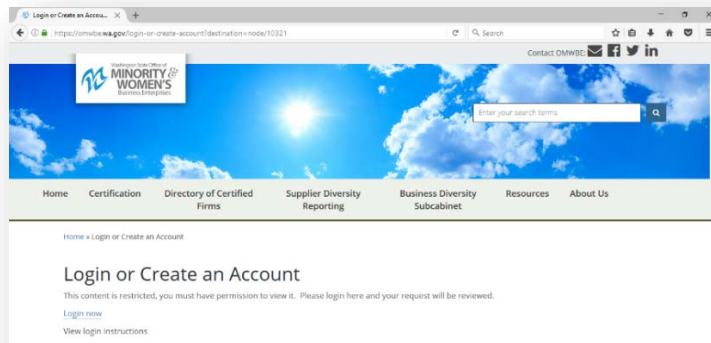


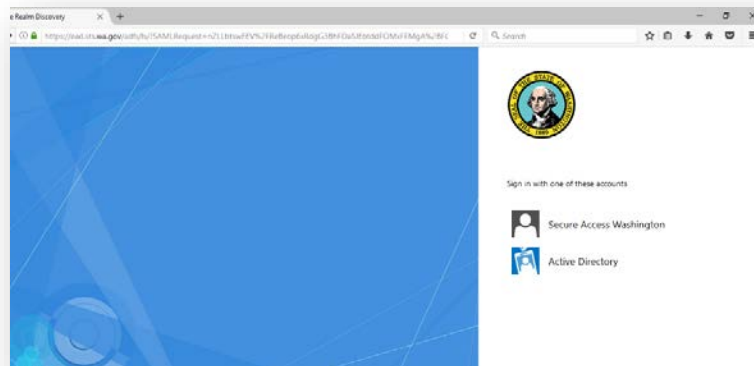
# Community of Practice Log In Instructions

To gain access to the Community of Practice website, please follow these steps.

- 1) Visit the OWMBE website at [www.omwbe.wa.gov](http://www.omwbe.wa.gov).
- 2) Hover over Business Diversity Subcabinet and click on “Community of Practice.”
- 3) Click on “Create an account”



- 4) You will be redirected to this page. If a small window pops up, you can click “ok” or “cancel.”



- 5) Choose Active Directory or Secure Access Washington
  - If your agency participates in the Active Directory, click on that and the system will verify your credentials.
  - If not, choose Secure Access Washington (SAW). You can:
    - Create a new SAW account. ([SAW Instructions](#))
    - Or log in with an existing SAW account.



SAW homepage

*OMWBE is committed to providing equal access to our services. If you need accommodation, please call 866-208-1064 or WA State Relay 711. We offer free telephone translation services.*

# Community of Practice Log In Instructions

- 6) After credentials are verified via Active Directory or SAW, this screen will appear. Fill in the information.

wendy.wickstrom@watech.wa.gov

Thank you for requesting access! Please complete your profile.

In order to approve your access OMWBE needs a little bit more information from you. Please complete the fields below. You will receive an email with your approval status shortly.

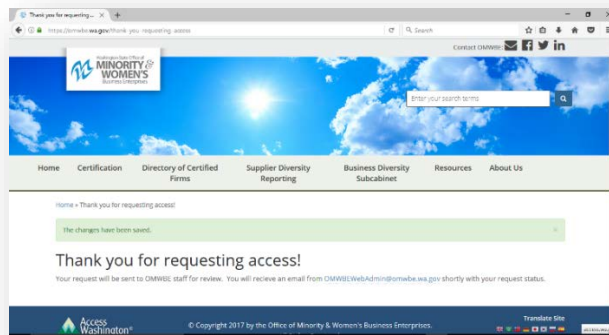
Full Name \*

Organization Name \*

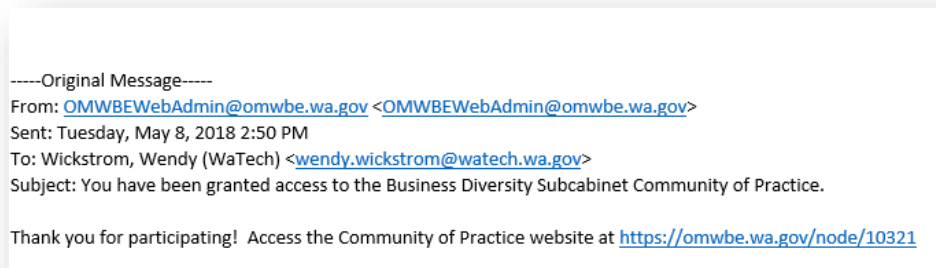
Position Title \*

Phone \*

- 7) You have now requested access.



- 8) Once approved, you will receive an email from OMWBEwebadmin@omwbe.wa.gov. (Check your junk mail folder!) It will look similar to this:



- 9) If you are logged in to SAW or Active Directory the link will take you directly to the CoP home page. If not, you will be prompted to log in and then you will arrive at the CoP home page.

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