

How to access Xena: The DSHS Emergency Management Planning & Response System

The primary link to Secure Access Washington is <https://secureaccess.wa.gov> .

- If you already have a SAW account, sign on with it.
- If you do not have a SAW account (most people won't), sign up for an account. DSHS will approve and connect you as quickly as possible.
 - This link has nice clear instructions about getting your own SAW account (although it's really easy):
http://support.secureaccess.wa.gov/saw_user/sw2002.shtml
 - To make the validation process a lot faster, sign up for SAW using an e-mail address from their agency or non-governmental organization (NGO).
- Once you have a SAW account, sign up for Xena. The instructions are right here:
http://support.secureaccess.wa.gov/saw_user/sw2051.shtml
 - Under the “Add a new service” link, pick “Department of Social and Health Services”, then “Xena / EMGIS.”
 - Next, a page shows up where we ask a few questions. Please complete those.
 - There is a question about “Why do you need access?” Please enter a brief justification for your need to use the system. If you represent a local jurisdiction or a state agency or NGO that supports ESF 6, please include that in your justification. For now this identifies you as one of our emergency planning or response partners.
 - If you must use a commercial e-mail address instead of an agency / organization one, clearly state what your emergency-related job is. Example, “Emergency planner for City of Seattle.” Otherwise DSHS will have to ask and that creates a delay.
- Once you finish the registration, the SAW system e-mails DSHS. The Xena team is watching for these applications to come in and will get you added as quickly as possible. You'll receive a “You've been approved” message as soon as you've been added.