### Steps

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<th>Step</th>
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<tr>
<td>1.</td>
<td>Open <strong>Internet Explorer (IE)</strong> for your internet browser. Test SAW will be linked with the Cascades Sandbox. The Cascades Sandbox will <strong>not work</strong> in Edge, Google Chrome, Microsoft Edge or another browser.</td>
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**Information:** You’ll have a real SAW account when you use Cascades. SAW helps to keep Cascades information secure. For this purpose SAW is an authentication tool designed to authenticate specific users, not businesses, offices, or groups. Do not attempt to set up a Test SAW account to be used as a “group” account.

You’ll set up a **Test SAW** account for the Cascades Sandbox. Your **Test SAW** account must be registered with your specific personal information and your email address. **Be sure to use your legal name and your address when setting up this account.** Do not allow others to use your **Test SAW** account.

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| 2.   | Register for a Test SAW account on the [https://test-secureaccess.wa.gov/](https://test-secureaccess.wa.gov/)  
• Select “Sign Up!”  
**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, Test SAW and the Cascades Sandbox will not be accessible during this time. |
Handout 2: Test Secure Access Washington (SAW) User Account

3. Fill in your:
   - Legal name
     - Use your legal name as it would appear on legal documents such as bank loans, driver’s license or birth certificate.
     - However, if your legal name is “Rebecca” but you use “Becky” for most of your bills and legal documents, then use “Becky”.
     - This information is used to locate public records that can confirm your identity. The questions you’ll receive in Step 11, come from public records.
     - Once you have been authenticated, you can’t edit your first and last name.
   - Email address.
     - Test SAW doesn’t accept an apostrophe in the email address, such as O’Donell, please call Cascades Support.
   - Username (this is the name you’ll use to log into Test SAW).
   - Password.
     - Write down or remember your Username and Password hint.
     - Check the box for “I’m not a robot” (reCAPTCHA) and pass the challenge.
     - Select “Submit”

Email Address Tips:
The email address entered in this field:
   - Needs to be a permanent email account.
   - Can be a personal or business email address as long as you have access to the email account from inside the office. An email is sent to this address to activate SAW.
   - Only letters, spaces and hyphens are allowed for names.

**NOTE:** If you don’t receive an email, check your Junk mail box.

- Click the link to activate the account.

5. Account activated
- Select “Login”
6. Login to Test SAW using the Username and Password you created.
   - Select “Submit”

7. Select “Add a New Service” to gain access to the Cascades Sandbox.
8. Select “I have been given a code.”
   - You can get this code from the Coordinator or Cascades Support
   - You’ll only need to enter this code once.
   - The code links your Test SAW account to the Cascades Sandbox.

9. Enter the Cascades Sandbox Service Code.
   - Select “Submit”

   **NOTE:** Once you select “Submit” it could take a few minutes to process; be patient.
10. Fill in the **Identity Verification** fields:

**Legal name** (auto populates from Step 3)

**Personal Mailing address:**
- Use a mailing address where you receive personal bills.
- It can be a P.O Box if that’s where you receive personal mail.

**NOTE:**
- This information is used only once to authenticate. The information isn’t stored.
- The computer may take a while before you’re moved onto the next step; be patient.

You cannot edit your name once it has been “authenticated.”
11. You’ll receive a series of questions to verify your identity. The Identity Verification is an Internet security tool. It works to authenticate the identity of the user by asking questions that match existing public record information with the name and address you provide. This information could be from years ago; it might catch you by surprise.

Keep these **TIPS** in mind for successfully passing MFA:

- The questions may include any information of public record.
- You may have to select a former address, especially if your address has changed recently (within the past 1-2 years) to get the right questions that pertain to your identity.

**NOTE:** Your answers aren’t stored.

You aren’t notified if you passed the Identity Verification, however, you’ll be advanced to the next screen.
11a. Occasionally a user may fail this identify verification process. The screen to the right will display.

From this screen click on the “Request permission to skip this step” link and immediately call Cascades Support.

12. Begin Multi-Factor (MFA) to add MFA to your account.
   - Select “Begin”
13. Multi-Factor Authentication

- Add the requested information:
  - Email business or personal; you must have access when using Cascades Sandbox.
  - Phone number; a phone number that you’ll have access to when you’re using Cascades Sandbox (a direct line).
  - Texting.

NOTE: Two email addresses and 2 phone numbers can be entered, however, only one of each is required.

- Select “Next”
14. You’ll be asked:
   “Would you like us to add this computer to our list of known devises?” Select “Yes.”

   **NOTE:** Even though you selected “Yes”, you’ll still randomly be required to answer MFA questions about yourself in the future.
   - Select “Submit”

15. Registration Under Review
    When your registration is reviewed, you’ll receive this notification.
    - Select “OK”
    - Close the Internet Explorer browser.

**Congratulations, you now have a Test SAW account!**
You may receive this screen next. **Do not** use this screen to access the Cascades Sandbox the very first time.
16. Always **before** using the Cascades Sandbox, change size of text to 100%. This provides full functionality of the system.
   - Right click anywhere on the desktop
   - Go to Display (left side of screen)
   - Go to Change the size of text, apps and other items
   - Click on the bar, move to the left till at 100%
   - Select apply

**Note:** Changing the size allows full functionality in Cascades. Once you get into Cascades, you can enlarge the screen by using the slider located at the bottom right side of the screen.

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**Adding a Trusted Site**

Trusted Sites allow you to download and install the Cascades Sandbox. Doing these steps means you trust the site to be downloaded on your computer.

17. Open **Internet Explorer (IE)** **not** Edge, Google Chrome or another browser.

**NOTE:** If you use another computer to access the sandbox be sure add the “Trusted Site steps first. Each computer must have these steps taken before accessing the Cascades Sandbox.
Handout 2: Test Secure Access Washington (SAW) User Account

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<td>18.</td>
<td>Select Tools (or the gear icon) found on the top right of the screen.</td>
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<td>![Tools icon]</td>
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<td>OR</td>
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<td>![Internet Options icon]</td>
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<td>19.</td>
<td>Select Internet Options (near bottom of list).</td>
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<td>![Internet Options dropdown]</td>
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20. On the Security tab, select:
   - Trusted sites
   - Sites

21. “Add this website to the zone.”

   https://cascades-test.xr-wic.com/tr2/
   - Select Add
   - Select Close
22. Select “OK” at bottom of Security tab.

23. Now that you are registered with Test SAW, select the Sandbox icon on your desktop.
   • Take steps to do the Multifactor Authentication.

What you enter into these fields, must match the way they are entered in the Cascades Sandbox User Account. (Get this from the WIC Coordinator).

• Add your Username as it exists in the Cascades Sandbox

Note: If staff person was active in the LMS before October 22, 2018, their User name is: first initial, x, last name (Jane Doe is JxDoe)

Going forward the User name is first initial, middle initial and last name (JCDoe)
### Handout 2: Test Secure Access Washington (SAW) User Account

- The coordinator adds the account for the user and sets up the User ID (Handout 1)
- You won’t ever use this user name again; it’s only used to link Test SAW to the Cascades Sandbox.
  - Add your first name
  - Add your last name
  - Select Submit

24. Select Run on the Application Run screen.
   **NOTE:** You’ll only need to do this the first time you use the Cascades Sandbox.

**Congratulations, you’re now able to explore the Cascades Sandbox!**

**NOTE:** If you didn’t do Steps 17-22, you’ll get the screen below. The message at the bottom of the screen asks if you want to save. Don’t save, instead, close and go back and do Steps 17-22.
Access the Cascades Sandbox:

1. Select the green “S” icon on the desktop.
2. User is redirected to Test SAW.
3. User logs into their Test SAW account with User name and Password; select “Submit”.
4. Choose a MFA Method to receive the code by email, text, or call. Select a method and select “Continue”.
5. User enters the code they received from Test SAW.
6. User selects “Skip” if no Contact Update is needed.
7. Cascades Sandbox opens.
Handout 2: Test Secure Access Washington (SAW) User Account

Cascades Inactivity: After 20 minutes of inactivity in the Sandbox, the session times out. Use:

- The back arrow at the top left of the screen.
- Close the Internet Explorer browser and select the sandbox icon and complete the steps in the row above.

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