How to Access SAA.SP

These guides provide instructions on how to access SAA.SP as a first-time user https://saa.sp.dc.gov

Non-DC Gov User

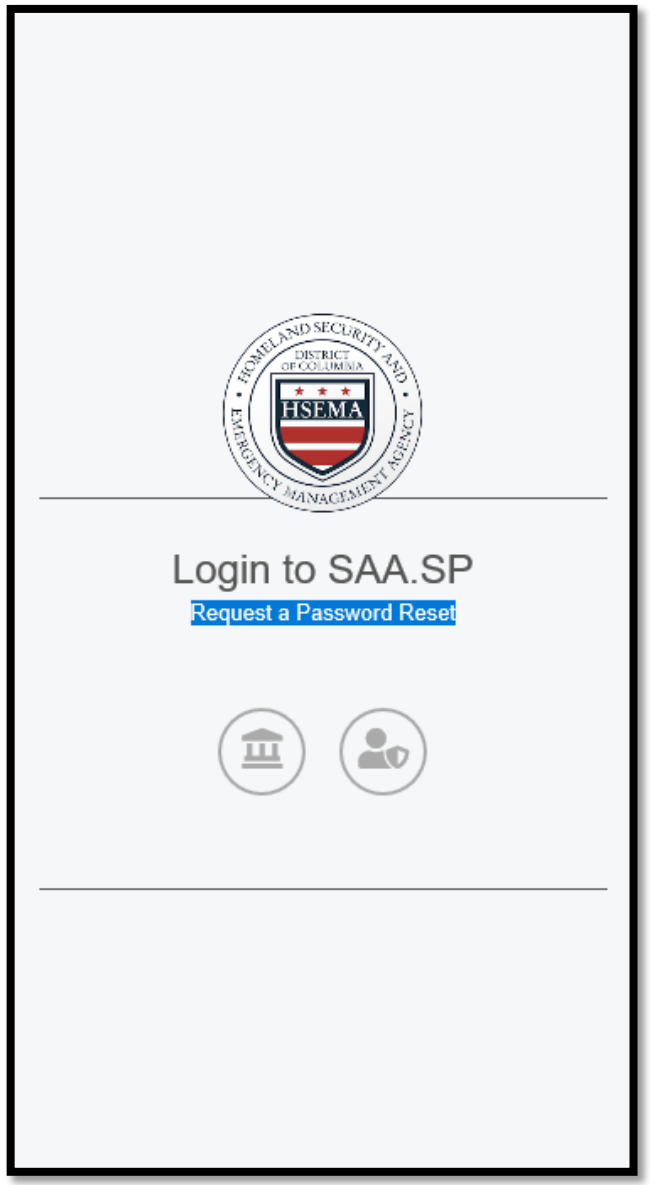
First login/password reset

Step 1: Contact your SAA Program Manager

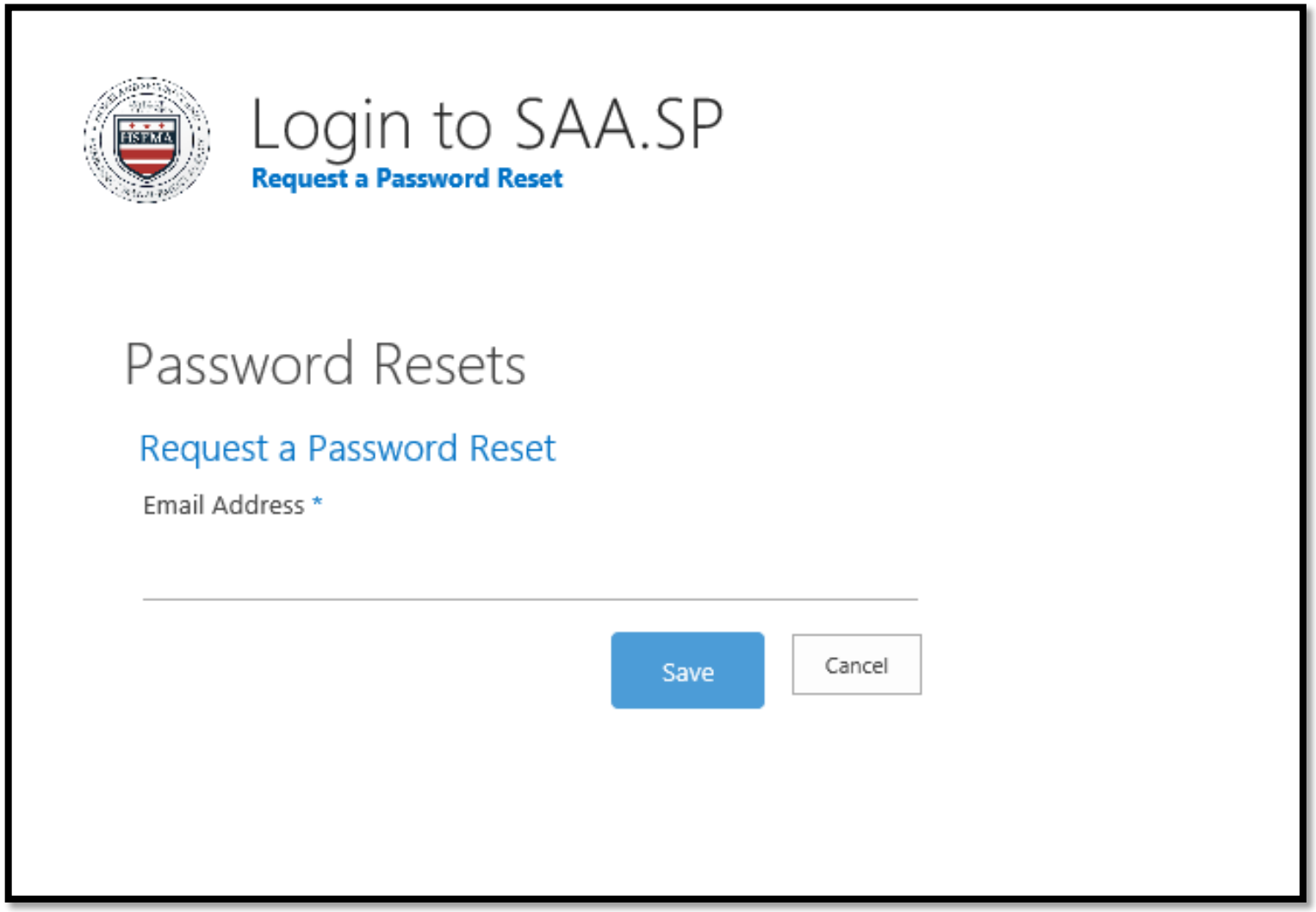
- Contact your SAA program manager by phone/email with the following information
  - Name
  - Email
  - Phone number
  - Position title
  - Organization

Step 2: Request a Password Reset

- You will receive confirmation that your account is created, (either through a system-generated email or from the SAA staff)
- Go to the login page (https://saa.sp.dc.gov) and click on Request a Password Reset



Step 3: Enter your email address and click Save



Step 4: Submit New Password

- You should receive a system-generated email with a link to Submit a New Password. Click on the link. The email may take a few minutes to arrive. Make sure to check your spam or junk folder as well

From: no-reply@dc.gov
Sent: Wednesday, September 18, 2019 11:45
To:
Subject: Follow this link to reset your password

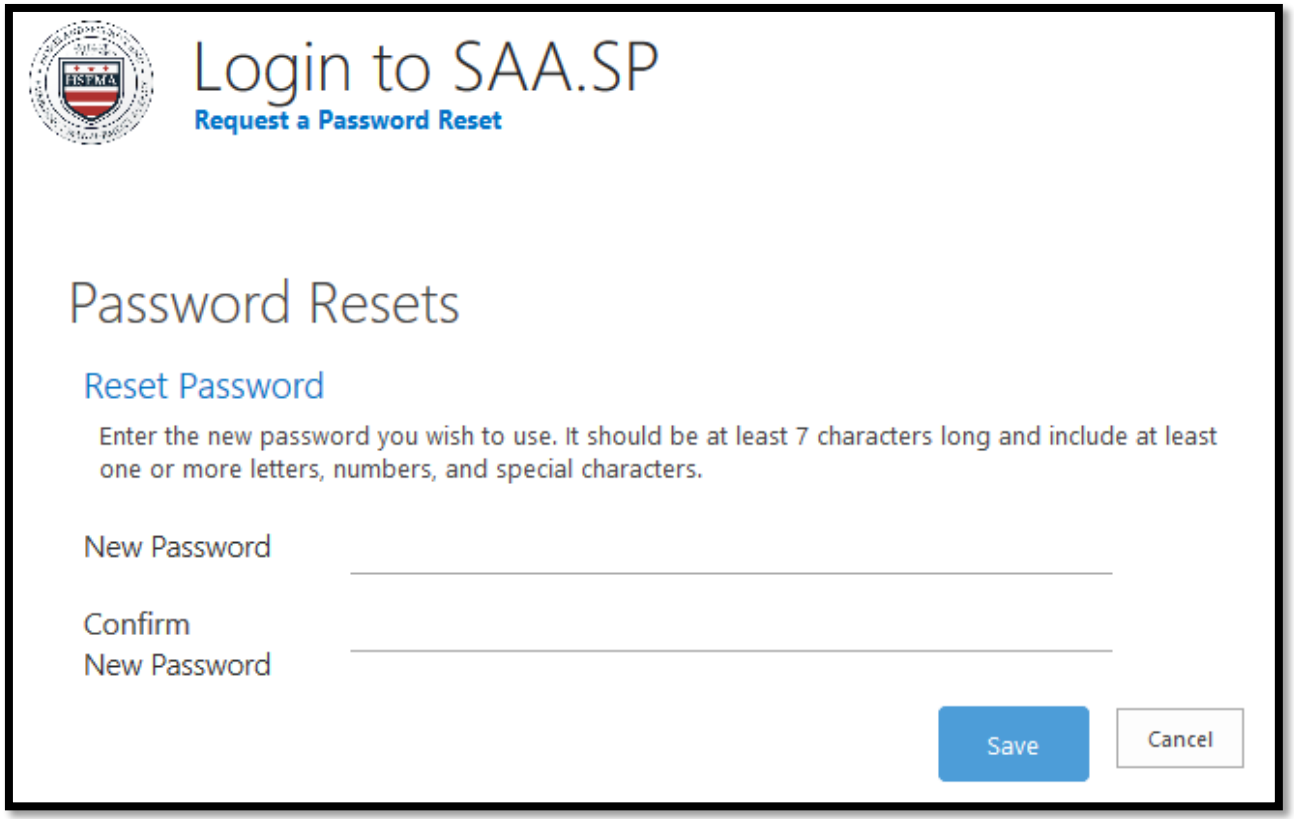
If you requested a password reset for your account on the SAA.SP, please follow the link below to enter a new password.

Submit a New Password

If you did not request a new password, someone may be trying to login to the SAA.SP site with your credentials. Please login and change your password immediately.

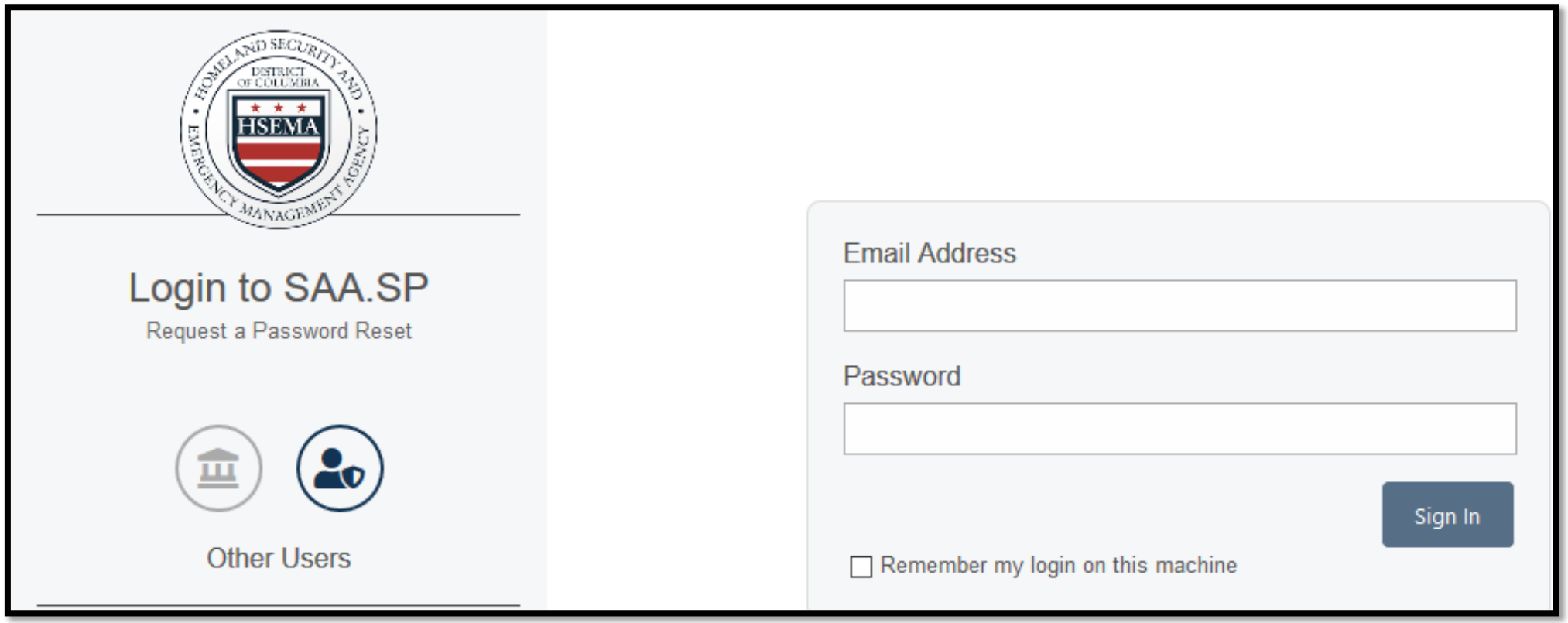
Step 4: Submit New Password

- Submit your new password following the requirements: at least 7 characters, with one or more letters, numbers, and special characters (commas <,>, spaces <> and dollar signs <$> are not permitted)



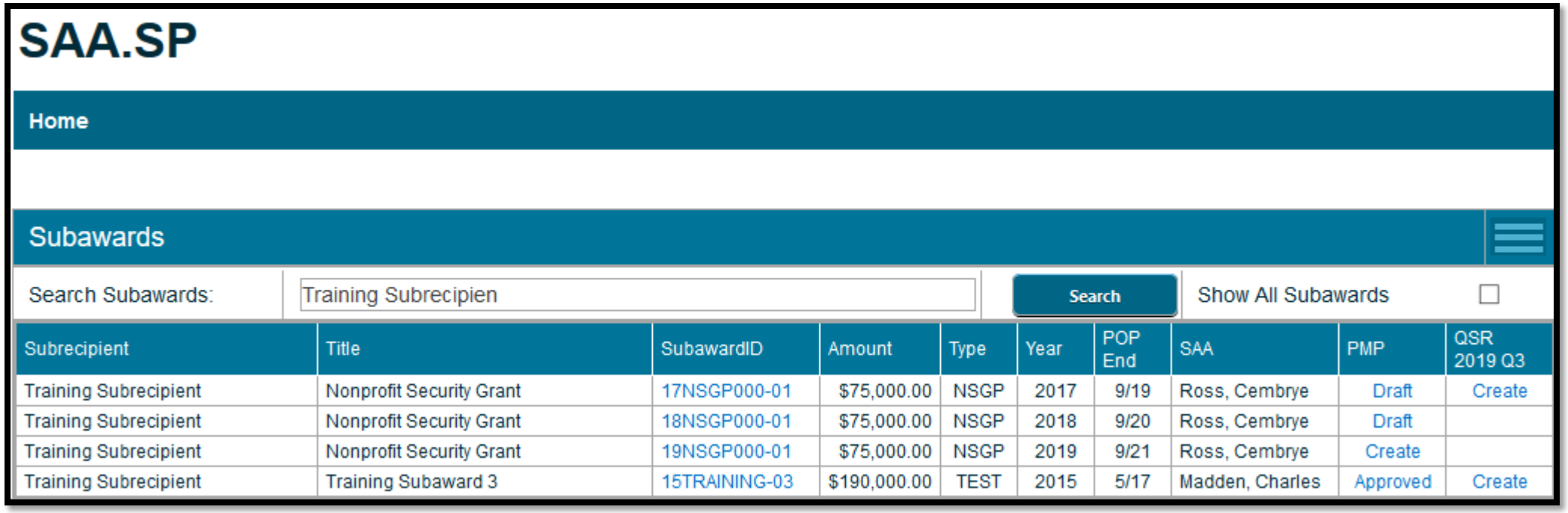
Step 5: Sign-in with New Password

- Return to login page (https://saa.sp.dc.gov), click on Other Users and enter your email address and new password. Click on Sign In



Step 6: Home/Login Page

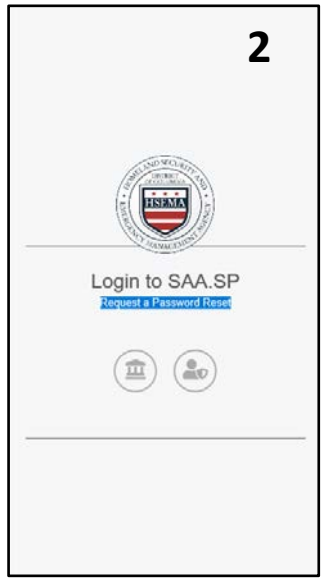
- Once you have successfully logged in, you will see the following screen with the subawards for your organization listed.
- If you have any questions or concerns about the projects that are listed, please notify your SAA Program Manager.

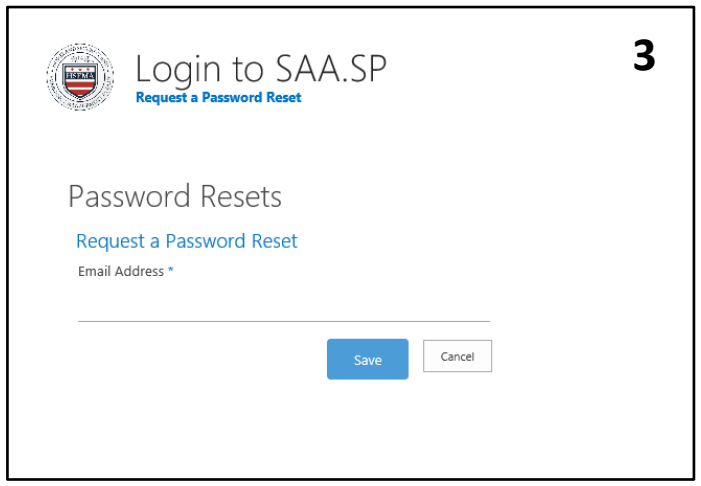


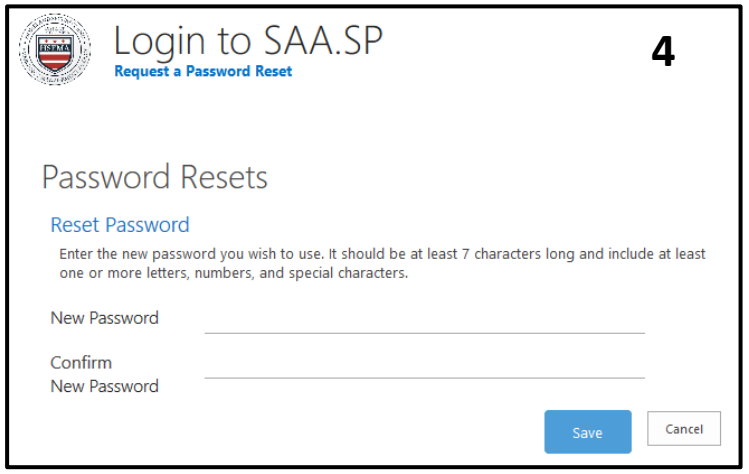
Subrecipient	Title	SubawardID	Amount	Type	Year	POP End	SAA	PMP	QSR 2019 Q3
Training Subrecipient	Nonprofit Security Grant	17NSGP000-01	$75,000.00	NSGP	2017	9/19	Ross, Cembrye	Draft	Create
Training Subrecipient	Nonprofit Security Grant	18NSGP000-01	$75,000.00	NSGP	2018	9/20	Ross, Cembrye	Draft	
Training Subrecipient	Nonprofit Security Grant	19NSGP000-01	$75,000.00	NSGP	2019	9/21	Ross, Cembrye	Create	
Training Subrecipient	Training Subaward 3	15TRAINING-03	$190,000.00	TEST	2015	5/17	Madden, Charles	Approved	Create

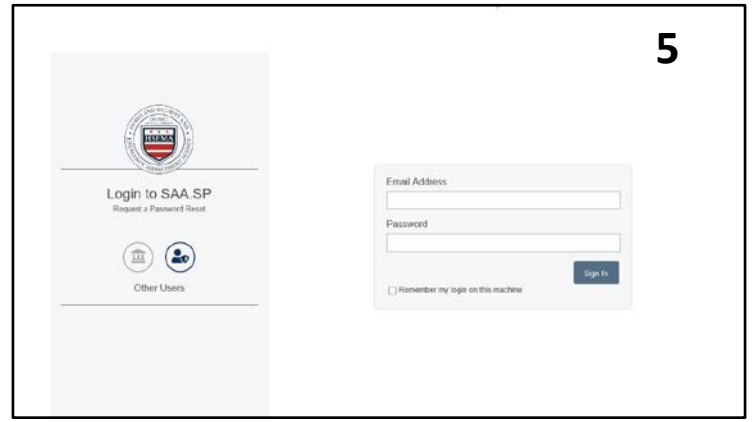
Password Reset

- Repeat steps 2-6
  - Request Password Reset (2)
  - Enter your email address and click Save (3)
  - Submit New Password (4)
  - Sign In with New Password (5)









DC Gov User

First login/password reset

DCGOV Users

- If you are a District of Columbia government employee and have a DCGOV domain account, click on the appropriate icon (the button on the left) and enter your DCGOV login credentials as follows:
- Username: *firstname.lastname*
- Password: *DCGOV password*
- ***Your SAA.SP username and password is always the same as your DCGOV username and password***