This document explains:
1. Why we need you to setup a Washington Student Achievement Council (WSAC) Portal Account,
2. How to setup a WSAC Portal Account, and
3. How to access the Secure Messaging feature in the WSAC Portal.

Why do you need to setup a WSAC Portal Account?
The main reason is to protect your personal information. Messages sent using the WSAC Portal Secure Messaging feature is generally safer than email. Please do not email Personally Identifiable Information (PII).

The WSAC Portal account will also be used to apply for WA Grant for Apprenticeship (WG-A) funding, follow-up on your application with program staff, and accept your
WG-A aid offer.

What is PII?
Personally Identifiable Information, or PII, is any information that can identify a specific individual directly or indirectly. The most common forms of PII include, your name, address, date of birth, and Social Security Number. WSAC policy protects information regarding your family income and WG-A aid offer as sensitive information.

Examples of when to use the Secure Messaging in the WSAC Portal:
- Asking questions about your application, eligibility, or WG-A aid offer that require you to include PII.
- Submitting a PDF version of the WG-A funding application to WSAC
  (if required by WSAC).
- Submitting information to verify questions about your application
  (if requested by WSAC).

Email wga@wsac.wa.gov with general questions that do not have PII.

If you have a specific question about your application and do not want to send information by Secure Messaging, please call us at 888-535-0747 and select option 9; our business hours are Mon-Fri from 8 am to 4 pm.
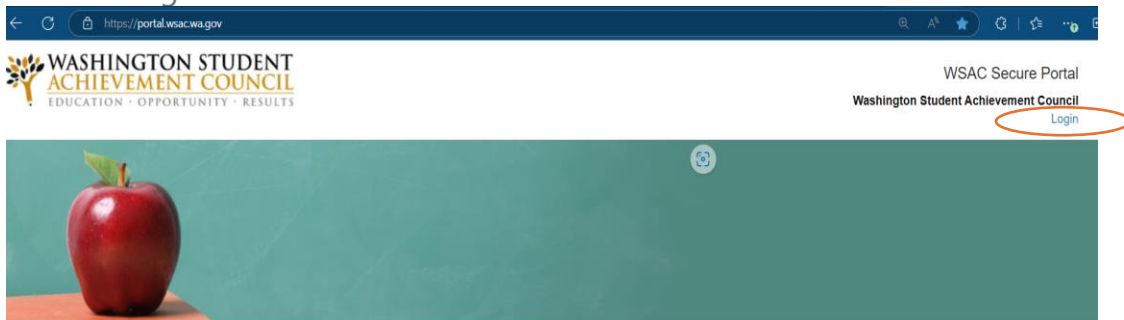
How Do I Setup a WSAC Portal Account?

1. You will receive an email from a "do-not-reply@wsac.wa.gov" with information on setting up your account and password.
   a. The account is tied to your email address.
   b. There is a 72-hour time limit for you to create your password.

2. Click the link in the email and create your password.

   If you miss the time limit to create your password, please email us at wga@wsac.wa.gov to have your activation resent.

How Do I Access Secure Messaging in the WSAC Portal?

1. Go to www.portal.wsac.wa.gov.

2. Click on Login:

3. Login with your Email Address and Password.

4. Complete the Multi-Factor Authentication (MFA) prompt. A code will be emailed to you.
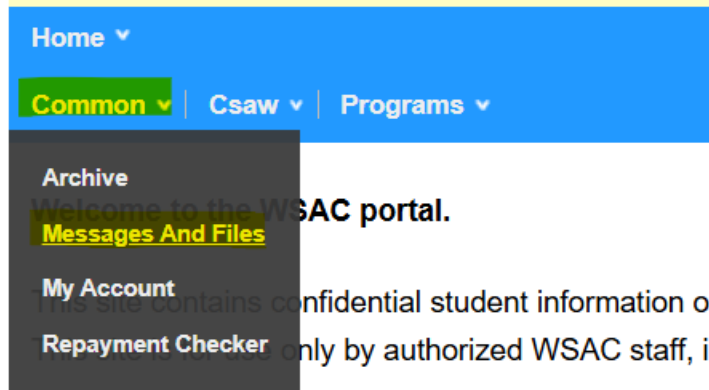
   NOTE: Multi-factor authentication (MFA) is required to access the WSAC Portal. You will be asked to input an authentication code sent to you by email. You can opt-in to receiving your code by text to your mobile device on the My WSAC portal account page.

   You will be asked to go through the authentication process every time you log into the portal. If you are using your personal device to login, you can click the "Remember Me" box to avoiding completing MFA for logins within a 3-day window.

   Do not use the "Remember Me" feature on a public, school, or shared device/computer.

5. Once in the Portal, select the **Common** menu.

   From the drop-down menu, click on **Messages and Files**.

6. Select **Inbox.**

   Note: You can view messages sent from WSAC in your inbox. Messages expire after 6 years.

7. Click **Create a new secure message to WSAC.**

    Create a new secure message to WSAC

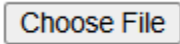8. In the "**To:**" field, select **Washington College Grant for Apprenticeship**.

9. Enter a subject.

10. Attach any files such as your completed 2024-2025 WG-A funding application.

- Click the Choose File button:

- Select your file. The file name will show next to the Choose File button:

- Click the Attach button (circled above). The file name will turn blue:

11. Write your message.

12. Click **Send Message** to send the message to WSAC's Apprenticeship team.

Please email wga@wsac.wa.gov with any questions about the WSAC Portal or Secure Messaging.

Para obtener más ayuda en español, por favor contactar apprenticeship@wsac.wa.gov o 1.888.535.0747, opción 9.