

# HOW TO ACCESS SAA.SP

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THESE GUIDES PROVIDE INSTRUCTIONS ON HOW TO ACCESS  
SAA.SP AS A FIRST-TIME USER [HTTPS://SAA.SP.DC.GOV](https://saa.sp.dc.gov)

# **NON-DC Gov USER**

FIRST LOGIN/PASSWORD RESET

# Step 1: Contact your SAA Program Manager

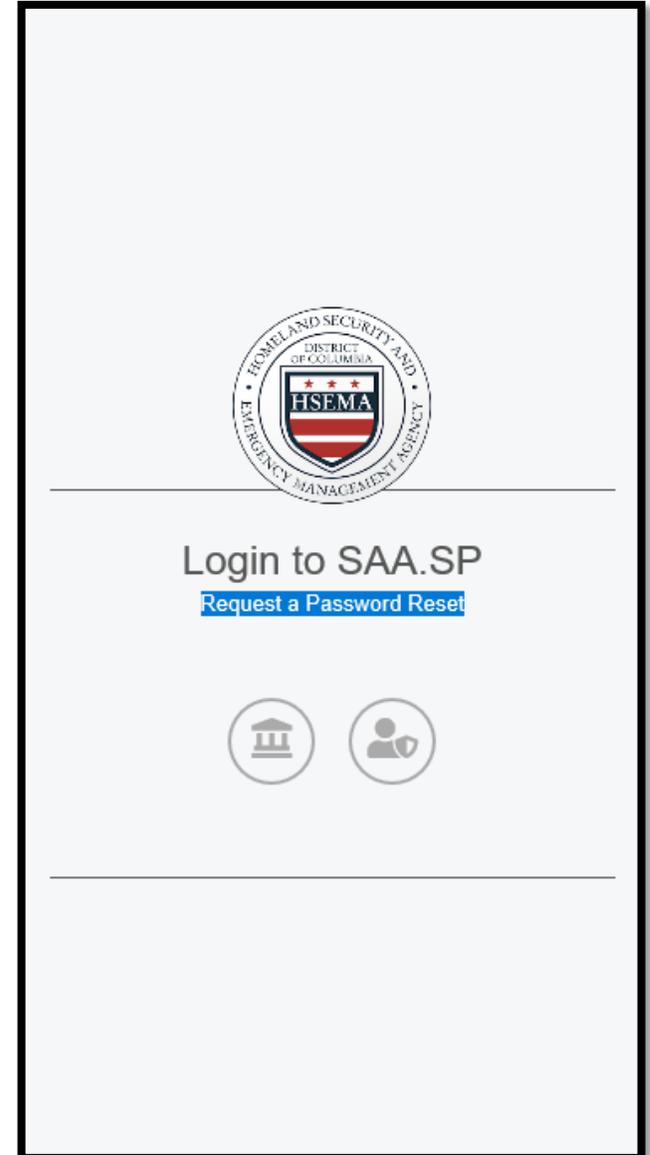
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- Contact your SAA program manager by phone/email with the following information
  - Name
  - Email
  - Phone number
  - Position title
  - Organization

## Step 2: Request a Password Reset

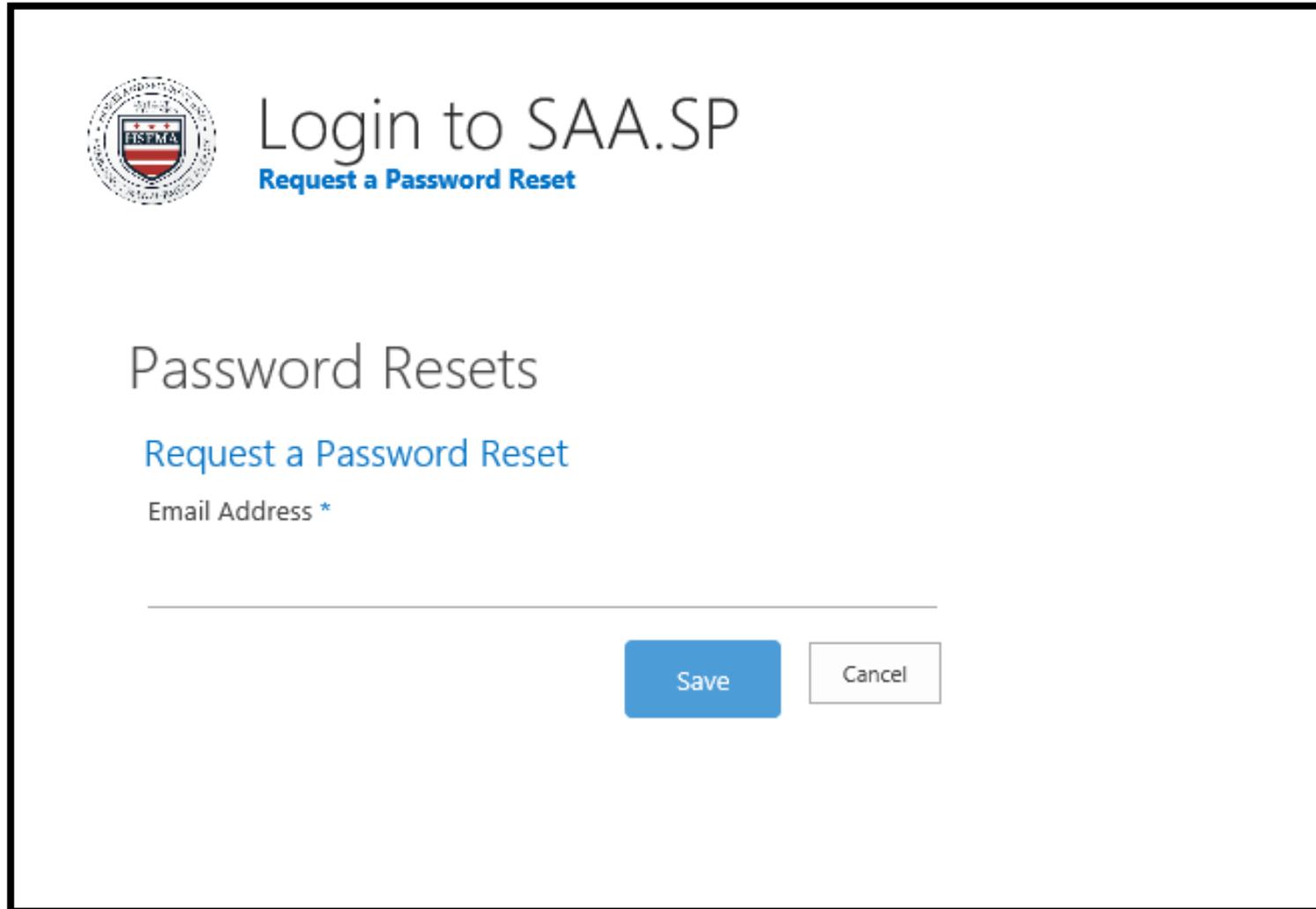
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- You will receive confirmation that your account is created, (either through a system-generated email or from the SAA staff)
- Go to the login page (<https://saa.sp.dc.gov>) and click on Request a Password Reset



## Step 3: Enter your email address and click Save

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The screenshot shows a web interface for password resets. At the top left is the SAA.SP logo, a circular seal with a shield in the center. To the right of the logo, the text "Login to SAA.SP" is displayed in a large, dark font, with "Request a Password Reset" in a smaller, blue font below it. The main heading "Password Resets" is centered in a large, dark font. Below this, the text "Request a Password Reset" is shown in blue. Underneath, the label "Email Address \*" is positioned above a horizontal input line. At the bottom right of the form area, there are two buttons: a blue "Save" button and a white "Cancel" button with a grey border.

## Step 4: Submit New Password

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- 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.

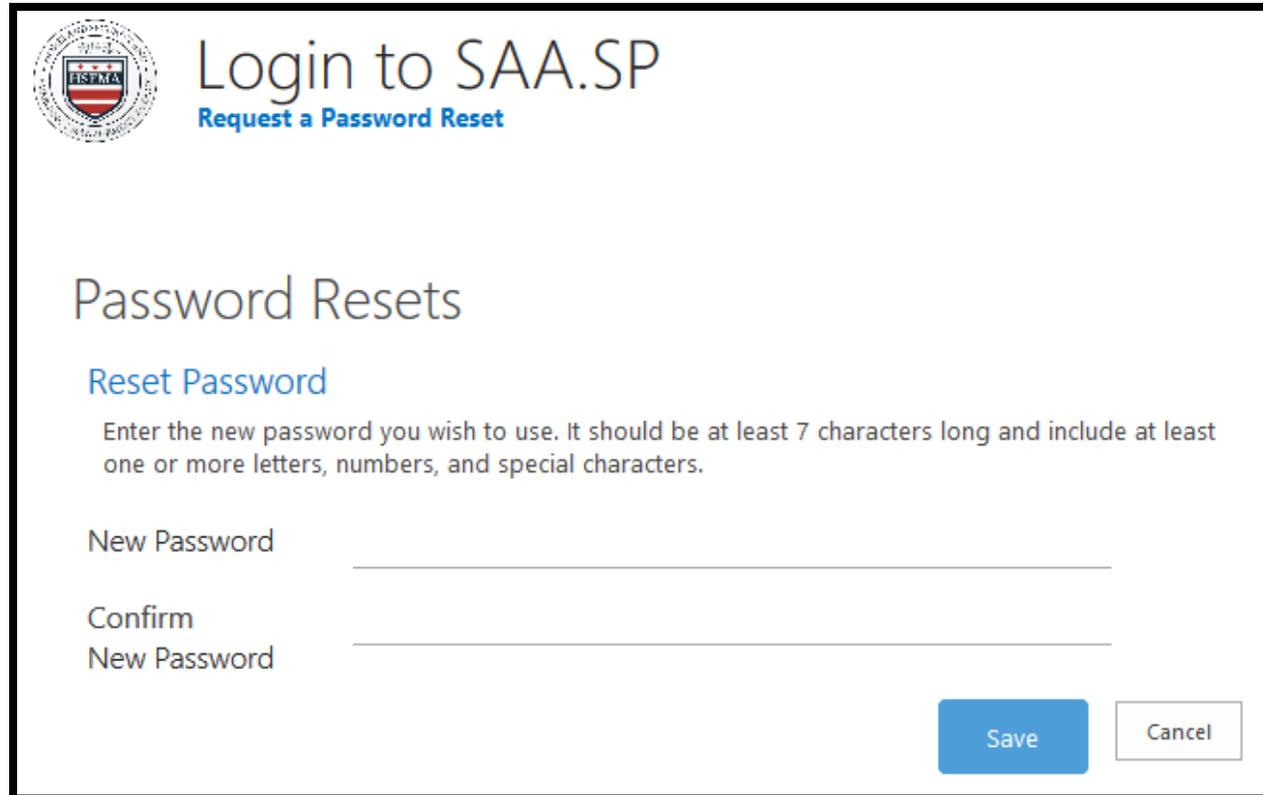
[Submit a New Password](#)

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

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- 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)



The screenshot shows a web interface for password resets. At the top left is the ES&M logo. The main heading is "Login to SAA.SP" with a link for "Request a Password Reset". Below this is the section "Password Resets" and a sub-heading "Reset Password". A text instruction states: "Enter the new password you wish to use. It should be at least 7 characters long and include at least one or more letters, numbers, and special characters." There are two input fields: "New Password" and "Confirm New Password". At the bottom right are "Save" and "Cancel" buttons.

 Login to SAA.SP  
[Request a Password Reset](#)

### Password Resets

#### Reset Password

Enter the new password you wish to use. It should be at least 7 characters long and include at least one or more letters, numbers, and special characters.

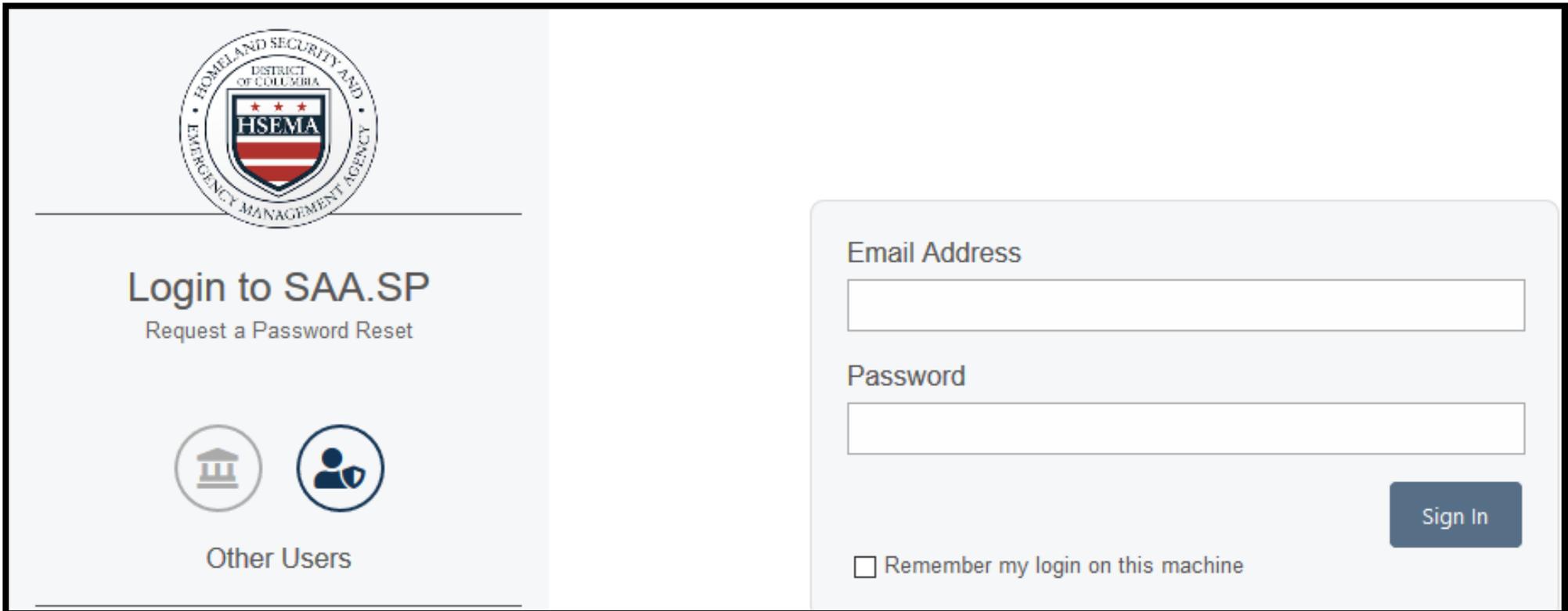
New Password

Confirm  
New Password

## Step 5: Sign-in with New Password

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- 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



The screenshot shows the login interface for SAA.SP. On the left, there is a header with the HSEMA logo (District of Columbia Homeland Security and Emergency Management Agency) and the text "Login to SAA.SP" with a link for "Request a Password Reset". Below this is an "Other Users" section with two icons: a building and a person with a shield. On the right, there is a login form with two input fields: "Email Address" and "Password". A "Sign In" button is located at the bottom right of the form, and a checkbox labeled "Remember my login on this machine" is at the bottom left.

  
DISTRICT OF COLUMBIA  
HSEMA  
HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

Login to SAA.SP  
[Request a Password Reset](#)

   
Other Users

Email Address

Password

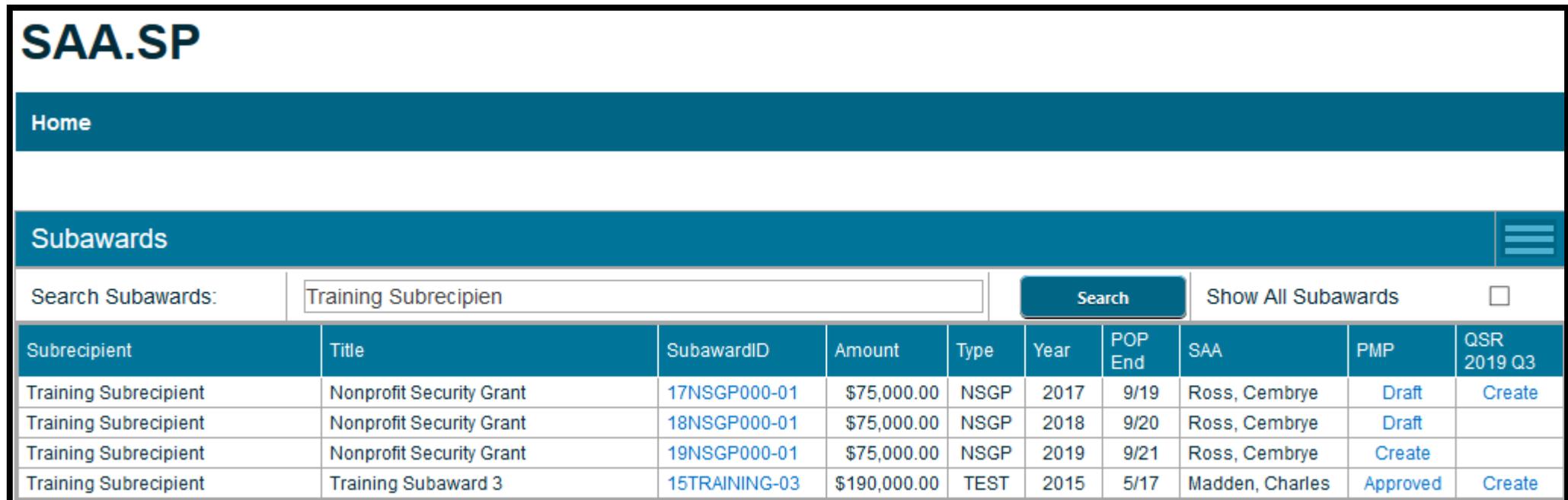
Remember my login on this machine

Sign In

## Step 6: Home/Login Page

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- 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.

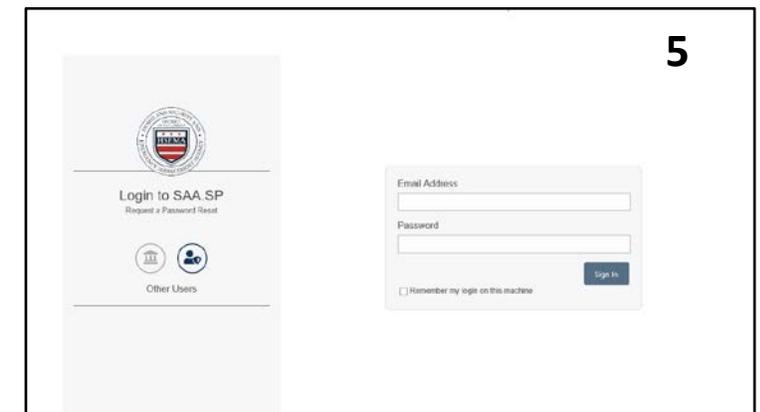
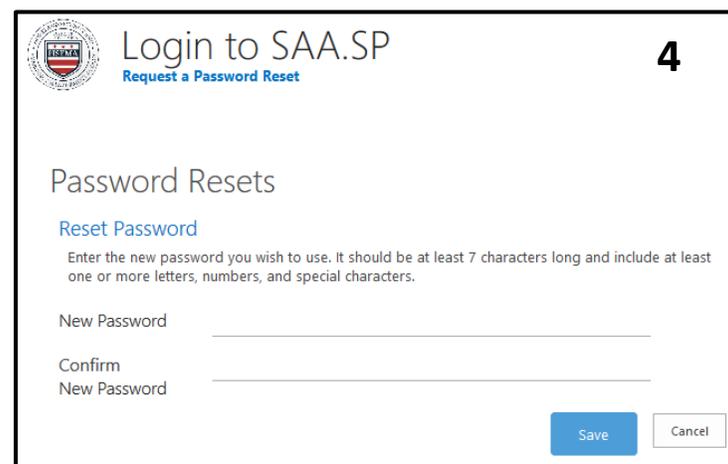
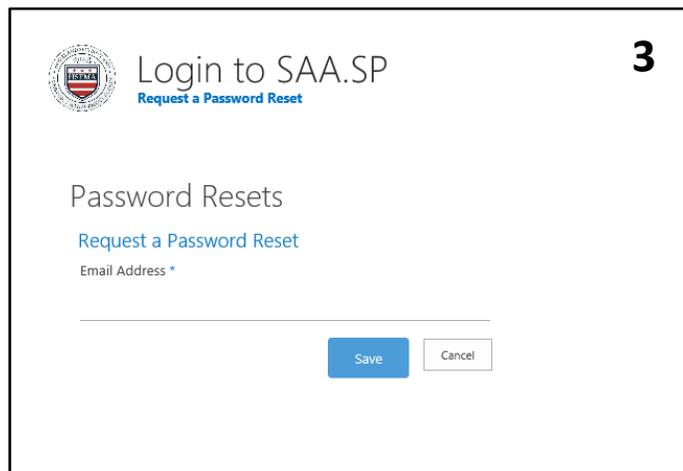
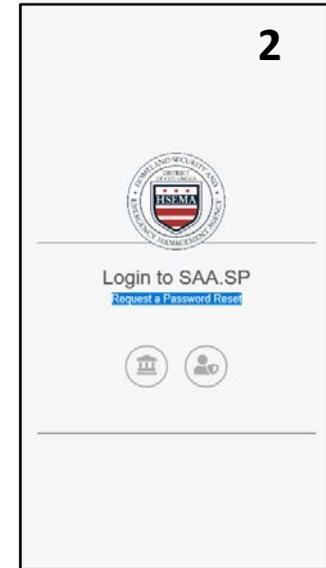


The screenshot shows the SAA.SP Home page. At the top left is the logo 'SAA.SP'. Below it is a 'Home' navigation bar. The main content area is titled 'Subawards' and contains a search bar with the text 'Training Subrecipien', a 'Search' button, and a 'Show All Subawards' checkbox. Below the search bar is a table with the following data:

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

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- 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***

