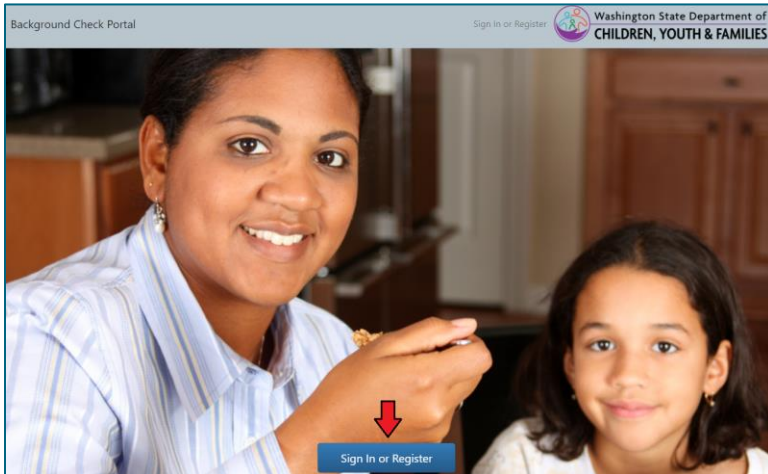
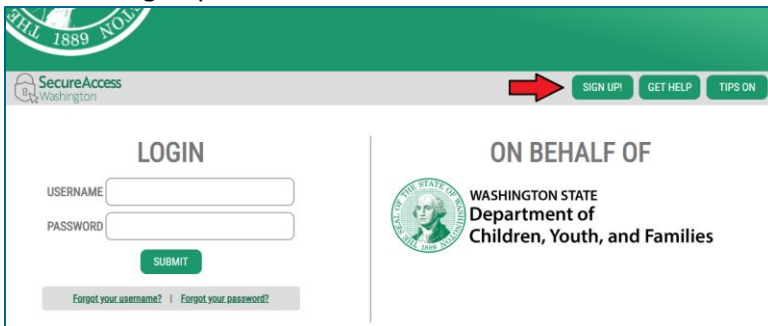


Creating a Background Check Portal Account

1. Using Google Chrome browser, go to the Background Check Portal (BCP) website:
<https://apps.dcyf.wa.gov/BackgroundCheckPortal/Welcome>.
2. Click the “Sign in or Register” button, which will take you to the SecureAccess Washington login page.



3. Click the “Sign Up!” button.



4. Fill out the form that appears with your information. Click the “I’m not a robot” box and click “Submit.”

FIRST NAME

LAST NAME

EMAIL

USERNAME

PASSWORD REQUIREMENTS

Add at least 10 more characters
Add a special character or a lower case letter or an uppercase letter or a number

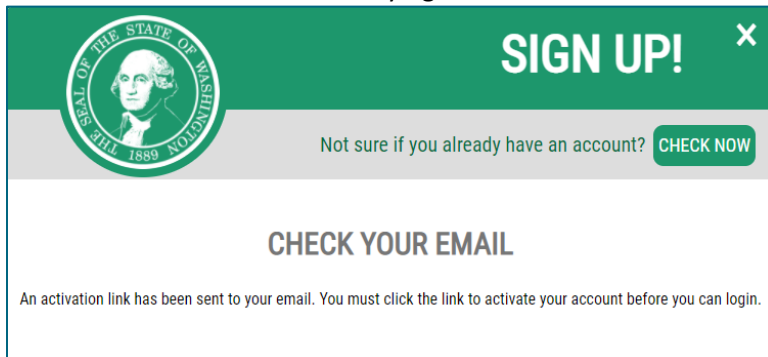
PASSWORD

CONFIRM PASSWORD

I'm not a robot

Privacy Notice SUBMIT

- You will receive a notification saying that an activation link has been sent to your email.



- Click the activation link in the email to activate your account.
- Using Google Chrome, return to the BCP website <https://apps.dcyf.wa.gov/BackgroundCheckPortal/Welcome> and click the “Sign in and Register” button.
- On the SecureAccess Washington login page, enter the username and password you chose during the account creation process and click “Submit.”

SecureAccess Washington

SIGN UP! GET HELP TIPS ON

LOGIN

USERNAME

PASSWORD

SUBMIT

Forgot your username? | Forgot your password?

ON BEHALF OF

WASHINGTON STATE
Department of
Children, Youth, and Families

9. On the next page, click the “Begin” button to add MFA (Multi-Factor Authentication) to your account.

here.' At the bottom of the page is a green button labeled 'BEGIN' with a red arrow pointing to it from the left."/>

ADD MFA TO YOUR ACCOUNT

MFA (Multi-factor Authentication) is the use of more than one user authentication method to verify a user's identity when logging in. Here, contact emails and phone numbers will be gathered so that a code can be sent to you via either a call, a text or an email when you login. If you wish to review our privacy policy, you may do so [here](#).

BEGIN

10. Enter your email address in the “Primary” field. An optional secondary email address can be entered into the “Optional” field. Click “Next.”

ADD EMAILS

Enter the email addresses that you would like us to send verification codes when we need to make additional security checks.

PRIMARY (REQUIRED)

OPTIONAL

NEXT

11. Enter your full phone number into the “10 Digit Number” field. An optional secondary number can be entered into the provided fields. Click “Next.”

Enter the phone numbers you would like us to use for additional security checks. When those occur, you will be able to choose between text messages or an automated call if you prefer to use a number that doesn't receive texts.

PRIMARY PHONE

10 DIGIT NUMBER

OPTIONAL PHONE

10 DIGIT NUMBER

EXTENSION (OPTIONAL)

NEXT

12. On the next page, you will have an opportunity to review and finalize the information you entered. If both the phone number and email address listed are correct, click “Submit.”

REVIEW AND FINALIZE

Please review the information you have entered and make any changes before pressing the “SUBMIT” button.

PHONE NUMBERS

PHONE 1: [REDACTED]

EMAILS

EMAIL 1: [REDACTED]

Would you like us to add this computer to our list of known devices?
Users who access the system using a known device are slightly less likely to be challenged.

Yes
 No

CHANGE **SUBMIT** ←

13. On the next page, click the “I am a new user” button.

DCYF Identity Washington State Department of CHILDREN, YOUTH & FAMILIES

I have an Early Learning Portal Account

I am a new user ←

14. A registration form will pop up. The first name, last name, and primary email address fields should be pre-populated. Enter your date of birth and click “Save.”

Registration

Please complete your registration

First Name:
Bruce

Last Name:
Wayne

Date of Birth: ↓
mm/dd/yyyy

Primary Email Address:
[REDACTED]

Secondary Email Address:
[REDACTED]

→ **Save** Cancel

15. You are now ready to submit a Child Abuse & Neglect request through the portal.