

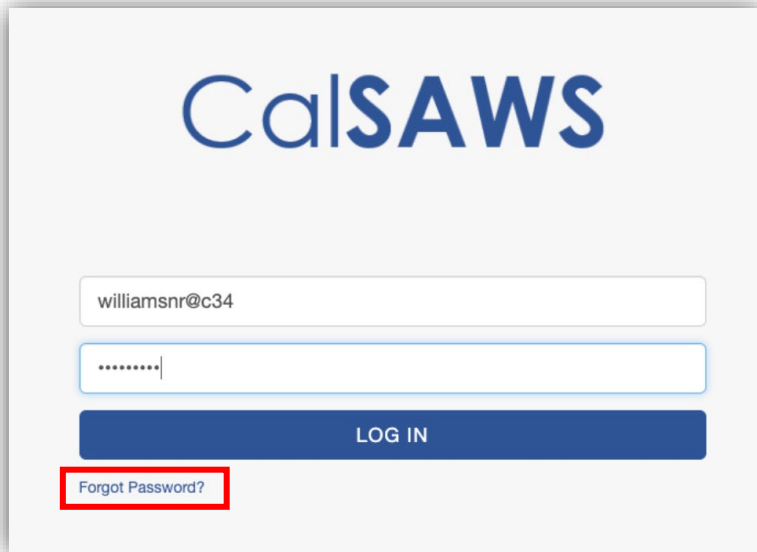
Logging into CalSAWS: Helpful Hints

First-Time Login

If this is your first-time logging into CalSAWS, follow the instructions on the Login Page:

Enter your username (your County email) and CalSAWS password.

- If you have previously accessed LMS, your username and password will be the same ones used for LMS.
- If you forget your password, click the “Forgot Password” link after your CalSAWS credentials have been created.

A screenshot of the CalSAWS login page. At the top is the CalSAWS logo. Below it are two input fields: the first contains the email address 'williamsnr@c34' and the second contains a masked password '*****'. Below these fields is a blue 'LOG IN' button. At the bottom left, there is a red-bordered link that says 'Forgot Password?'.

<https://web.calsaws.net/>

Ongoing Logins

Once you have logged into CalSAWS or LMS, follow the instructions on the Login Page:

Use your CalSAWS Credentials to login.

Tip: Remember to use your CalSAWS password. This may not match your previous CalWIN password.

Password Troubleshooting

Inactive Account

Your password will become **Inactive** if you have not logged into CalSAWS within 60 days of account activation.

You will have to go through your County Help Desk to re-activate your account and reset your password.

Expired Password

Your password will **Expire** if it is not updated every 60 Days. You will receive an email notification reminder to reset your password 15, 5, 4, 3, 2, and 1 day(s) prior to password expiration.

Forgotten Password

If you forget your password, click the “Forgot Password” link after your CalSAWS credentials have been created.