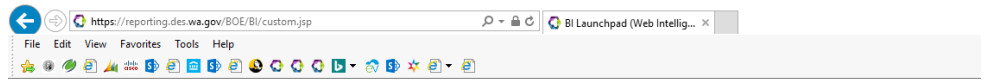


Log On

Access Washington Workforce Analytics (WWA) via the Enterprise Reporting Portal from within the State Government Network (SGN).

✓ Users outside the SGN must access the system using a Secure Access Washington (SAW) account.

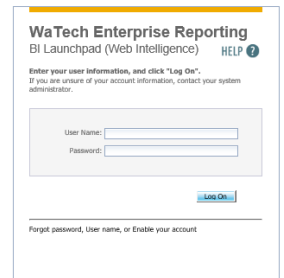
1. Open: **Browser.**
2. Input: **Web address**
<https://reporting.des.wa.gov>
3. Press: **Enter.**



You can alternatively type in the complete URL:

<https://reporting.des.wa.gov/BOE/BI/custom.jsp>

If you do not see the WaTech Enterprise Reporting Log On Pad, refresh your browser and try again.



4. Complete the following fields:
 - **User Name.**
 - **Password.**
5. Select: **Log On.**
→The system will display a prompt if you are required to change your password.



→If you receive this prompt to change your password:

6. Complete the following fields:
 - **User Name.**
 - **Old Password.**
 - **New Password.**
 - **Confirm New Password.**
7. Select: **OK.**

You must change your password now.

(Either your administrator has assigned a temporary password that must be changed, or your password has expired. You must change the password now. If you do not, your account will be locked. Only your administrator can unlock a locked account.)



Password rules:

- At least 8 characters.
- Include upper case, lower case, number, and special character (!@#%&*).
- Cannot use previous 3 passwords.
- Passwords that are older than 90 days will automatically expire.

Log Off

After you log on, you can log off from the link in the top banner area.

1. Select: **Log off.**

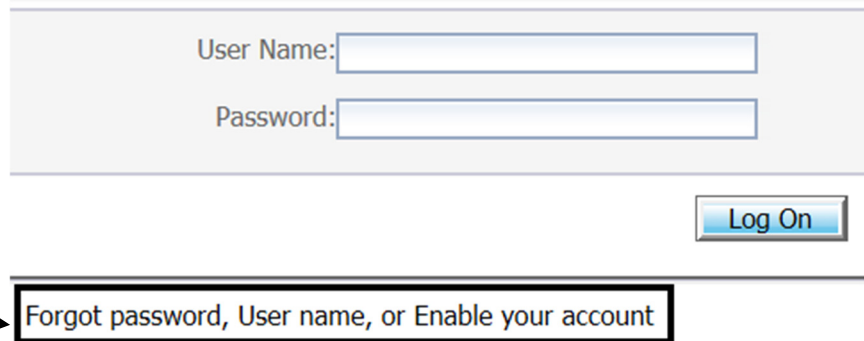
Welcome: **Sample Name** | Applications ▾ | Preferences | Help menu ▾ | **Log off**

✓ Users will automatically log off after 60-minutes of inactivity.

Forgot User Name / Password

The log on page includes a quick link if you forgot your password or user name, or if you need to enable (unlock) your account. If you attempt to log on more than five (5) times unsuccessfully, your account will automatically lock.

1. Select: **Forgot password, User name, or Enable your account.**



User Name:

Password:

Forgot password, User name, or Enable your account

2. Complete the following fields:
User Name (if you forgot your password or need your account unlocked).

--or--

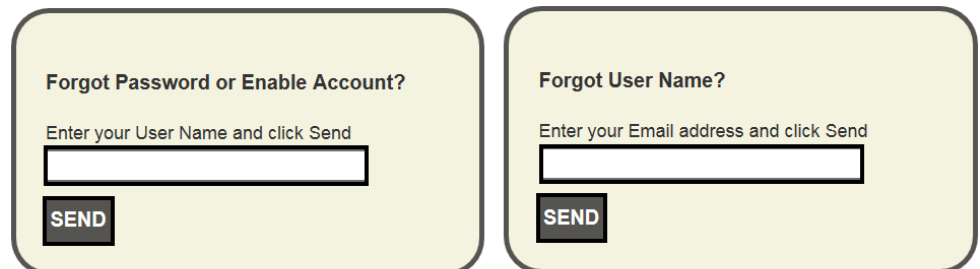
Email address (if you forgot your user name)

3. Select: **Send.**

→ The system will send requested log on information to your email address. This usually takes less than one minute.

4. Select: **Business Objects Enterprise Reporting logon page.**

→ The system will display the log on page.



Forgot Password or Enable Account?
Enter your User Name and click Send

Forgot User Name?
Enter your Email address and click Send

[Business Objects Enterprise Reporting logon page](#)

[Reporting Portal logon page](#)

Change Password

You can change your password at any time after you log on.

1. Select: **Preferences.**

Welcome: **Sample Name** | Applications ▾ | **Preferences** | Help menu ▾ | Log off

2. Select: **Change Enterprise Password.**

▼ Preferences

- General
- Change Enterprise Password**
- Locales and Time Zone
- Analysis edition for OLAP
- Web Intelligence
- BI workspaces
- Crystal Reports

Change Enterprise Password

Change Your Enterprise Password

User Name:

Old Password:

New Password:

Confirm New Password:

Save Save & Close Cancel

3. Complete the following fields:

- **Old Password.**
- **New Password.**
- **Confirm New Password.**

→ Use the **password rules** when you create a new password. WWA uses standard password rules to help enforce security protocols.

4. Select: **Save & Close.**

▼ Preferences

- General
- Change Enterprise Password**
- Locales and Time Zone
- Analysis edition for OLAP
- Web Intelligence
- BI workspaces
- Crystal Reports

Change Enterprise Password

Change Your Enterprise Password

User Name:

Old Password:

New Password:

Confirm New Password:

Save Save & Close Cancel

Password rules:

- At least 8 characters.
- Include upper case, lower case, number, and special character (!@#%&*).
- Cannot use previous 3 passwords.
- Passwords that are older than 90 days will automatically expire.