Office of Financial Management, State of Washington

Accessing Report Portal or BI Launchpad (Web Intelligence) via Secure Access Washington (SAW)

BI Platform
Enterprise Data Management
Technology Services and Facilities Planning
01/24/2020

Contents

IMPORTANT INFORMATION

These are repeated in the appropriate section but are listed here for additional visibility.

- **For access to the Report Portal or BI Launchpad (Web Intelligence), the e-mail address used to create the SAW account must be a valid Washington State Agency e-mail address. Any request to access these two application made without a valid Washington State Agency email address will be rejected.**
- **When presented with questions to verify your identity to SAW, answer the questions based upon your personal information, (i.e. home address not work address)**

1. Creating a Business Object User ID

In order to log in to BI Launchpad or Report Portal you must have an application logon id. If you do not have a BI Launchpad/Report Portal account please find a link to request access on the right hand column of this web site:

https://ofm.wa.gov/it-systems/reporting-systems/enterprise-reporting-er/enterprise-reporting-access-request

2. Registering for Secure Access Washington (SAW)

Due to the types of data available, we will be using Secure Access Washington (SAW) as the security solution for those who are accessing the BI Launchpad or Report Portal from outside the Secure Government Network (SGN). Please follow these steps to create a SAW account and then request SAW access for BI Launchpad and Report Portal applications.

2.1 How do I register for SAW?

First time users of SAW will need to create an account. Follow the steps below to create a SAW account.

1. Open a web browser and go to https://secureaccess.wa.gov/

2. Create a User name and Password by clicking on the "SIGN UP!" link on the SAW login page.
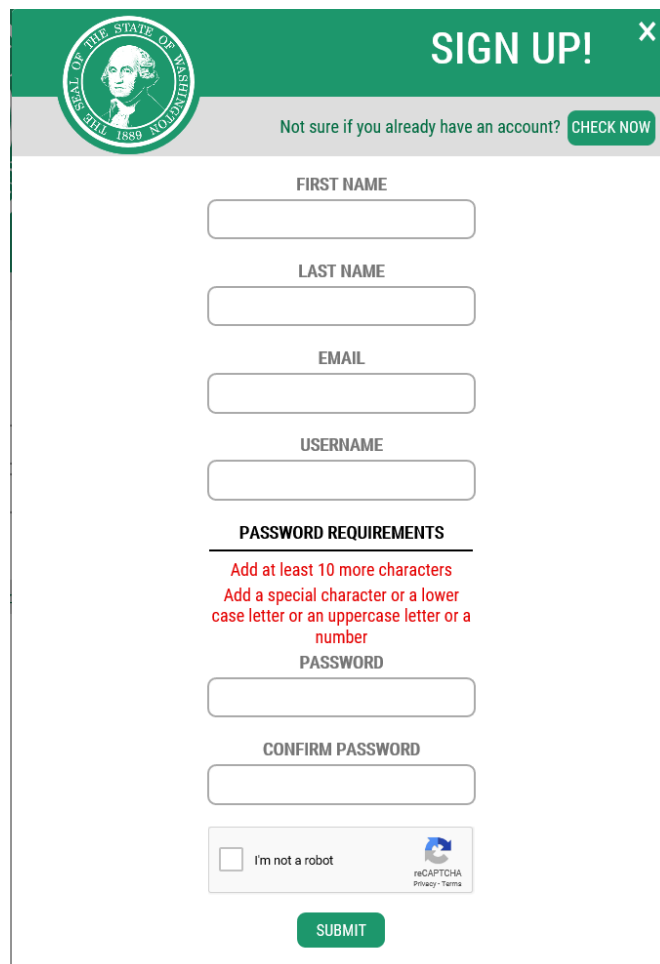

3. Within the **Name** and **E-Mail** fields, enter the requested information. Please use your work email address. For ease of remembering, you may want to use the same ID as you have in Business Objects, but this is not required.

   IMPORTANT NOTE: Any request made without a valid Washington State Agency email address will be rejected.

    Within the **Password** and **Confirm Password** fields, create a password following the password requirements on the screen.
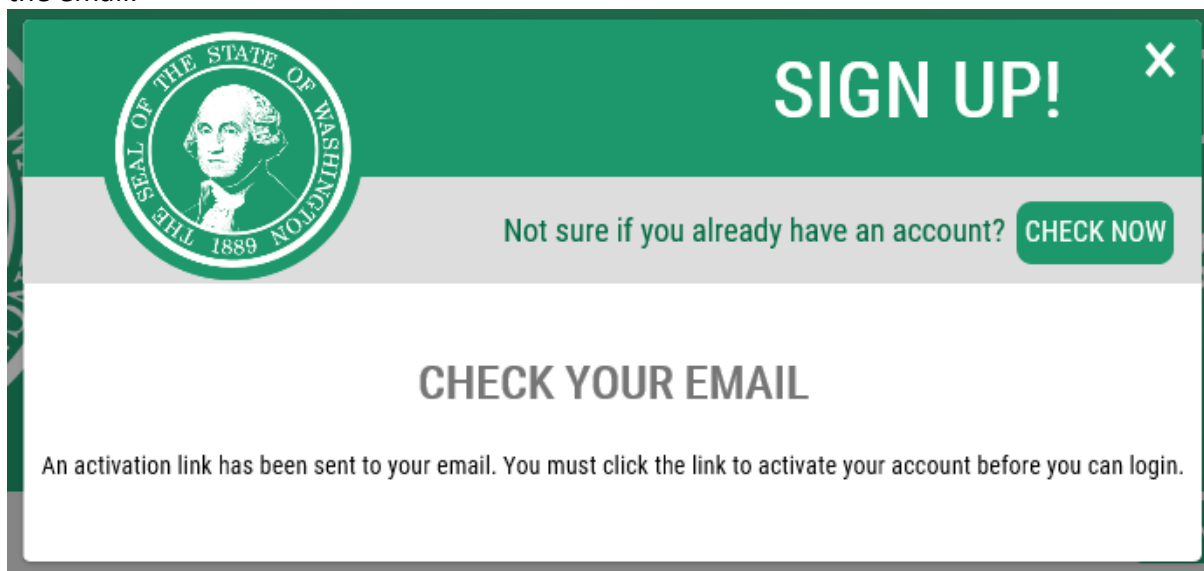
   Check the "I'm not a robot" box and successfully complete the test, click submit.

A confirmation message appears, and you will receive an email from SecureAccess Washington. To complete the registration process, follow the instructions contained in the email.

BI Platform - Business Objects SAW Instructions

secureaccess@cts.wa.gov   10:

SecureAccess Washington : Welcome to SecureAccess Washington

You are almost finished, █████..

Thank you for signing up with Secure Access Washington.

Your username is: █████████

To activate your account, please click: https://test-secureaccess.wa.gov/public/saw/pub/regConfirm.d████████████████

For questions or concerns about your SecureAccess Washington account, please visit https://test-secureaccess.wa.gov/public/saw/pub/help.do

Thank you,
The Secure Access Washington Team

2.3 How do I add the BI Launchpad or Report Portal to my SAW account?

To add a service (BI Launchpad or Report Portal applications are called Services in SAW), perform the following steps:

1. Open a web browser and go to https://secureaccess.wa.gov/
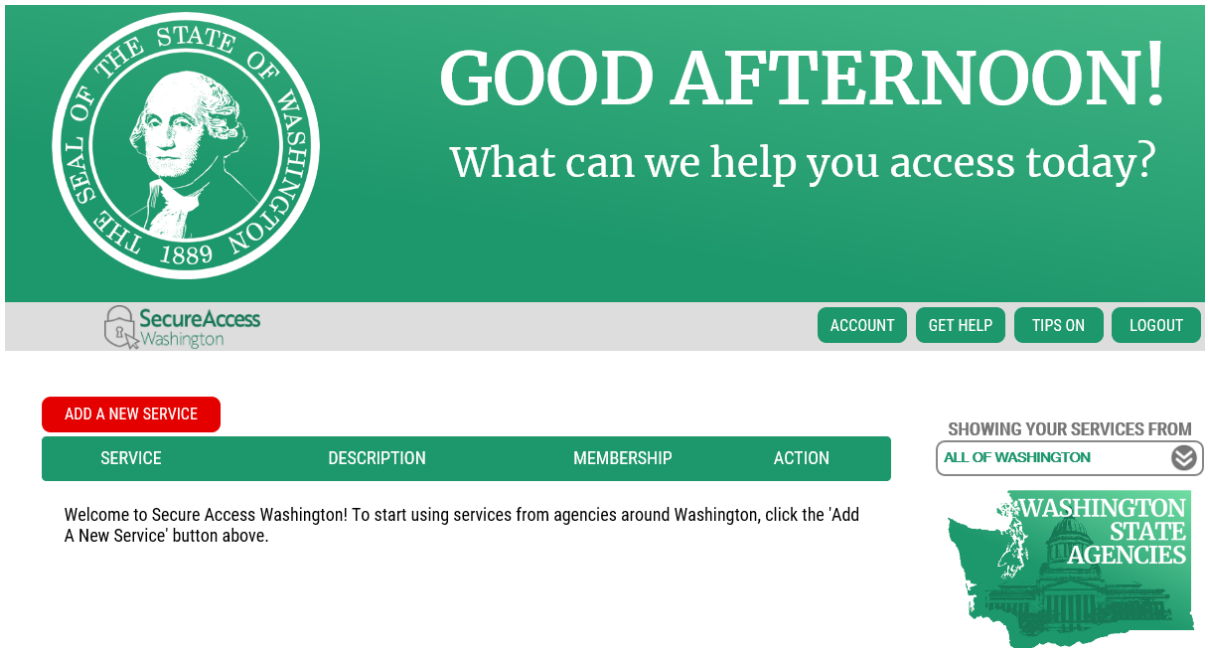
2. Logon with your SAW account.

3. Click the **Add a New Service** button.

4. Select 'I would like to browse a list of services'.

ADD A NEW SERVICE

I have been given a code.

I would like to browse a list of services.
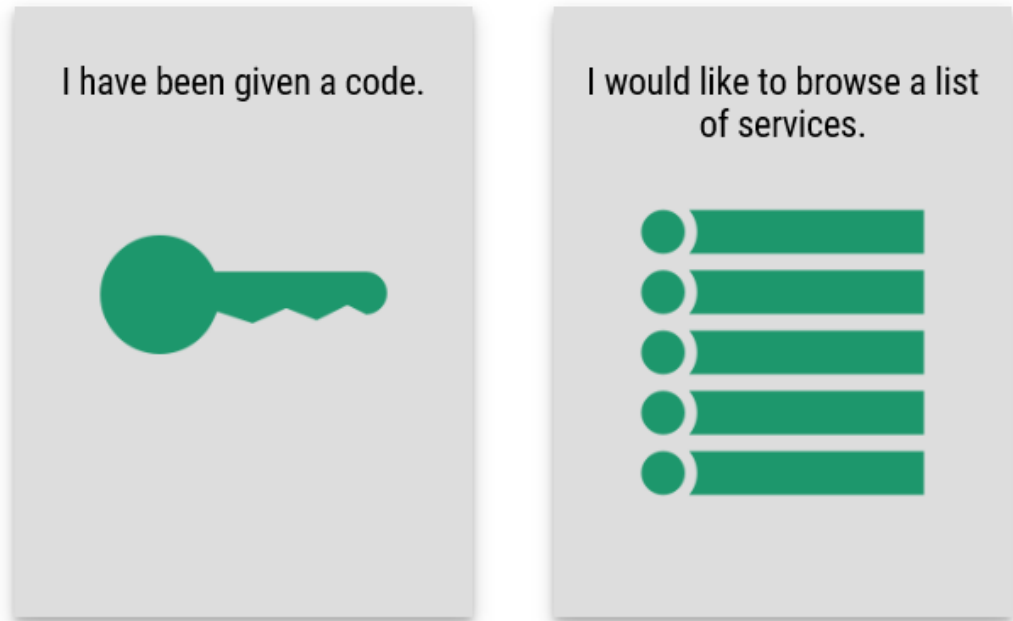
5. Select the box labeled Office of Financial Management

Office of Administrative Hearings

Office of Financial Management

Office of the Insurance Commissioner
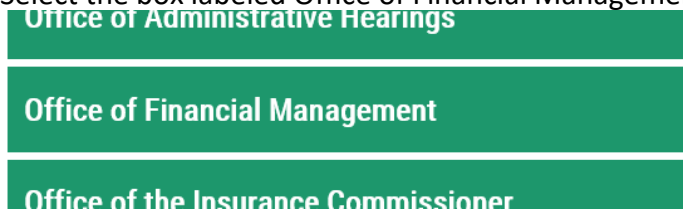
6. Find the service you wish to add (BI Launchpad (Web Intelligence) or Report Portal) and click on **Apply**

SERVICES FROM OFM

BI LAUNCHPAD (WEB INTELLIGENCE)   APPLY

Interface to Business Objects Web Intelligence hosted by OFM. Requires SAW account with WA State employee e-mail to access.

PCHEES   APPLY

The Public Centralized Higher Education Enrollment System (PCHEES) is an application used by the six Washington public universities and college to provide educational data to OFM. Access to the application requires authorization.

REPORT PORTAL   APPLY

Access to standard reports supported by the BI team at OFM. Requires SAW account with WA State employee e-mail to access.

7. If this is the first time accessing a service on SAW that requires additional identification, you will need to provide additional information.
    Please see section 2.4.

A confirmation page will be displayed notifying you that your request has been received.

REGISTRATION UNDER REVIEW

Thank you for registering with agency **Office of Financial Management**'s service **BI Launchpad (Web Intelligence)**. You will be notified by email of the approval or rejection of your service registration.

OK

Approval is required before you are able to access application. While waiting for approval, the service will be listed in the **Services for which you are pending access approval** section.

You will be notified by email when your registration has been acted upon.

The application will be listed under your services. Once your registration has been approved, **Membership** will be updated to '**Active**'.

ADD A NEW SERVICE			
SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
BI Launchpad (Web Intelligence)	Interface to Business Objects Web Intelligence hosted by OFM. Requires SAW account with WA State employee e-mail to access.	Active ❓	Remove

At this point, you may click on the link in the Service column to access the applications logon page.

2.4 Setting up your security settings

If this is the first time you have requested access to a service on SAW that requires Identity Verification, there will be additional one-time steps that need to be followed.

1. You will be asked a series of questions related to you personally and whom you know, not your work. SAW uses a third party service to provide proof of identity. That third party service uses public database (taxes, property, licenses, etc.) to ask you questions that increase the probability that you are who you say you are. **IMPORTANT:** These questions are about you. Start with the address where you live, NOT where you work

IDENTITY VERIFICATION

You will be asked a series of questions based on your public record data (the state of Washington does not gather or store this data). These questions could be about things you have owned, people you know or your professional experience. If you do not wish to answer these questions, you may request permission to skip this step. This choice may delay access to your service. Requests to bypass this process will send a notification to the owner of the service who may reach out to you to verify your identity manually. Once verified, you will be able to continue the registration process for this service.

NAME

Is your legal name displayed correctly below? First and Last name are required. This name should match what appears on your official documents, like your driver's license or passport. Edit your name if it does not match your official documents. Once any edits are complete, please return to this page.

Screen shots are not available for this process because the questions will be different based on the information available about you.

2. Multi-Factor Authentication: Each different computer you sign on from may require you to confirmation your identity. It will use an e-mail or phone number you register with your SAW account. The primary should be your work e-mail and phone number. If you logon from a location where you may not have access to your work e-mail, you may want to provide an Optional e-mail and phone number that you can access from those locations.

MULTI-FACTOR AUTHENTICATION (MFA)

Multi-Factor Authentication adds an extra layer of security to your account.

• Requires an additional check beyond username and password

• Helps prevent identity theft and fraud

• Is an Office of the Chief Information Officer (OCIO) requirement for applications containing personally identifiable information (PII)

ADD EMAILS

Enter the email addresses that you would like us to send verification codes when we need to make additional security checks.

PRIMARY (REQUIRED)

OPTIONAL

NEXT

MULTI-FACTOR AUTHENTICATION (MFA)

Multi-Factor Authentication adds an extra layer of security to your account.

• Requires an additional check beyond username and password

• Helps prevent identity theft and fraud

• Is an Office of the Chief Information Officer (OCIO) requirement for applications containing personally identifiable information (PII)

ADD PHONES

Enter the phone numbers you would like us to use for additional security checks. When those occur, you will be able to choose between text messages or an automated call if you prefer to use a number that doesn't receive texts.

PRIMARY PHONE

10 DIGIT NUMBER

OPTIONAL PHONE

10 DIGIT NUMBER

EXTENSION (OPTIONAL)

NEXT