

☒ **CalSAWS M&E** ☐ **CalWIN Migration**

Distribution Date:	December 17, 2021
To:	PPOC.R1; PPOC R2; PPOC R3; PPOC.R4; PPOC.R5; Consortium.SectionDirectors, Consortium.RegionalManagers.R1, Consortium.RegionalManagers.R2, Consortium.RegionalManagers.R3, Consortium.RegionalManagers.R4, Consortium.RegionalManagers.R5, Consortium.RegionalManagers.R6, IPOC.All
CIT Name:	Instructions for Logging into CalSAWS Jira
From:	CalSAWS Project

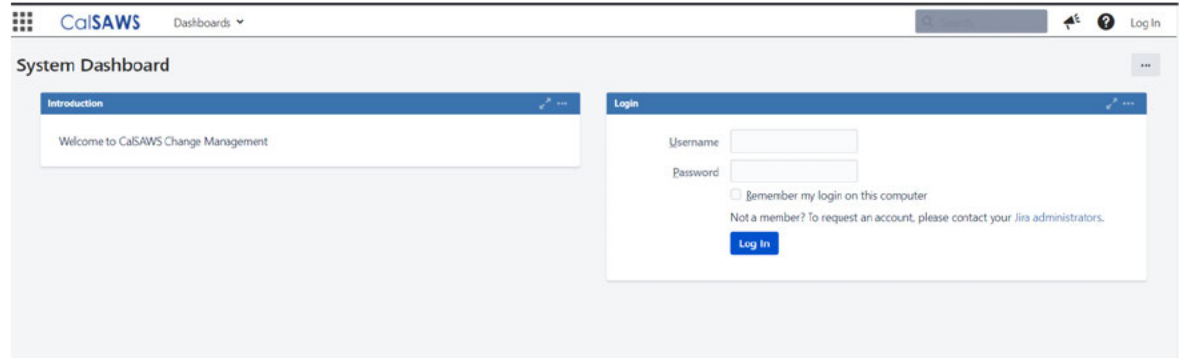
PPOCs, please forward to the appropriate impacted staff in your county:

- | | |
|---|---|
| ☐ General
☐ Policy
☐ CW
☐ CF
☐ MC
☐ CMSP
☐ FC/KG/AAP
☐ Child Care
☐ WtW
☐ Other Program(s) _____
☐ BenefitsCal ☐ Your Benefits Now!
☐ Customer Correspondence
☐ Other _____ | ☐ Reports
☐ Fiscal
☐ Caseload Movement
☐ Management
☐ Fiscal
☐ Security
☐ Batch and Interfaces
☐ Imaging
☐ Migration
☐ Conversion
☐ Technical
☐ Training
☐ Help Desk |
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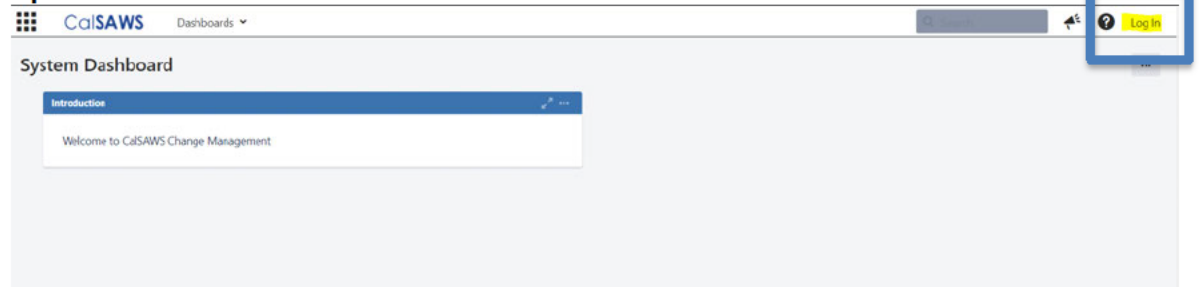
Description: (Including any step-by-step instructions)	Purpose The purpose of this CIT is to provide guidance on logging into CalSAWS Jira through the CalSAWS Single-Sign-On solution (SSO). Background CalSAWS Jira applications leverage a SSO solution that enables access using a common set of login credentials. CalSAWS SSO applications include: • CalSAWS Core • OCAT • Childcare Administrator's Portal • Service Now • CalSAWS Learning Management System (LMS) • CalSAWS C-IV Contact Center • CalSAWS Jira Instructions CalSAWS Jira Login
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1. Navigate to change.calsaws.net to access the CalSAWS Jira System Dashboard page. The option to login has now moved to the upper right corner of the page. Click Login to begin the authentication process. The page will redirect to the CalSAWS login page.

Previous View



Updated View



Please note: Snapshots used for this document are from CalSAWS training environments. When performing login, users will see identical web pages in blue instead of orange.

2. Login with your calaces.org domain username. Enter your password upon clicking log in; then accept the terms and conditions on the next page. Once successfully authenticated through CalSAWS, the user will be redirected back to the CalSAWS Jira homepage.

CalSAWS

ASSEMBLY TEST

paranf

☐ Remember my username

LOG IN

CalSAWS

Enter Password

.....

LOG IN

[Forgot Password?](#)

CalSAWS

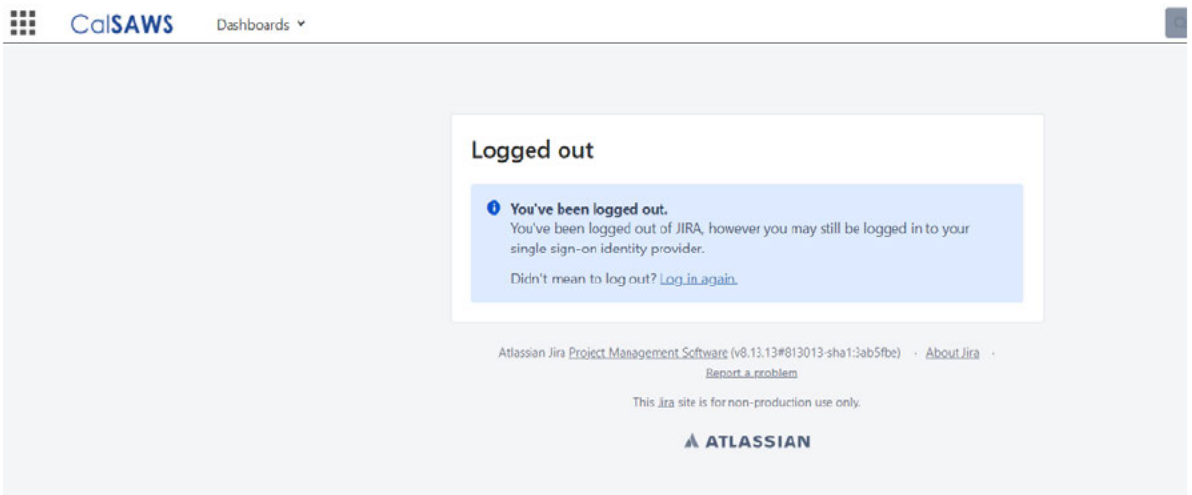
California - Terms and Conditions - This is a California Statewide Automated Welfare System (SAWS) Joint Powers Authority (CalSAWS) computer system to be used exclusively for providing state and federal operations. This system is protected under state and federal privacy laws. CalSAWS monitors this system for security purposes to ensure it remains available to authorized users and to protect information in the system. By accessing this system, you are expressly consenting to monitoring activities. All unauthorized access or use of this computer system is strictly prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in prosecution.

ACCEPT

DECLINE

Please note that CalSAWS Jira is a SSO solution, once successfully logging in, users will also be successfully logged into all other CalSAWS SSO applications (listed above).

3. CalSAWS Jira log out instructions remain the same. Click *Log Out* on your user avatar/icon in the upper right corner of the page. Once logged out of the CalSAWS Jira session, the user's CalSAWS session may still be active, and thus clicking *Log in again* will log the user back into CalSAWS Jira without redirecting again to CalSAWS authentication for username and password. It is advised that the user clears out the browser cache or restarts the browser to completely log out and remove the current user session with CalSAWS Jira.



The screenshot shows the top of a Jira page with the CalSAWS logo and a 'Dashboards' dropdown menu. A central white box contains the 'Logged out' message. Below the message, there are links for 'About Jira' and 'Report a problem'. At the bottom, it states 'This Jira site is for non-production use only.' and the Atlassian logo.

CalSAWS Dashboards ▾

Logged out

You've been logged out.
You've been logged out of JIRA, however you may still be logged in to your single sign-on identity provider.
Didn't mean to log out? [Log in again.](#)

Atlassian Jira Project Management Software (v8.13.13#813013-sha1:3ab5fbc) · [About Jira](#) · [Report a problem](#)

This Jira site is for non-production use only.

ATLASSIAN

	Tips/Troubleshooting: If you are unable to authenticate, please follow your county's protocol to have them try to assist you internally (contact your County's designated Delegated Administrator) and/or submit a ServiceNow ticket. County Action Please share this information with your staff as appropriate. The Project recommends the Counties send these instructions to Help Desk Administrators, IT Staff, Trainers, etc.
Primary Project Contact: (Name and email address)	Mike Tombakian CalSAWS Helpdesk Manager Tombakianh@CalSAWS.org
Backup Project Contact: (Name and email address)	Yul McGrath ForgeRock Project Lead Mcgrathy@CalSAWS.org
Attachments:	N/A
Web Portal Link:	██████████ OR You may also retrieve the CIT document and attachments by following these steps: 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2021" folder. 4. Click on the appropriate CIT # folder.