
Accessing TARGET2000

Introduction:

Because we are transmitting private client data, the security of the **TARGET2000** system is very important. As such, access to **TARGET2000** is very restricted and several safeguards must be passed before you can use the system. This booklet is designed to guide you through the process gaining access to **TARGET2000**. To break down what can seem to be a daunting task into more manageable portions this booklet is divided into the following sections.

If you wish, you can use this guide as a checklist, marking off the steps as you proceed through the sections. You do not need to complete all of these sections in one sitting, but it is best to complete each section that you start.

Section I	Getting Started System Requirements
Section II	Fax Agency Registration
Section III	Registering at Secure Access Washington (SAW) Creating a SAW account
Section IV	Registering for TARGET2000 Adding TARGET as a Service
Section V	Logging Into TARGET2000
Section VI	Frequently Asked Questions

Section I

Getting Started

Before we get started take a minute to make sure that you have everything set up. A few moments spent now will save you headaches later on.

Your computer should at least meet these minimum requirements:

- Internet Explorer version 8 or above
- Internet access
- Windows XP or above

Section II

Fax TARGET Agency Registration Form

Fax TARGET Agency Registration Form:

Fax the **TARGET Agency Registration** form (see below) to DBHR. This form needs to be signed by your agency director or for county staff or ATR users, by the county Alcohol and Drug Coordinator. Explanations of the form fields are on page two of that form.

The fax number for DBHR is **360-407-0369**. A copy of the TARGET Agency Registration form is included below.

DBHR will fax you confirmation that your TARGET Agency Registration form was received. The **Agency User Notification** sent to you will include:

- **TARGET2000** user id
- **TARGET2000** password
- **TARGET2000** service code (for adding a service at Secure Access Washington (SAW))

Please keep this form, as you will need this information in Section V, Logging into TARGET. You should continue the application process in Section III before receiving your Agency User Notification form.

You can expect to receive the Agency User Notification form within 5 business days. If you do not receive it within that time or have questions about this stage of the process, please call the Target Helpdesk at 888-461-8898.

It is recommended that you make copies of these forms and keep the originals to use as a template.



Agency Registration

Washington State Division of Behavioral
Health and Recovery (DBHR)

Agency Name (or County if county staff)

Fax #

Step 1	For All Users		
	a) Name [Last, First, Middle Initial]		g) Agency #'s or County
	b) Phone number c) E-mail address		
	d) User status	e) Select user type(s)	
	<input type="checkbox"/> New User <input type="checkbox"/> Remove User <input type="checkbox"/> Add/Change User Type <input type="checkbox"/> Add Agencies for User	<input type="checkbox"/> TARGET- Data Entry <input type="checkbox"/> ATR (Access to Recovery) <input type="checkbox"/> TARGET – Reports <input type="checkbox"/> SCOPE	
f) User Signature			
Step 2	For All Users		h) Date
	This form must be signed by the treatment Agency Director or, for county staff, by the County Drug and Alcohol Coordinator.		i) Print Name
			j) Authorizing Signature
Step 3	For ATR Users Only: Fax to County Alcohol and Drug Coordinator		l) Date
	k) ATR user type		m) Print Name
	<input type="checkbox"/> RSS <input type="checkbox"/> RSS-Data Entry Only <input type="checkbox"/> ATR Interview Only – Data Entry (GPRA) <input type="checkbox"/> ATR County Rate Manager/Provider List Manager		n) Signature of County Coordinator
Step 4	For All Users		
Please Mail to: DBHR TARGET2000 Helpdesk, PO Box 45600, Lacey, WA 98503 or Fax to (360) 407-0369.			

Agency Registration

The Target Agency Registration Form is used to manage access and user rights on the Target system. Each person that wishes to use Target must complete this form and have it signed by either their agency director or, for county staff, by the County Alcohol and Drug Coordinator.

This form is also used to request that a user's access to Target be revoked if the user changes positions or leaves the employment of the agency or county.

With the exception of Step 3, which is conditionally required, please fill out all portions of this form.

Step 1

d) User Status Definitions:

New User: Select this option for new users to Target

Remove User: Remove access for selected user

Change User Type: Add or change user rights

Add Agencies for User: Add access to more agencies for selected user

e) User Type Definitions:

TARGET Data Entry: Able to input data and run reports

TARGET Reports: Reports only, no data entry

SCOPE: Report generating program. Users must also register at www.scopewa.net

ATR: (Access To Recovery) Able to perform the various ATR functions. If you select this then Step 3 must be completed as well.

g) Agency #s or County

Agency Number: If the user works at a treatment agency, enter the six-digit "Greenbook" number for the agency or agencies for which access is to be given

County: If the user works for the county, enter the name of the appropriate county

Step 2

i,j) Authorizing Signature

Printed name and signature of the treatment agency director or, for county staff, by the County Drug and Alcohol Coordinator.

Step 3

This section must be completed if the user is requesting access to ATR functionality within Target. All other users may skip this section.

k) ATR User Type

RSS: Authorizes services, creates vouchers, documents eligibility, add and edit recovery plan, interviews (GPRA's), ATR reports

RSS – Data Entry Only: Creates vouchers, documents eligibility, add and edit recovery plan, interviews (GPRA's)

ATR Interview Only – DATA Entry (GPRA): access to interview screens (GPRA) for data entry

Reports Only: ATR reports only, no data entry

ATR County Rate Manager/Provider List Manager: Add and change the County Rate Table and the Provider list

m,n) Signature of County Coordinator

The printed name and signature of the Drug and Alcohol Coordinator in your county or another person specifically authorized to approve ATR access must be obtained.

Step 4

Once this form is received by DBHR it will be processed. Any return correspondence will be sent to the fax number provided in the initial section of the form.

Secure Access Washington: <https://secureaccess.wa.gov>

TARGET Forms and Documentation: <http://www.dshs.wa.gov/dbhr/daT2KMain.shtml#dbhr>

SCOPE Site: www.scopewa.net

Please contact the **TARGET Help Desk** at **888-461-8898** if you have any questions.

Section III

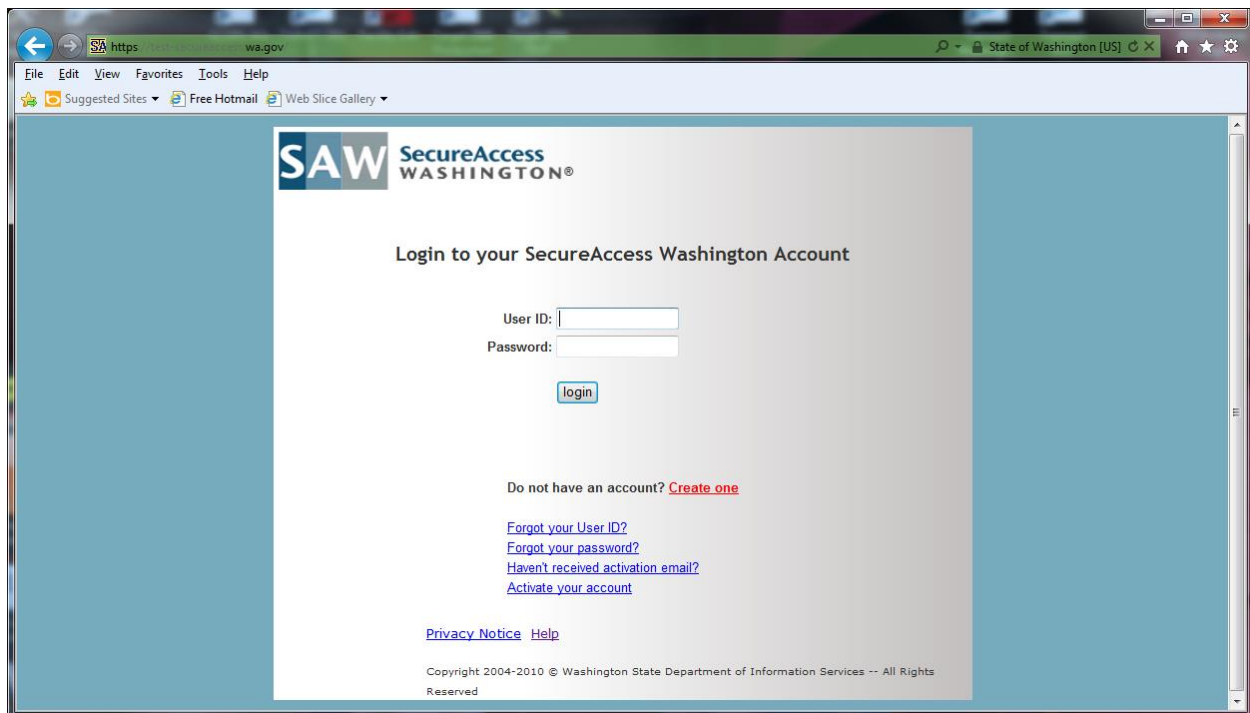
Registering at Secure Access Washington (SAW)

Creating a SAW account

Connect to the Internet and open up Internet Explorer.

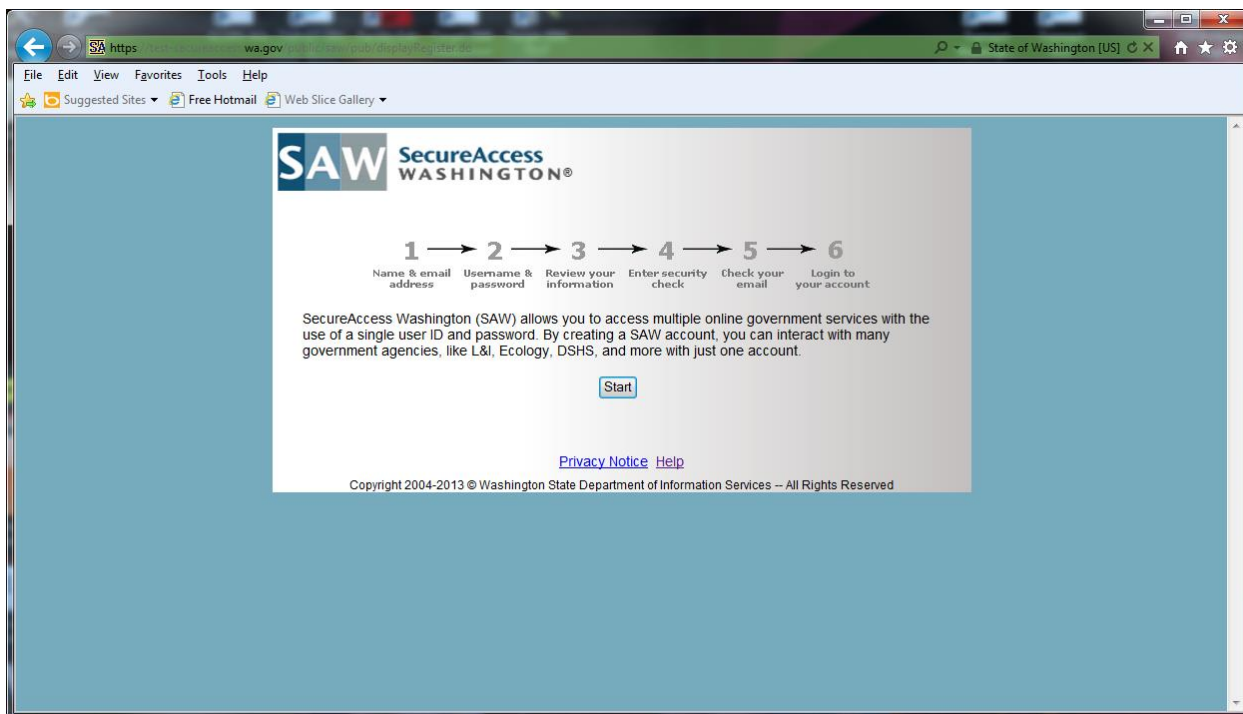
In the address bar of your browser type: <https://secureaccess.wa.gov/> and press the Enter key.

Click on **Do not have an account?** [Create one](#)



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---Click on the Start button.



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- On the next screen you will need to fill out all the blank boxes.
- Hit the Next button when done.

The screenshot shows a web browser window with the URL <https://test-secureaccess.wa.gov/public/saw/pub/display/register1.do>. The page is titled "SAW SecureAccess WASHINGTON®". A progress bar at the top shows six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. Step 1 is currently active. Below the progress bar, the text "Enter your personal information:" is followed by several input fields: "Name" (filled with "Mickey Mouse"), "E-Mail Address" (filled with "lindy.blankenship@dshs.wa.gov"), "Confirm E-Mail" (filled with "lindy.blankenship@dshs.wa.gov"), "Secret Question" (a dropdown menu with "What was the mascot of your high school football team?" selected), and "Question Answer" (filled with "Mickey Mouse"). At the bottom right of the form are "Previous" and "Next" buttons. At the bottom of the page are links for "Privacy Notice" and "Help", and a copyright notice: "Copyright 2004-2013 © Washington State Department of Information Services -- All Rights Reserved".

- Now you are at Step 2 where you'll need to create a User ID and Password for SAW.
- Hit the Next button to take you to step 3

The screenshot shows the same web browser window, but now at Step 2 of the registration process. The progress bar at the top shows Step 2, "Username & password", as the active step. Below the progress bar, the text "Create a user ID and password:" is followed by a "NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word." Below the note are three input fields: "User ID" (filled with "mousem"), "Password" (filled with "*****"), and "Confirm Password" (filled with "*****"). To the right of these fields is a yellow box with the text "You have selected a secure password!" and "Requirements for a secure password:". The requirements are listed as follows: "Choose a password with:"

- at least 10 characters
- contain at least three of the following character classes: uppercase letters, lowercase letters, numerals, special characters
- does not contain user ID
- does not contain your full name

At the bottom right of the form are "Previous" and "Next" buttons. At the bottom of the page are links for "Privacy Notice" and "Help", and a copyright notice: "Copyright 2004-2013 © Washington State Department of Information Services -- All Rights Reserved".

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---Step 3 is your Personal and account Information. You'll want to review it for accuracy and it gives you the option to print it out. Please print out for your records. If everything looks correct the hit the Next button.

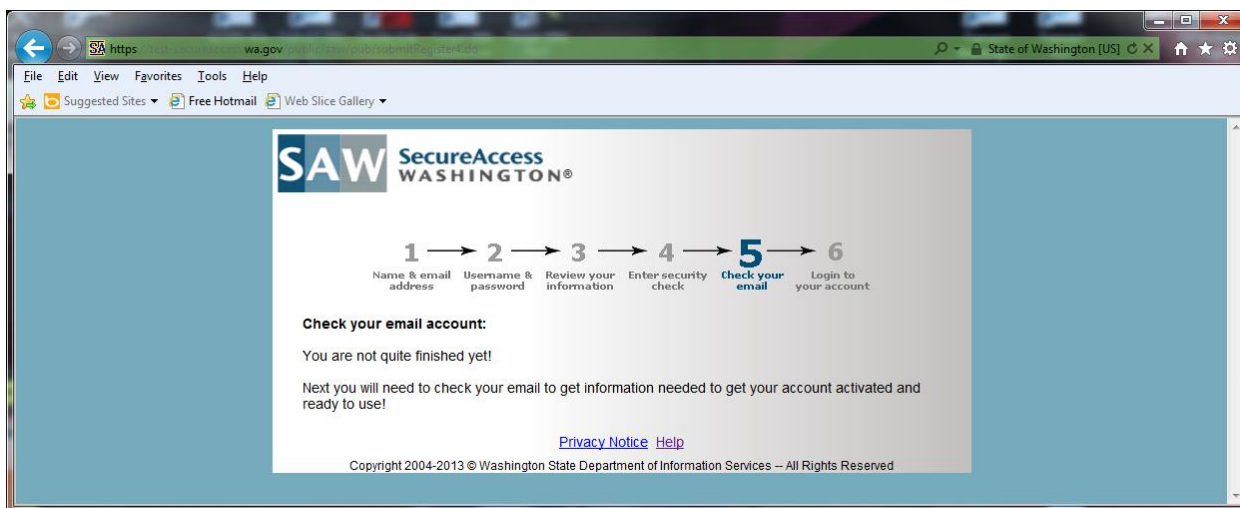
The screenshot shows a web browser window with the URL <https://test-secureaccess.wa.gov/public/saw/pub/displayRegister4.do>. The page is titled "SAW SecureAccess WASHINGTON®". A progress bar at the top shows six steps: 1. Name & email address, 2. Username & password, 3. Review your information (highlighted), 4. Enter security check, 5. Check your email, and 6. Login to your account. The main content area is titled "Review Information:" and contains the following text: "Here is your personal and account information." followed by a "NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word." Below this, the user's information is listed: Name: Mickey Mouse, E-Mail Address: lindy.blankenship@dshs.wa.gov, User ID: mousem, Password: #1mickeymm, Secret Question: What was the mascot of your high school football team?, Answer: Mickey Mouse. At the bottom, there are instructions: "Go back to the previous page to make changes. Continue to the next page if the information is correct." and a prompt: "You may want to [PRINT](#) this page for your records." There are "Previous" and "Next" buttons at the bottom right. The footer includes "Privacy Notice Help" and "Copyright 2004-2013 © Washington State Department of Information Services -- All Rights Reserved".

---Step 4 putting in a "Security Code". Type the security code that you see in the box and then hit Submit.

The screenshot shows the same web browser window, but the URL is <https://test-secureaccess.wa.gov/public/saw/pub/displayRegister4.do>. The progress bar now highlights step 4: Enter security check. The main content area is titled "Please enter the security code (Not case-sensitive):" and contains the text: "The security code helps us to prevent massive user sign-up from robot programs." Below this is a box containing a security code: "axguxk". Below the box, there is a text input field with the value "axguxk" and a "Submit" button. There is also a "Previous" button. A link "(Click here if you cannot read the code)" is provided. The footer includes "Privacy Notice Help" and "Copyright 2004-2013 © Washington State Department of Information Services -- All Rights Reserved".

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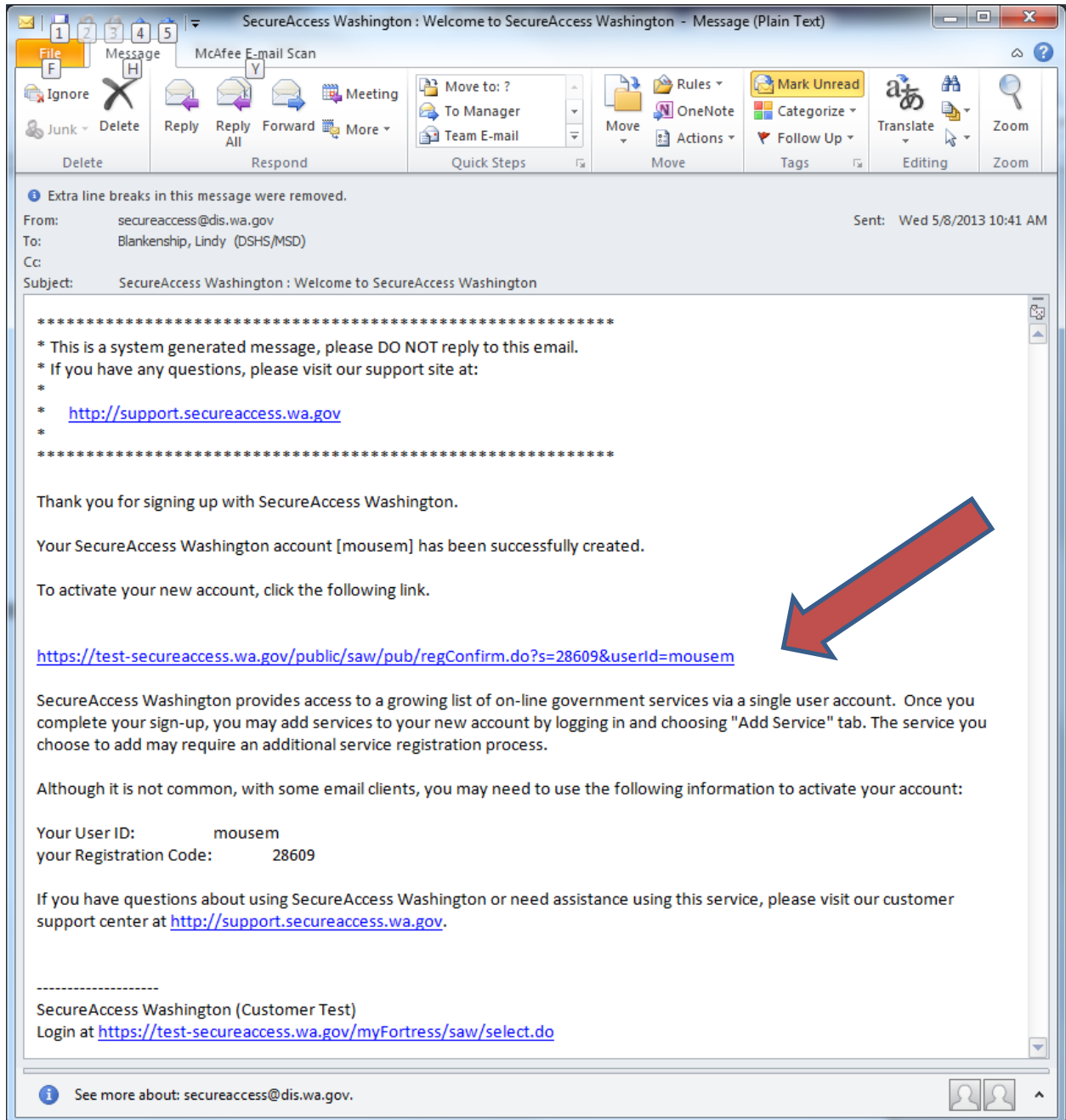
--Once you hit Submit it will take you to Step 5 and an email will be sent to the email address you provided. Below is the step 5 screen.



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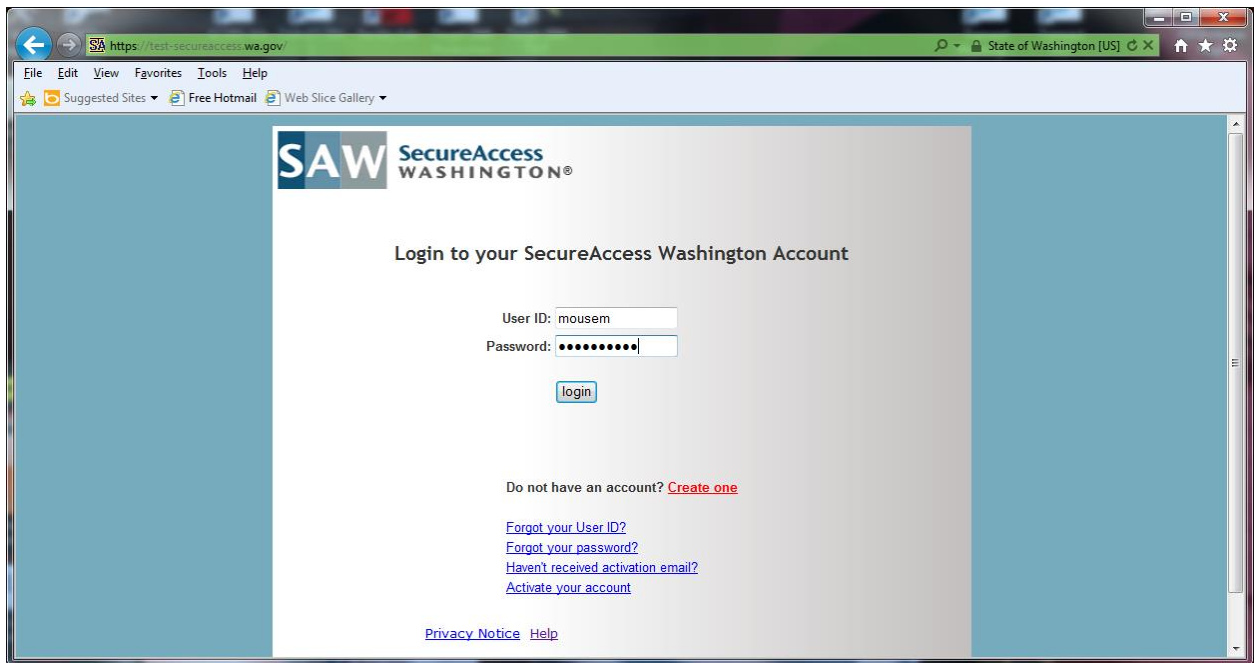
---Below is a sample of the email that will be sent to your in box. Once you have received the email, which should be relatively quick. You can close out the screen above showing step 5

---Now you will want to click on the account activation link from email sent to you. This will take you back to the login screen, Step 6.



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---Step 6 below you will need to key in your User ID and Password you created earlier in SAW.



--**Congratulations**, you have completed the login!!

-- The next screen is the welcome screen with two tabs near the top. Click on the Add a New Service tab to register for **TARGET2000**.

SECTION IV

Registering for TARGET2000

---You should have received a User Notification with your user ID and temporary password from **TARGET2000**. On this form you will find the **Service Code** needed to complete your registration for TARGET. If for some reason you do not have your User Notification form please give the TARGET HELPDESK a call at 888-461-8898.

--Enter the Service Code in the text box on the Add a New Service screen.

The screenshot shows the SecureAccess WASHINGTON website interface. The browser address bar displays <https://test-secureaccess.wa.gov/myfortress/saw/myfortress/display/agencies.do?section=adService>. The page header includes the SAW logo and navigation links: My Secure Services, Account Management, Help, About SecureAccess, and Logout. A greeting "Hello mousem" is displayed. Below the greeting are two tabs: "My Services" and "Add a New Service". The "Add a New Service" tab is active, showing a form with the following sections:

- Select an agency below to see a list of services:** A list of agencies including Board for Volunteer Fire Fighters, Community Trade and Economic Development, Criminal Justice Training Commission, Department of Archaeology and Historic Preservation, Department of Commerce, Department of Ecology, Department of Fish and Wildlife, Department of Health, Department of Information Services, Department of Natural Resources, Department of Revenue, Department of Social and Health Services, Department of Transportation, Developer Testing Only, DIS DEMO DOMAIN, Enterprise Services, Labor & Industries, Liquor Control Board, Military Department Headquarters, Office of Financial Management, Washington State Board of Accountancy, and Workforce Training and Education Board.
- Service code:** A text input field with a red arrow pointing to it. Below the field is an "Apply" button. The text "If you have been given a service code, enter it below to apply for access to the service." is displayed above the field.
- Search services by keywords:** A text input field with a "Search" button. The text "Enter keyword(s) below to find related services. Leave field blank to display all services." is displayed above the field. A dropdown menu labeled "AT LEAST ONE of the words" is located between the input field and the search button.

The footer of the page contains the following text: My Secure Services | Account Management | About SecureAccess | Help | Logout | Privacy Notice. Copyright 2004-2013 © Washington State Department of Information Services -- All Rights Reserved.

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---After you have completed the above and click on Apply you will see the following screen which must be completed. Some of this is the same information that you completed with the SAW registration. The two systems are run by different state agencies and we need to have you submit this second set of information for the DSHS **TARGET2000** registration.

---Once you have completed everything below you will need to hit Register button.

The screenshot shows a web browser window with the URL <https://test-secureaccess.wa.gov/myFortress/saw/myFortress/secretCode.do>. The page is titled "SAW SecureAccess WASHINGTON" and has a navigation bar with links: "My Secure Services", "Account Management", "Help", "About SecureAccess", and "Logout". Below the navigation bar, it says "Hello mousem" and "My Services" with a button "Add a New Service". The main heading is "Service Registration". Below this, it says "Please fill out the form below to apply to agency Department of Social and Health Services's service TARGET2000 TEST 1." and "Welcome to DSHS TARGET2000 TEST1 Registration".

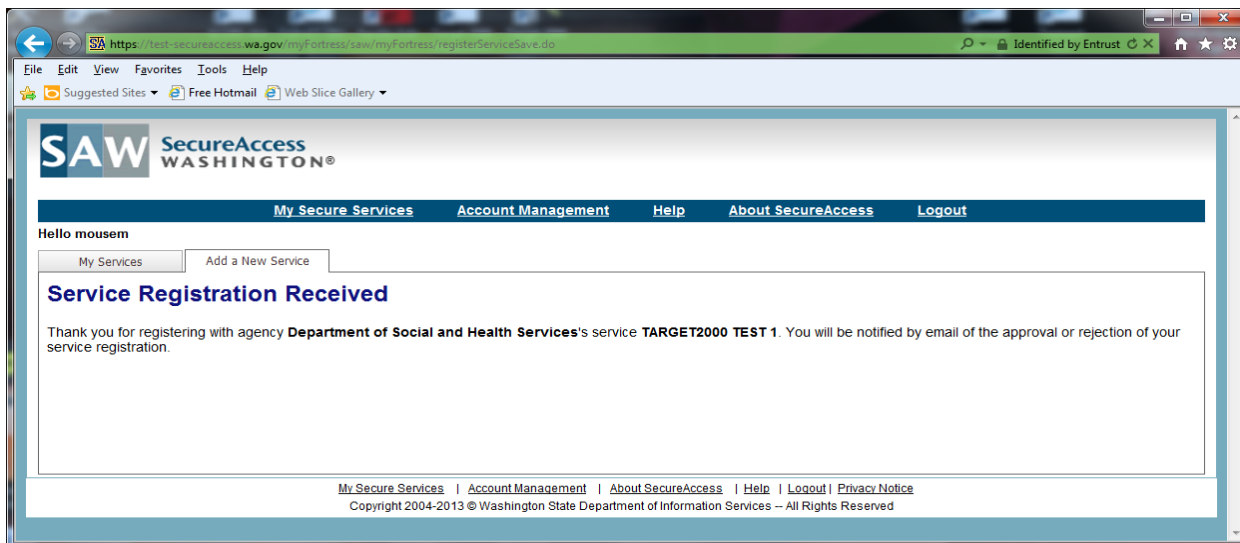
Field Name	Field Value	Description
Name	Lindy Blankenship	Name of person registering
User_Area_Code	360	User Area Code
User_Phone_Number	7253806	User Phone Number
E-mail address	lindy.blankenship@dshs.wa.gov	E-mail address
County	Thurston	County
Primary Agency Number		Primary Agency Number
User_ID	mousem	TARGET User ID

At the bottom of the form are buttons: "Register", "Clear", and "Cancel". A note says "(*) indicates a required field".

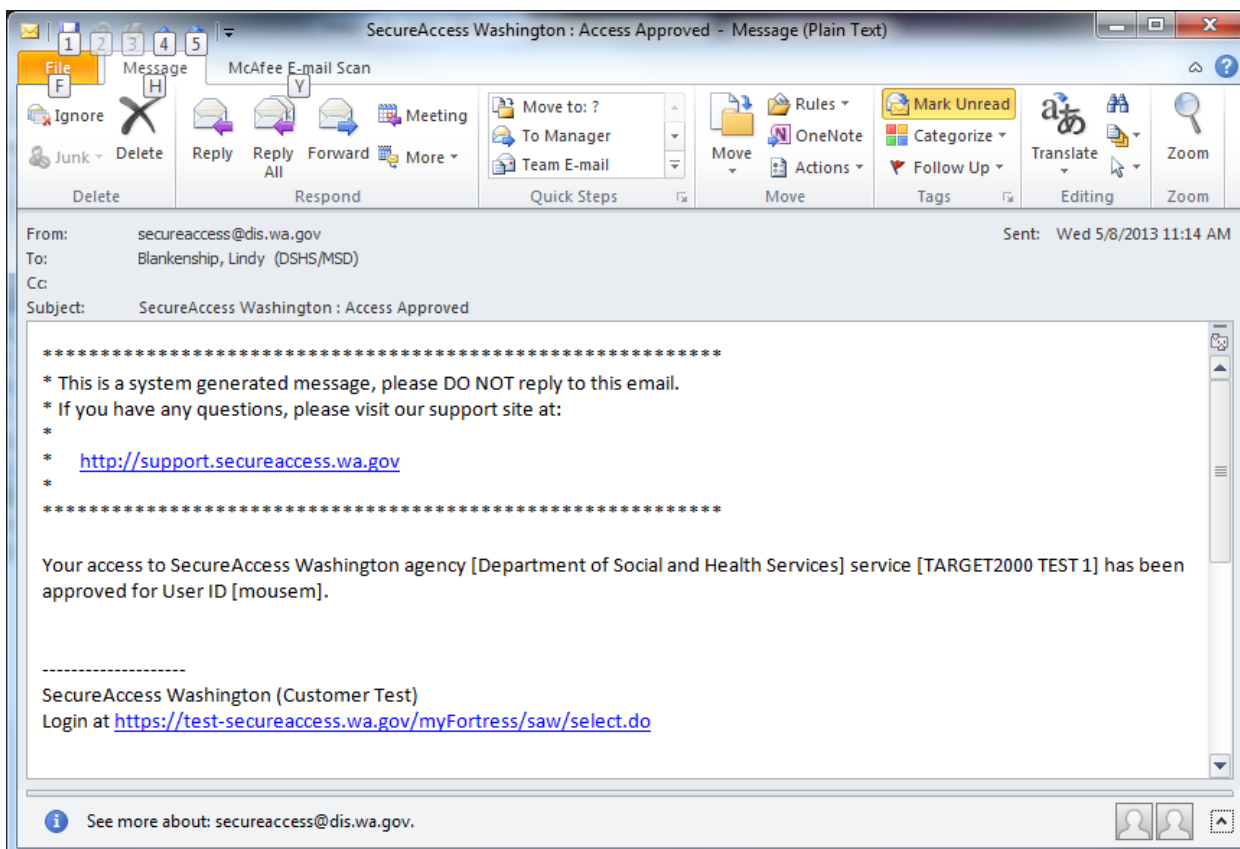
At the bottom of the page, there is a footer with links: "My Secure Services", "Account Management", "About SecureAccess", "Help", "Logout", "Privacy Notice". Below these links is the copyright notice: "Copyright 2004-2013 © Washington State Department of Information Services - All Rights Reserved".

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---After you hit the Register button you will get the following screen. The **TARGET2000** staff will receive an email that you have registered for **TARGET2000**. They will verify you are a “Current User” within **TARGET2000** and if you are they will “Approve” your registration. You will receive an email letting you know that your registration is complete.

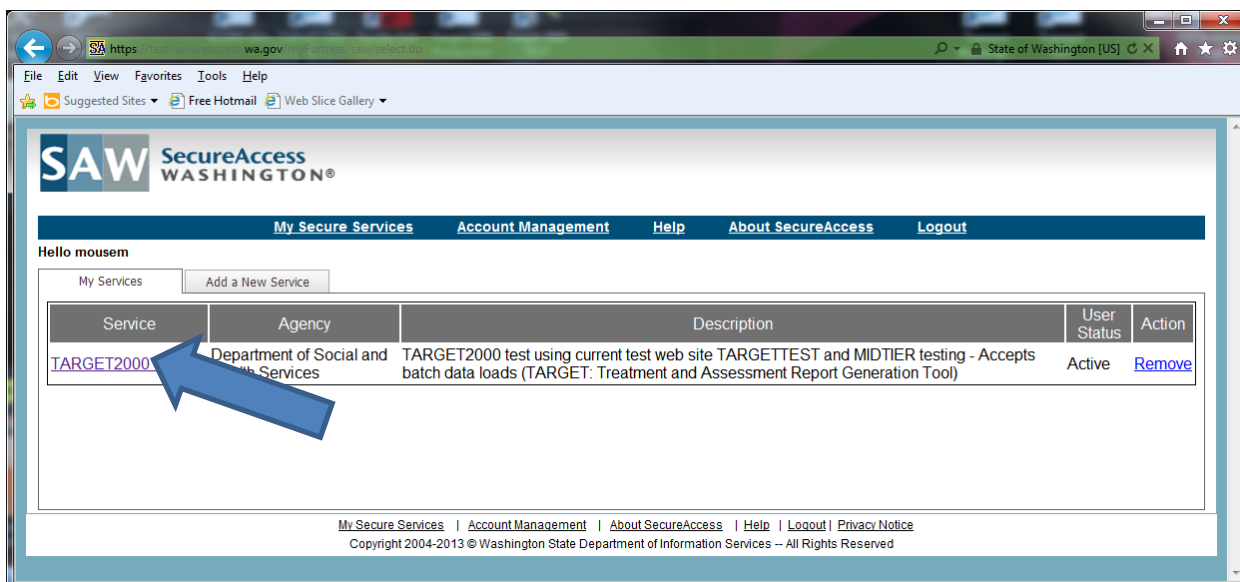


---Below is a sample copy of the email you would receive once **TARGET2000** “Approves” your registration. You are now ready to log into **TARGET2000** via SAW.

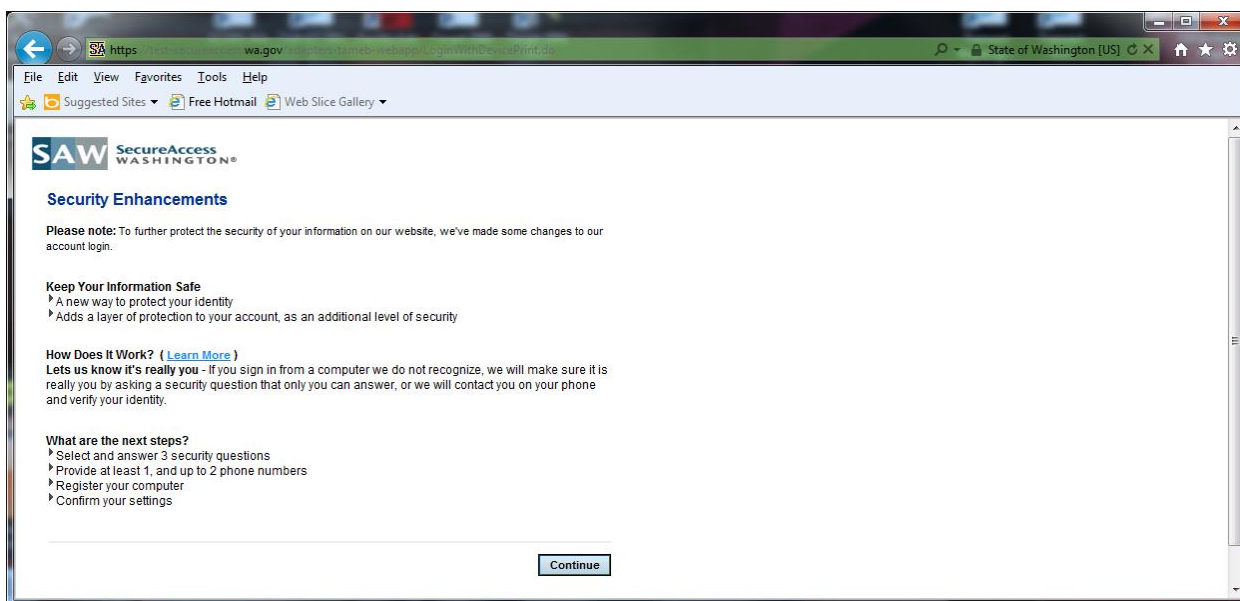


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---Once you have logged in using your newly created SAW User ID and Password you will see the screen below. At this screen you'll notice **TARGET2000** is now a Hyperlink and you should be able to click on it. This will take you to "Security Enhancements" screens that will need to be completed as well.



---Below is the "Security Enhancements" screen. Hit the Continue button.



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---Below is the Security Questions screen. You'll need to fill out everything with an asterisk. If this is your main PC you'll be doing most or all your **TARGET2000** data then you will want to select "YES, I plan on using this computer to access my account in the future". Then hit Continue button.

The screenshot shows a web browser window with the URL <https://test-secureaccess.wa.gov/adapters-lameb-webapp/PreCollectBoth.do>. The page is titled "SecureAccess WASHINGTON" and has a sub-header "Select your Security Questions and Enter Phone Number(s)".

Step1: Select and answer 3 security questions * = Required Fields

Note: Your answers should be no more than 30 characters (no symbols)

Question 1:

* What is the first name of the maid of honor at your wedding?

Answer:

* Snow White

Question 2:

* What is the first name of the best man at your wedding?

Answer:

* Donald Duck

Question 3:

* Where did you meet your spouse for the first time? (Enter full name of city only)

Answer:

* Disney Land

Step2: Enter Phone Number(s) * = Required Fields

Note: Provide at least 1 phone number to which we can authenticate you

Phone Type (Home, work, or cell phone):	Country Code:	Area Code:	Phone Number (No dashes, or spaces):	Extension (Optional):
* work	USA (+1)	360	7253806	
home	USA (+1)	360	5557788	

Would You Like Us to Remember this Computer? [Learn More](#)

☒ Yes, I plan on using this computer to access my account in the future

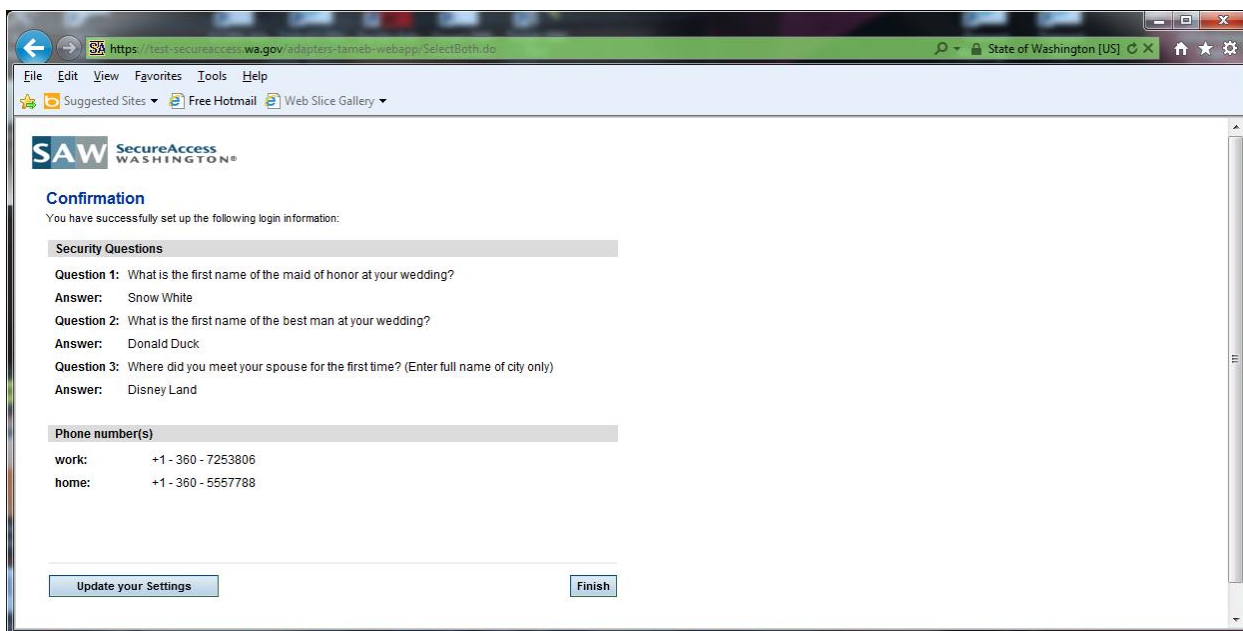
☐ No, This is a public computer or one I do not plan on using often to access my account.

[Continue](#)

You may want to list your cell phone number as one of the telephone numbers above. This will allow you to log in from an alternative computer more easily. It is helpful to list your cell phone if your desk phone does not ring directly to you.

Accessing TARGET2000

---After hitting the Continue button from above you will see the “Confirmation” screen below. You should write down or screen print this screen so you have your 3 secret questions and know which number they will call if needed. Once you are ready hit the Finish button.



The screenshot shows a web browser window with the URL <https://test-secureaccess.wa.gov/adapters-tameb-webapp/SelectBoth.do>. The page is titled "SAW SecureAccess WASHINGTON" and displays a "Confirmation" screen. It states: "You have successfully set up the following login information:". Below this, there are two sections: "Security Questions" and "Phone number(s)".

Security Questions

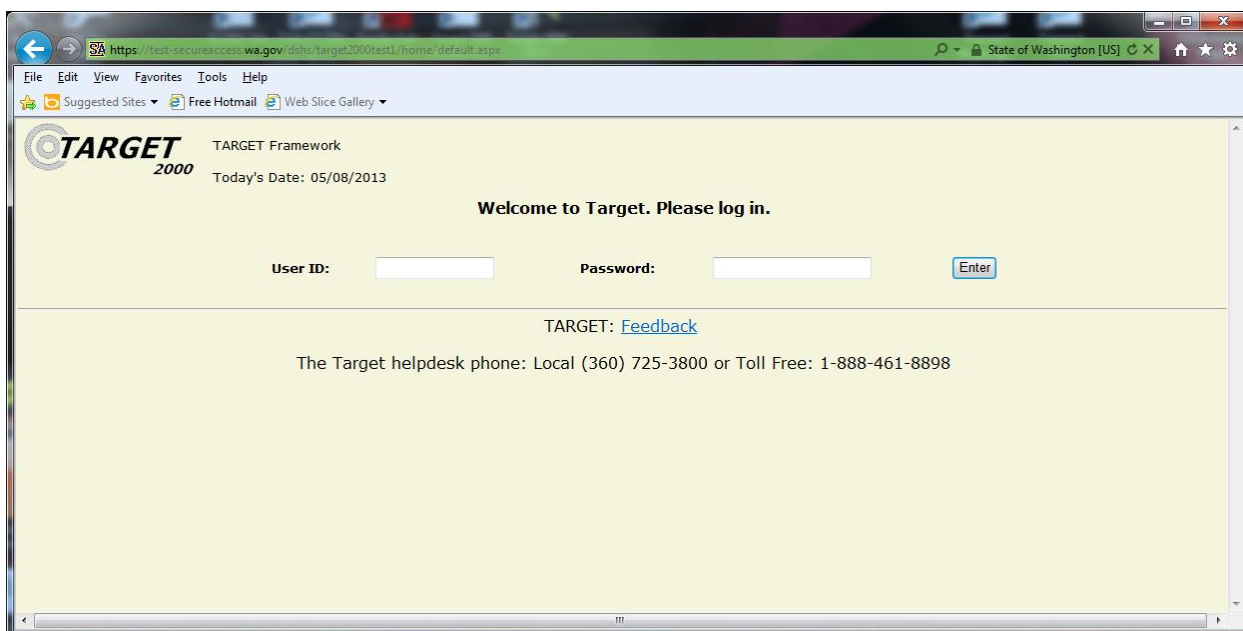
- Question 1: What is the first name of the maid of honor at your wedding?
Answer: Snow White
- Question 2: What is the first name of the best man at your wedding?
Answer: Donald Duck
- Question 3: Where did you meet your spouse for the first time? (Enter full name of city only)
Answer: Disney Land

Phone number(s)

- work: +1 - 360 - 7253806
- home: +1 - 360 - 5557788

At the bottom of the page, there are two buttons: "Update your Settings" and "Finish".

---Once you hit Finish it takes you to the **TARGET2000** Welcome screen. See below. You should be able to log in using your new **TARGET2000** User ID and Password from the User Notification Form.



The screenshot shows a web browser window with the URL <https://test-secureaccess.wa.gov/dshs/target2000test1/home/default.aspx>. The page is titled "TARGET 2000" and "TARGET Framework". It displays the date "Today's Date: 05/08/2013". The main heading is "Welcome to Target. Please log in.".

Below the heading, there are two input fields: "User ID:" and "Password:". To the right of the "Password:" field is an "Enter" button.

Below the input fields, there is a link: "TARGET: [Feedback](#)".

At the bottom of the page, there is a line of text: "The Target helpdesk phone: Local (360) 725-3800 or Toll Free: 1-888-461-8898".

Section V

Logging Into TARGET2000

1. Connect to the Internet and go to <https://secureaccess.wa.gov/>
2. Use your SAW User ID and password to log into SAW.
3. Click on the hyperlink to **TARGET2000**.
4. Enter your TARGET User ID and TARGET password. This is originally provided to you in the User Notification form. Click [Enter]
5. If you have access to more than one agency then you will need to select an agency. You will only see those agencies that you have been authorized to access through the Agency Registration form.
6. If this is your first time in Target, and every 90 days thereafter, you will be prompted to change your password.

Congratulations, you are now logged into TARGET!

Just follow the steps in this section whenever you want to access **TARGET2000**.

Section VI

Frequently Asked Questions

How do I know what version of Internet Explorer I have?

Open up your Internet Explorer. Click on Help. Click on About Internet Explorer. The Version number should be at least version 7 or above.

How do I obtain a newer version of Internet Explorer?

If your browser is not at least version 7 you can download a free upgrade from www.microsoft.com. Contact your local technical support if you are having trouble with the installation. Please note that this is a large file and depending on the speed of your connection could take some time.

Why was my application to add TARGET2000 as a service refused?

Most commonly it is because either the TARGET Agency Registration Form has not been faxed in to DBHR or that the user id has been entered incorrectly. A copy of the TARGET Agency Registration form can be found in Section VIII. Your user id can be found on the User Notification form that DBHR has faxed back to you. Contact the **TARGET2000** Help Desk if you have any questions at 888-461-8898.

We have several computers; do we need to go through this entire process for each one?

- You would need to go through the entire process once for each **person** that will be accessing **TARGET2000**.

Now that I have access to TARGET2000, how do I use it?

If you or some of your staff would like to attend a training session please contact the **TARGET2000** Help desk at 888-461-8898.

How do I create a shortcut to TARGET2000?

You can create a shortcut by first navigating to <https://secureaccess.wa.gov/> Click on File, Send, Shortcut to Desktop. This will place a shortcut to the Secure Access Washington website on your desktop.

You can also click on Favorites, Add to Favorites to add SAW to your list of favorites.

What do I do when one of my data entry personnel leaves the agency?

Fax a TARGET Agency Registration form to DBHR indicating that this person should no longer have access to your agency's data. We will inactivate their access to **TARGET2000**.

I have questions. Who do I contact?

There are several sources that would be glad to assist you.

- Questions about registering or opening the SAW access

**Secure Access Washington
Help Desk**

servicedesk@cts.wa.gov

1-888-241-7549

Local Number: (360) 753-2454

- Questions about the application process, SAW, **TARGET2000** or other general questions

**DASA TARGET2000 Help
Desk**

1-888-461-8898

- Problems with setting up your computer

**Contact your agency's
technical support personnel**