



## WACOURTS Learning Portal Registration

### How to register for the WACOURTS Learning Portal

The WACOURTS Learning Portal Registration consists of two steps, 1) Creating a Secure Access Washington account and 2) Completing our self-registration form.

#### Step 1) Create a Secure Access Account Using 6-10 Characters.\*

If you have already created a Secure Access Washington (SAW) account with your current work email you may skip to step 2. The SAW username you create will be used as your WACOURTS Learning Portal username.

To create a SAW account, go to:

<https://secureaccess.wa.gov/public/saw/pub/displayRegister.do> and follow the instructions. **Usernames must be 6-10 characters**. You will receive a confirmation email from Secure Access Washington.

**Step 2)** After you have successfully created a SAW account, go to:

<https://www.courts.wa.gov/apps/selfreg/index.html> and complete the fields. You will be asked to create a Learning ID (username). **This will be the SAW username you have already created.**

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Request Access to the WACOURT Education Portal

CONTACT SUPPORT

To request access to the WACOURT Education Portal, please complete the following fields. All fields are required. Once you click Register, check your email for further instructions.

Create an AOC Learning ID\*

Learning Id must be between 6-10 characters. 0 / 10

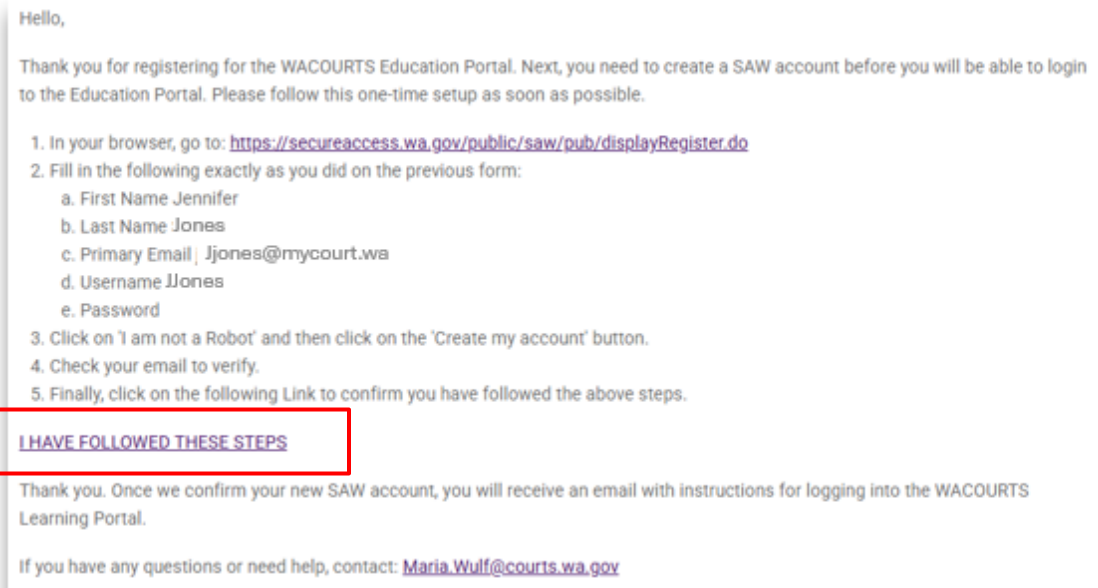
First Name\*

Enter SAW Username

**\*\* Our portal is having issues with the Pro Tem designation so for the job position drop down, please select **Judicial Officer**.**

*If our system does not initially find your information in our database, you will receive a message that verification of your employment is in progress. This will typically be confirmed in less than 24 hrs.*

When your employment is confirmed, you will be sent instructions on how to create a Secure Access Washington (SAW) account. Since you have already done this, select **I HAVE FOLLOWED THESE STEPS**.



After this step is completed, your registration will be processed within 24hrs. You will then receive a confirmation email with instructions on how to access the learning portal. If you try to access the portal prior to receiving this confirmation email, you will receive an error message that the user account does not exist. If you need assistance or have any questions, contact [lmssupport@courts.wa.gov](mailto:lmssupport@courts.wa.gov)

**\*Usernames with fewer than or more than 6-10 characters will not be accepted**