**For WorkSource staff on non-ESD equipment:**

**How to login to the Qtrac staff management portal**

For WorkSource staff on Non-ESD equipment will be required to use Secure Access Washington to authenticate and login to the Qtrac Staff Management portal.

1. Go to <https://wpc.wa.gov> and navigate to Technology tab, then select Log-on under ‘Qtrac Scheduling’ on the left hand navigation bar.
	* You can also bookmark this link in your primary internet browser for directly access to the staff login: <https://ead.sts.wa.gov/adfs/ls/idpinitiatedsignon.aspx?LoginToRp=https://worksourcewa.lavi.com/mgmt/saml/metadata>
2. You will be presented with this window:



1. For non-ESD WorkSource staff - Select ‘Secure Access Washington’
2. You will then be redirected to the Secure Access Washington login page
3. Login with your SAW username and password, or sign up for your SAW account
4. After entering your SAW account logins, you will be redirected to the Qtrac Staff Management portal

Staff will see the below screen:



Super users will see the below screen:

