This ***How To Guide*** will review the steps needed to gain access to the SEEDS Training environment and SEEDS Production (live) environment.

Because the environments are completely separate, you will need to complete the steps for EACH of the environments. You can use the same Google Account for both.

**Section 1: Logging Out of Google Accounts Completely:**

To begin, please ensure you are completely logged out of any Google Account. To completely Logout of Google, follow these steps:

1) Open browser. For the best experience, use Chrome or Firefox.
2) Go to: https://myaccount.google.com, you should arrive at this:
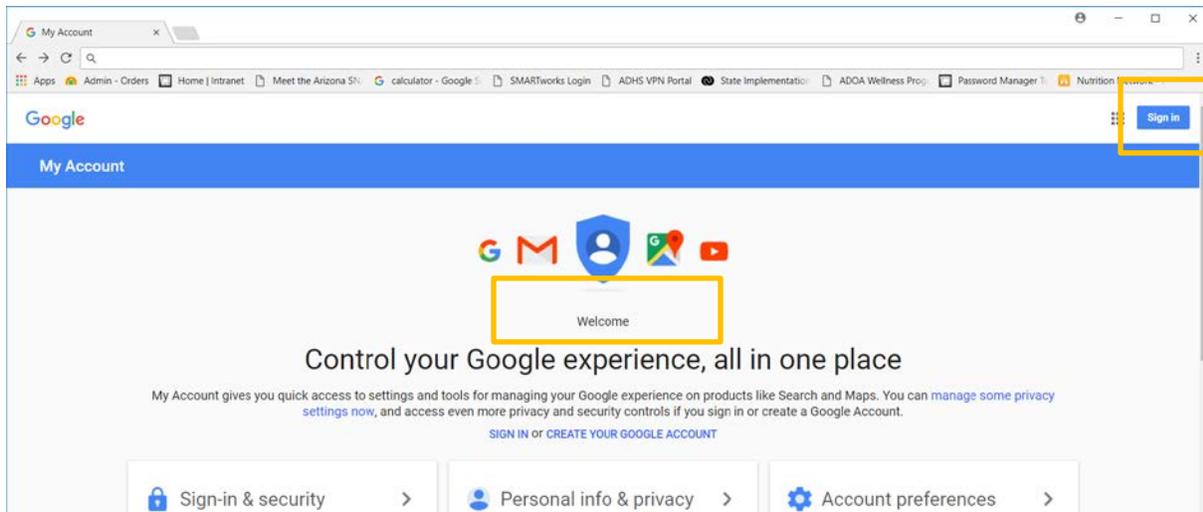


3) If you see the screen above you are completely logged out of any Google Account. You can continue to Section 2: Logging in to SEEDS.
4) If you see anything in the orange boxes, you are still signed into a Google Account, and will need to sign out. See example below.
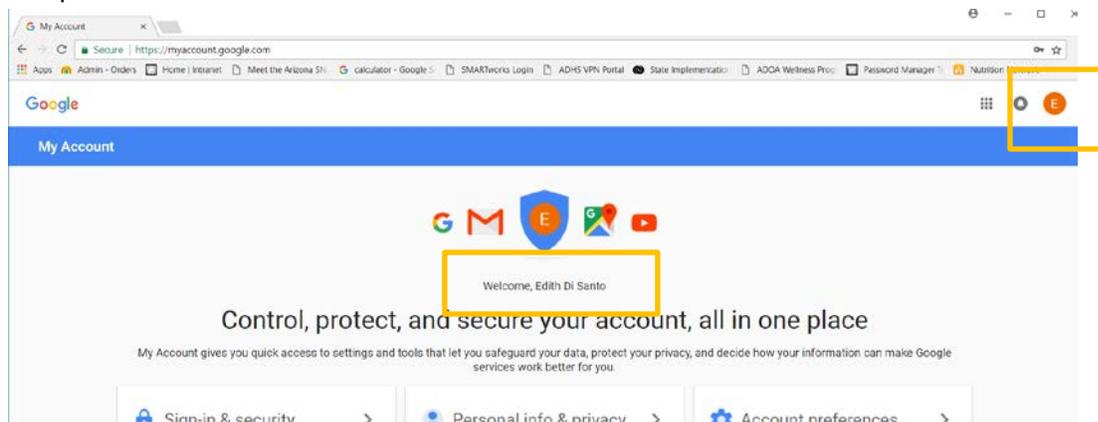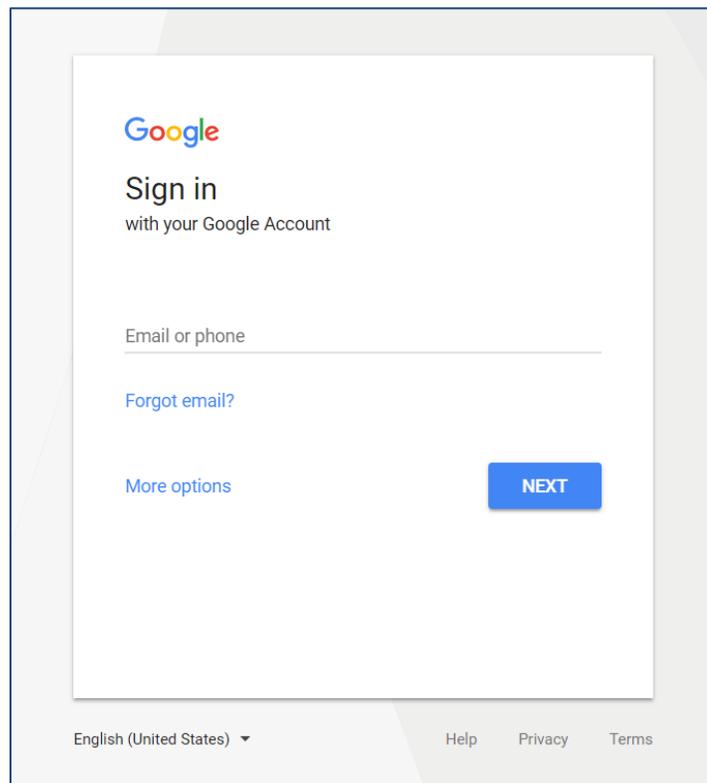


5) If you are signed in, please sign out. By clicking the letter icon, in this case "E" and the "Sign out" button in the popup.
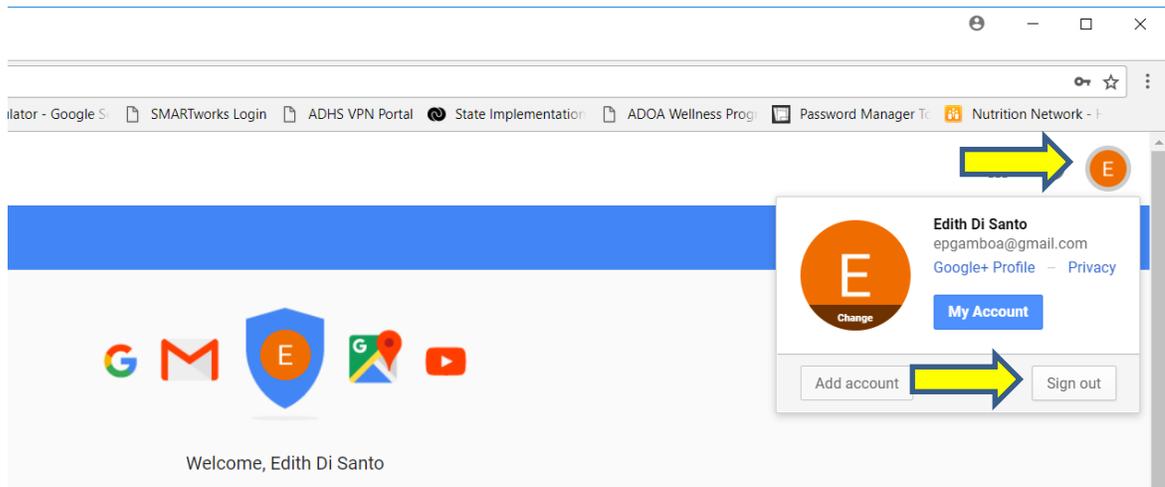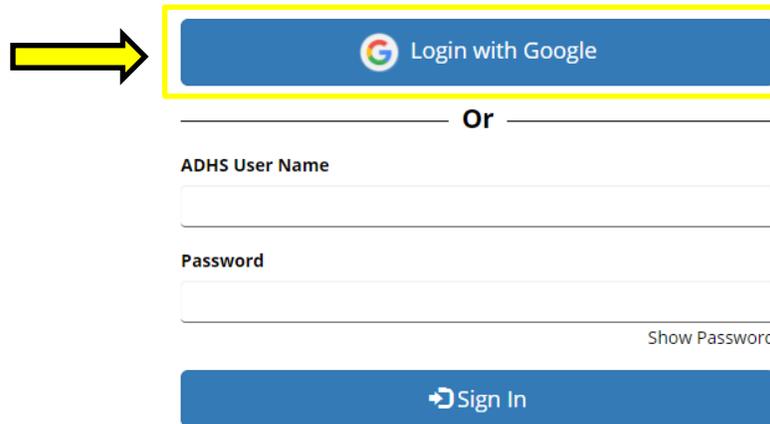
6) Next, you will be directed to this screen. You are now completely logged out of Google.
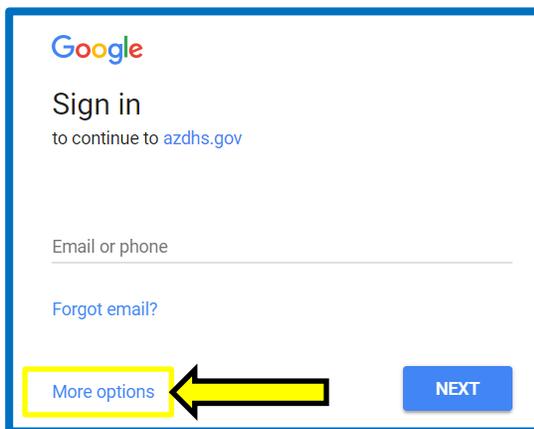
7)

**Section 2: Logging into SEEDS:**

1) After you are completely logged out of Google, you should access the SEEDS by going to:
Production: https://seeds.azdhs.gov/
Training: https://seeds-training.azdhs.gov

2) In both environments you will need to access by clicking on the "Login with Google" button:

➡️ [ G  Login with Google ]

— **Or** —

**ADHS User Name**

[                              ]

**Password**

[                              ]

Show Password

[ ➡️ Sign In ]

3) You will be redirected to the Google Sign in page (below).

Google

Sign in
to continue to azdhs.gov

Email or phone

Forgot email?

More options ⬅️                    NEXT

4) If you already have registered your email with Google, please enter your email address and click ***next*** to enter your password.

5) If this is your first time, you will have to click on "More options" and then "Create an Account" via Google. **This does not mean you are getting a new email, you are ONLY registering your current work email with Google to create an account. (see below)**
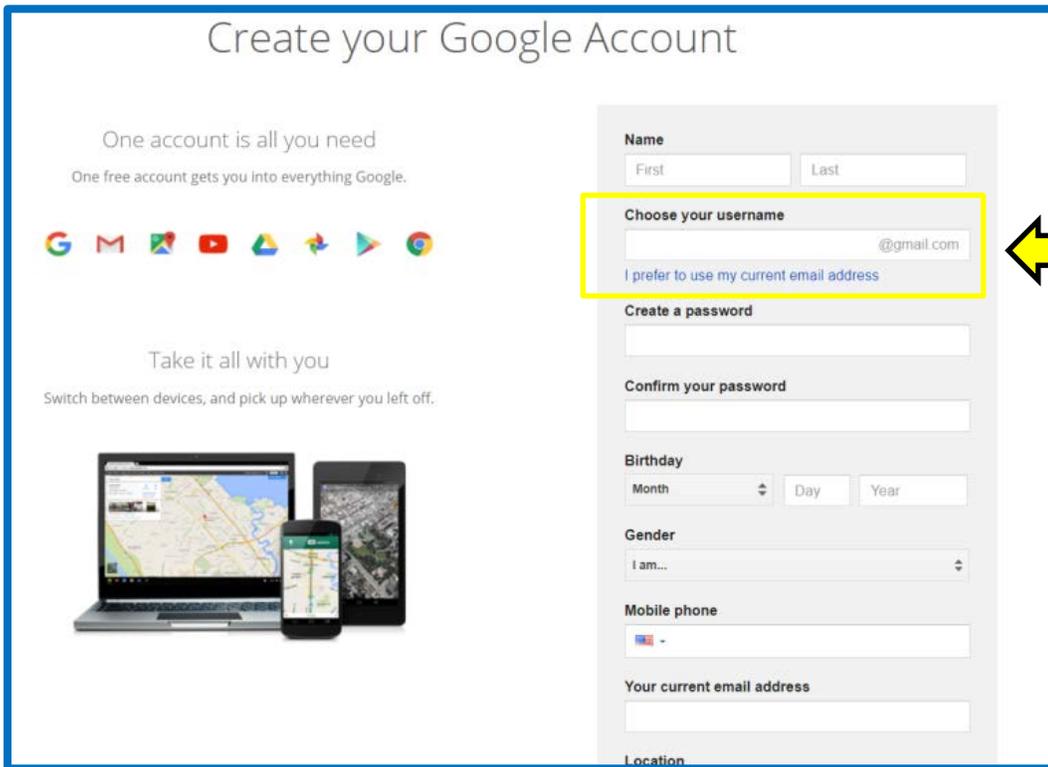
6) Please use your **work email** by clicking on "I prefer to use my current email address" **you do not need to create a new email.**

7) Please follow the instructions from Google to register your work email with Google. This may include having to verify your email.

8) Once you have completed this, please go back to:
   Production: https://seeds.azdhs.gov/
   Training: https://seeds-training.azdhs.gov

9) Click on the "Login with Google" button again.

10) If this is your first time logging into SEEDS, you will receive the contact page below:
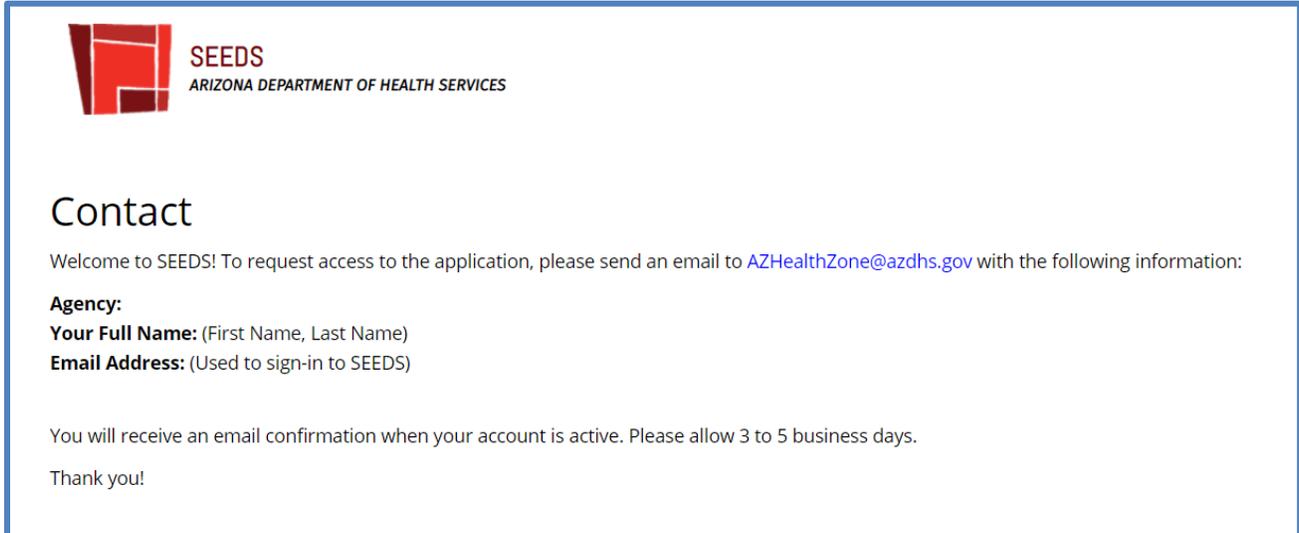


Please send an email to:  AZHealthZone@azdhs.gov and provide:

1) Local Implementing Agency (be specific and indicate the county you work in if you are a UA counterpart-- Do not send "UANN" only.)
2) Full Name
3) Email Address (should be a recognized work email)

Please allow 3-5 business days to receive a response.

***If you are a staff member who needs access to *two* Local Implementing Agencies, please see Section 3 below.

Always try to provide as much detail as possible when making your request to AZ Health Zone for access.***

**Section 3: Accessing Two Different Local Implementing Agencies:**
*If you are currently supporting SNAP-Ed work for two different Local Implementing Agencies, ie. two different counties:*

➢ You will need to follow the process for requesting access TWO times for each of the environments. (This will be a total of 4 times!)
➢ You will also need to have two DIFFERENT email addresses.
➢ It will be extra important for you to sign out of Google each time you would like to switch between Local Implementing Agencies-since Google will remember the last account you were accessing.

As a staff member who needs access to two different agencies, it is important for you to provide as much detail as possible when making your access request to AZ Health Zone.

To begin:
1) Request access to the "primary" LIA you support by following the steps in Section 2.

2) In your email request, let us know that you will need a second account. Please let us know what email you are planning to use and for which LIA.

3) We will activate your first account, and work with our developers to let you know when you can attempt to access using your second account.

**Please note that if you attempt to access without letting us know or before we give you confirmation it will not work.**

4) Once we communicate to you that you can attempt to begin accessing with your second account, you should follow the steps in Section 2 for the second account.

5) If you have received confirmation from us to use your second account and you see the contact page, please email us again and let us know you have attempted with your second account and tell us the email and LIA you will need access to.

**You will receive the contact page again. This is a process that must happen for us to see your second account for activation in SEEDS. **

6) We will now be able to see that second account and will activate your account and send you a confirmation that you have access.

7) You will need to do this for both Training and Live SEEDS environments.

**~~We apologize that this process is cumbersome, but we are working to make it more seamless.~~**