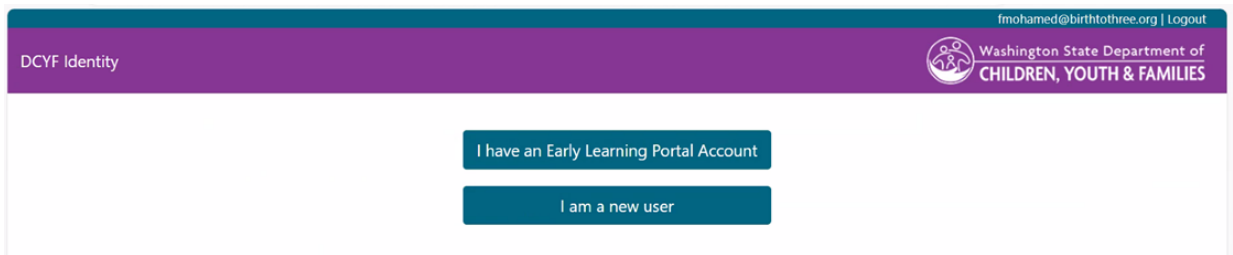
1. Select **Submit**



Select Yes, Remember my device, unless you are using a shared device.

First Login to ESIT

The first time you log into the HUB you will see this page. Keep in mind these steps will only need to be completed on your first login.



Select **I am a new user** if you do not have an existing DMS account.

Registration Page displays

1. Confirm **First Name, Last Name, and Primary Email Address**
2. Enter **Date of Birth**
3. Click **Save**



Do not enter any information in the **Secondary Email Address** field.

A screenshot of a registration form titled "Registration". The form asks to "Please complete your registration" and includes fields for "First Name", "Last Name", "Date of Birth" (with a date picker), "Primary Email Address", and "Secondary Email Address". There are "Save" and "Cancel" buttons at the bottom. Red boxes highlight the First Name, Last Name, Date of Birth, and Primary Email Address fields.

Select **I have an Early Learning Portal Account** if you have an existing DMS account.

Login Page displays

1. Enter the username and password associated with your SAW account.
2. Click **Login**.

A screenshot of the login page for the Washington State Department of CHILDREN, YOUTH & FAMILIES. It features the department's logo and the text "Login using your Early Learning Portal account." Below this, there are input fields for a username (pre-filled with "SAWusername@birthtothree.org") and a password (masked with dots). There are "Login" and "Cancel" buttons at the bottom.

ESIT ACORN Ei-Hub displays

Screen opens to My Profile

To begin working select Case Management with Arrow on right.



Continued Access to WA CAP via SAW

Close your browser and open new window now that a SAW Account has been created, you can now access ESIT ACORN. The SAW Account steps only have to be done one time. All future logins will be done using the following link.

To Begin Enter:

<https://hub.trng.waeihub.com>

ACORN Login in Page displays

1. Select **ESIT**

You will redirected to SAW

SAW Login Page displays

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

ESIT ACORN Hub will display

