Omnixx User Installation Instructions

1. Open this URL in Internet Explorer (or CTRL+Click): [https://accessgateway.wsp.wa.gov/omnixx5](https://accessgateway.wsp.wa.gov/omnixx5)

2. Click on the top link:

3. If you receive this Security Alert, click OK

4. Click on the bottom link to install the current Java Runtime Environment supported by Omnixx (do not use the most current version available from Java)

5. Check the Always trust content from this publisher and click RUN.
6. If you are prompted to update Java, **DO NOT DO SO.** Check the “Do not ask again until the next update is available.” box and click on “LATER”
7. To prevent Java from asking to update again, click on Start and type “Java” in the search bar, select “configure java”, then “run as administrator”
8. Click on the “update” tab, uncheck the “Check for Updates Automatically”, then click “Do Not Check” on the popup that will appear. Click OK to close the Java Control Panel.

9. Reboot the computer (this is very important to complete the process)
10. Enter your user name (given to you by your ACCESS TAC) and the device ID (the same as the mnemonic/terminal ID of the WebMSS terminal it is replacing).

11. Click **OK**.
12. Create your user profile:
   a. Enter your user ID with the letters in ALL CAPS in the Password field.
   b. Create a PIN – 1 to 25 characters (not a 2\textsuperscript{nd} password, just a PIN like one has for their ATM card)
   c. Create a site key Phrase (punctuation is not allowed) and select a picture
   d. Answer three (3) Challenge Questions (they expand out to provide other choices)
   e. Click Submit
13. The only thing to enter here is the Secret Question and Secret Answer. You make them both up. When finished, click Update.

14. Click OK
15. Your current password is your user ID with the letters in ALL CAPS.
   a. Enter your current password
   b. Enter your new password. It must contain at least 1 capital, 1 number and 1 special character.
   c. Click OK.

![Modify Password dialog box](image)

16. Click OK.
17. Verify your credentials are correct. If not, notify your TAC.

18. Click on **Force**.
19. You will see Omnixx downloading for a few moments...

20. You have successfully logged in when you see this window:
21. To set up your printer, go to File...Print Setup.

22. Click Windows Printer (Graphic Mode), then click the box with the 3 dots in it.
23. Highlight the printer you want and click **Select**.

24. Click **OK**.
25. Double click on a response the message window to cause it to open in a separate window. Click on "print". Click Graphic printer and check "print to default". Click "OK".