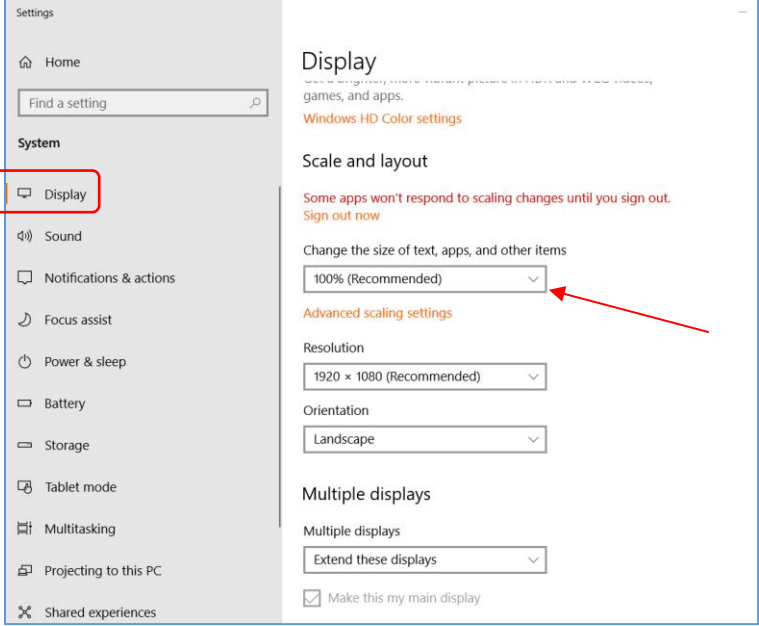



The WIC Coordinator has a Clinic Administrative role in the Cascades Sandbox. Only a person with the Clinic Administrator role can view User Accounts in the Cascades Sandbox. Please contact the Cascades Support if you need assistance with adding or inactivating staff in the Sandbox.

**Note:** Test SAW Maintenance is done on the first Tuesday of the month from 8:00 am to 1:00 pm. Due to the maintenance, the Cascades Sandbox may not be accessible during this time.

Steps	Cascades Screen
<p><b>1 Begin by changing or confirming the text size is 100%. This allows full functionality in Cascades.</b></p> <ul style="list-style-type: none"> <li>• Right click anywhere on the desktop</li> <li>• Select Display Settings and go to Display (left side of screen)</li> <li>• Go to Change the size of text, apps and other items</li> <li>• Click on the bar, move to the left till at 100%</li> <li>• Select apply</li> </ul>	
<p><b>2. The Coordinator must have a Test SAW account. If you don't have a Test SAW account, do Step 1-23 in Handout 2 before going to the next step.</b></p> <p><b>NOTE:</b> This is not the same SAW account you use for SharePoint or other businesses.</p>	

3. Click on the Cascades Sandbox, “S” icon on your desktop or use this URL in Edge: <https://test-secureaccess.wa.gov/>



4. Before new staff can get access to the Cascades Sandbox, the Coordinator must:

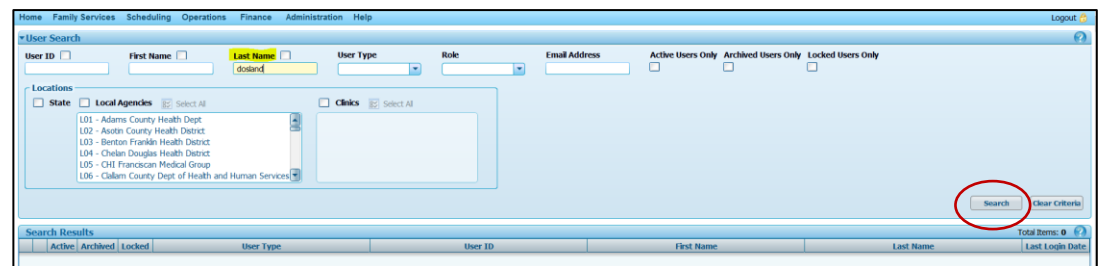
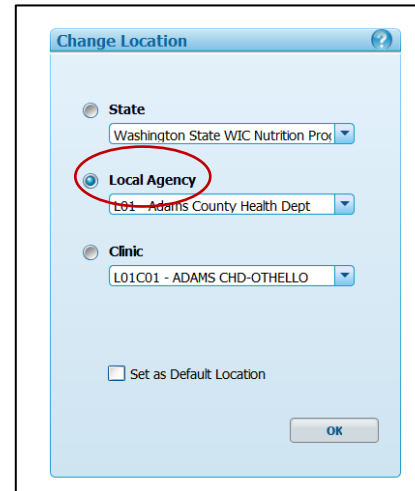
- add the staff person’s User Account or
- give the staff person access to the agency, if their User Account already exists

If you’re a Coordinator and aren’t able to log into the Cascades Sandbox, call Cascades Support.

- Log into the Cascades Sandbox at the Agency level (not the clinic).
- On the Menu bar, go to:
  - Administration
  - Security
  - Search Users
- Enter the staff person’s last name in the Last Name field.
- Select Search.
 

**NOTE:** If the user doesn’t exist, follow the instructions found in Step 6 of this handout “Create a New Cascades User Account”.
- Click on the pencil (left) to open the staff person’s file.
- Capture each staff person’s name and User name to provide to the staff person. He or she will need this information for Handout 2 when linking the

Only a person with Clinic Administrator role can verify the accounts.



<p>Test SAW account with the Cascades Sandbox account.</p> <p>This is the format:</p> <ul style="list-style-type: none"> <li>• First initial</li> <li>• Middle initial</li> <li>• Last name</li> </ul> <p><b>Example: mjsmith for Mary Smith</b></p>	
<p><b>5. Once there is a User Account created in Cascades Sandbox and it's assigned to the agency,</b></p> <ul style="list-style-type: none"> <li>• The staff person can sign up for a TEST Secure Access Washington (SAW) Account.</li> </ul>	<p>Clinic staff use Handout 2: Set-up Test Secure Access Washington (SAW) User Account.</p> <p>The staff person will need the Cascades Sandbox User ID (Step 4) and the Service Code (If you don't know the Service Code, call Cascades Support)</p>
<p><b>6. Create a new Cascades User Account</b></p> <ol style="list-style-type: none"> <li>Select the Add User button.</li> <li>Enter the following: <ul style="list-style-type: none"> <li>• User Type: WIC Staff</li> <li>• User ID (must be unique)</li> </ul> <p><b>Required to use this format:</b></p> <ul style="list-style-type: none"> <li>○ First initial</li> <li>○ Middle initial</li> <li>○ Last name</li> </ul> <p><b>Example:</b> mjsmith for Mary Jane Smith</p> <p><b>NOTE:</b> Add a number at the end of the User ID <b>only</b> if Cascades notifies you a duplicate User ID exists.</p></li> </ol> <ol style="list-style-type: none"> <li>Leave GUID field empty.</li> </ol>	<p>The screenshot shows the 'User Search' interface with various search criteria and a table of search results. The 'Add User' button is highlighted with a red circle.</p>

Once the new User ID gets linked with the user's SAW account, a number populates this field;

**NEVER make a change to the GUID field.**

- d. Start Date auto-populates to current date.
- e. End Date; leave blank until the person leaves WIC
- f. User name, Last and First name.
- g. E-mail address.

**NOTE:** This is the address where the User receives the code to allow Cascades Sandbox access. **Only one email address is allowed.**

- h. Role(s) under Add Roles.
- i. Clinic locations.
  - Open the tree (triangle) to open the different agency locations.

Check/uncheck boxes identifying the clinics staff person has access.

**NOTE:** The staff person may have worked for another agency in WIC so the account exists. The Coordinator will need to give access to the agency.

Contact Cascades Support if you need help.

- j. **Save** at the bottom right corner of the screen.

## Inactivate a User Account

- a) Log into the Cascades Sandbox at the Agency level (not the clinic).

- b) On the Menu bar, go to:
  - Administration.
  - Security.
  - Search Users.
- c) Enter the staff person's last name in the Last Name field.
- d) Select Search.
- e) Click on the pencil (left) to open the staff person's name.
- f) Uncheck Active.
- g) Enter the Inactivation Reason.
  - If the staff person obtains a job at another WIC agency or comes back to your agency, check the Active box to make the account Active again.
  - Add a new Start Date and leave the Inactive Date blank.
- h) Select Save.
  - **Do not select the Archive check box.** You can't reverse this action to the User Account.
- i) **Only select the Archive box to archive** the User profile for the following reasons:
  - Death.
  - Fraud/Corruption.
  - Other.

The user now shows as Archived versus Active in the Search Results.

Home Family Services Scheduling Vendor **Operations** Finance Administration Help

Account Information

User Profile Details

User Type

User ID

GUID

Start Date  End Date

Staff Type Information

Last Name  First Name  M.I.  Suffix

E-mail  Division  Department  Manager

Account Status

Last Login Date	Locked	Created Date	Modified Date
	No	11/28/2018	11/28/2018
Active		Created By User ID	Modified By User ID
<input checked="" type="checkbox"/>		Converted	Converted

Account Status

Last Login Date	Locked	Created Date	Modified Date
	No	11/28/2018	11/28/2018
Active		Created By User ID	Modified By User ID
<input type="checkbox"/>		Converted	Converted

Inactive Date

Inactivated By User

Inactivation Reason

Archive

Confirmation

The profile will be archived and the changes cannot be undone. Are you sure you want to proceed?

Search Results				User Type
Active	Archived	Locked		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		WIC Staff



# Handout 1: Cascades Sandbox User Account

For Cascades Sandbox ONLY



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