



COORDINATOR INSTRUCTIONS



Setting-up Test Secure Access Washington (SAW) User Account and Linking to Cascades Sandbox

The Cloud hosts the Cascades system. The Cloud provides a secure system for the people we serve. We access Cascades through Secure Access Washington (SAW). When using the Cascades Sandbox we use Test SAW since it does not have live participant data.

Let's begin by reviewing some definitions.

Cascades Sandbox: This version of Cascades allows staff to practice without using actual participant data. The Sandbox icon is an "S" and may be found on the computer desktop or by using this URL in the Microsoft Edge, Google Chrome or Mozilla Firefox browser: <https://test-secureaccess.wa.wa.gov/>.

Test Secure Access Washington (SAW) (Training): Test SAW is only used to access the Cascades Sandbox. We use the Sandbox for training, practice and exploring the system.

Cascades System: WIC's computer system that accesses the live participant data; a "C" icon may be found on your computer desktop.

Secure Access Washington (SAW) (Operating): A real account to access the live Cascades system with participant data. This account can be used for other Washington programs like Department of Licensing, Department of Revenue, etc.

Participant Data Refresh: When we "refresh" the participant data for the Sandbox, we take a copy of participants from Cascades production. We make changes to the data to decrease the ability to identify participants, before adding it to the Sandbox. Refreshing the sandbox with current participant data makes using the sandbox for practice scenarios easier and more efficient.

Sandbox Update: When we update the software, such as the Cascades enhancement releases, it is called an "update." This occurs within a week of when they update Cascades Production.

Your first exposure to SAW and Cascades for local staff is through a Test SAW account and the Cascades Sandbox. The steps to gain access to Test SAW and the Cascades Sandbox are very close to the steps you'll take to gain access to SAW (real) and Cascades (live participant data).

Coordinators have a Clinic Administrative role in the Cascades Sandbox. The Clinic Administrative role allows access to staff User Accounts in the Cascades Sandbox. A person with a Clinic Administrative role can add a new staff person, change account information or inactivate a staff person.

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.



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Access to the Cascades Sandbox:

Handout 1: Add a new User Account for your Agency

- A staff person won't be able to link his or her Test SAW account with Cascades Sandbox unless the User Account exists in the Cascades Sandbox.
- Search the database in the Cascades Sandbox for the staff person. He or she may have worked for WIC in the past or for another agency.
 - If you find them, give them access to the specific clinic(s) in the agency.
 - If you don't find them, add a new user account to the Cascades Sandbox (Handout 1).

Provide the new staff person with:

- Handout 2: Test SAW User Account; it's *critical* to follow the steps exactly as written.
- The staff person's User ID; the First Name and Last Name as seen in the Cascades Sandbox (Handout 1, Step 6).
- The Service Code; this can be obtained from Cascades Support if needed.

Handout 2: Set up a Test Secure Access Washington (SAW) Account

- This account is used only for accessing the Cascades Sandbox.
- It's *critical* to follow the steps exactly as written.
- The User ID in the Cascades User Account must match the Cascades Registration (Step 23).
- Get the Service Code from Cascades Support if needed.

If you need support please call Cascades Support at 1-800-841-1410 and choose option 3, then choose option 2.

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