Washington Workforce Analytics (WWA) uses the Web Intelligence (WebI) application and standard enterprise reporting (ER) tools. If you need information about requesting a new user ID or changing your permission levels, reference the information and forms on the Washington Workforce Analytics page on the OFM website.

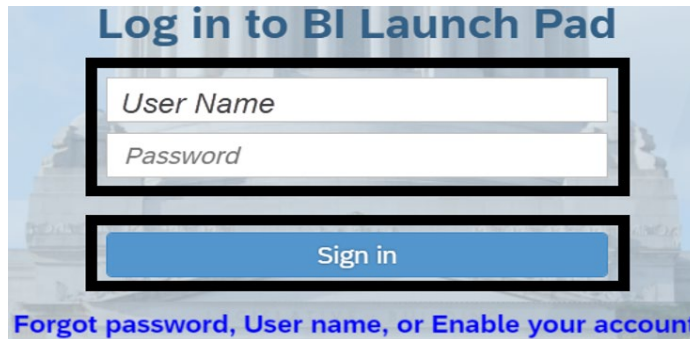## Log on to WWA via Web Intelligence (WebI) launch pad

Authorized users can log on with their enterprise reporting (ER) user ID/password from inside the state government network (SGN) or via Secure Access Washington (SAW).

1. Open: **Browser**.
2. Input: **ER URL/address** https://reporting.ofm.wa.gov.

➔ The log in screen for BI launch pad will be displayed. If it is not displayed, refresh your browser and try again.
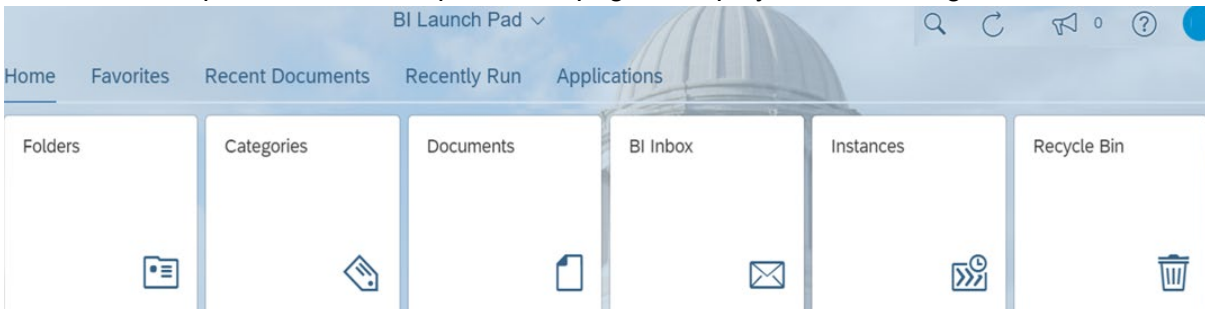
🔒 https://reporting.ofm.wa.gov ☆

➔ You can also input https://reporting.ofm.wa.gov/BOE/BI.

➔ Use Secure Access Washington (SAW) if you need to log on outside of the state government network (SGN). There are additional steps to setup a new SAW account (reference the information for system access on Enterprise Reporting (ER) page on the OFM IT systems website).

3. Input: **User name**.
4. Input: **Password**.
5. Select: **Sign in**.

➔ The system will display a prompt if you are required to change your password.

➔ After you sign in, the BI launch pad home page will be displayed.

➔ To log off, close your browser window.

➔ You will be automatically logged off after 60 minutes of inactivity.

Log in to BI Launch Pad

| User Name |
| Password |

Sign in

Forgot password, User name, or Enable your account

➔ The log in screen includes quick links in case you forgot your password, user name, or need to enable your account.

➔ Your user account will be locked after 5 incorrect log on attempts. If your user account is locked, contact the OFM Help Desk (heretohelp@ofm.wa.gov 360.407.9100).

➔ Your password needs to include at least 8 characters with at least two of the following characters: upper case letter, lower case letter, number, special character (!@#$%&*). You cannot include your user name in your password. Your password will need to be changed every 120 days.

➔ In this example, the BI launch pad home page is displayed after we log on.

BI Launch Pad ⌄

Home   Favorites   Recent Documents   Recently Run   Applications

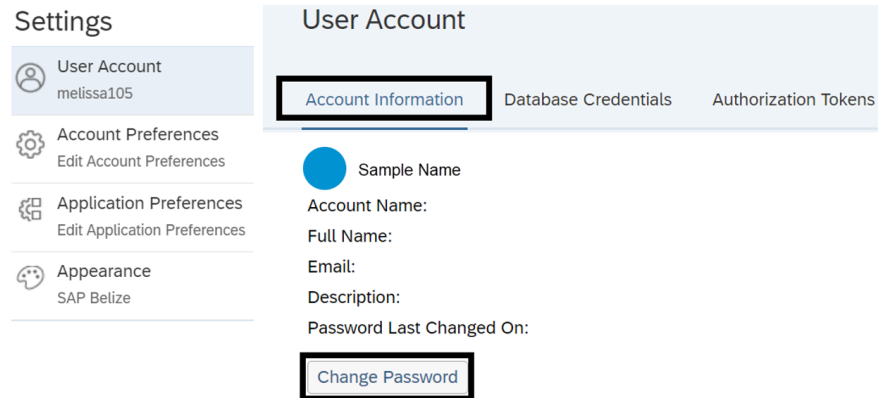| Folders | Categories | Documents | BI Inbox | Instances | Recycle Bin |

Change Password (After You Log On)

If you want to change your password after you log on, use the settings option on the top banner.

1. Select: **User settings**.
2. Select: **Settings**.

➔ The system will display information about your settings.

3. Select: **Account information.**
4. Select: **Change Password.**

➔ The system will display additional information.

Settings
- User Account — melissa105
- Account Preferences — Edit Account Preferences
- Application Preferences — Edit Application Preferences
- Appearance — SAP Belize

User Account

Account Information | Database Credentials | Authorization Tokens

Sample Name
Account Name:
Full Name:
Email:
Description:
Password Last Changed On:

[Change Password]

5. Input: **Old password.**
6. Input: **New password**.
7. Input: **New password again to confirm.**
8. Select: **Change password.**

➔ The system will automatically log you out of all of your current sessions so that you can log back in with your new password.

➔ If you get a message that your session isn't valid or has expired, select ok.

Session Expired
Your session isn't valid or has expired.
[OK]

Old Password:

New Password:

Confirm Password:

[Change Password]

➔ Your password needs to include at least 8 characters with at least two of the following characters: upper case letter, lower case letter, number, special character (!@#$%&*). You cannot include your user name in your password. Your password will need to be changed every 120 days.