

# **NIMRS** Token Login Procedures for First Time Users

## STEP 1. HOW YOUR TOKEN WORKS



- Your Token will display a new 6 digit number every 60 seconds.
- The 6 timer bars (see diagram) will show how many seconds are remaining before the number changes.
   Each bar indicates 10 seconds remaining before the number changes.
- If there are only 3 bars left, wait for a new number to appear before you try to login to NIMRS.

## TOKEN DO'S AND DON'TS

Don't loan your token to anyone!!

Do notify your supervisor immediately if your token is lost or stolen.

Don't immerse in water or other liquids.

Clean token with a damp towel.

Don't expose to extreme heat, cold or impacts. Don't put token under pressure or bend.

Note: Your Token will operate for 3-4 years before needing replacement.

## REMEMBER: Your Token AND Your PIN are Registered to You, Do Not Loan Them to Anyone!!

## STEP 2. GETTING TO THE WEBSITE

From your Internet Browser, enter this address exactly as shown:

https://mhprovider.omh.ny.gov/websalute/

🕘 OMH Intranet H	lome Page - Mic	rosoft Internet	Explorer				
File Edit View	Favorites Tools	Help					
G Back - O	- 💌 🗟 🦿	Search	K Favorites	<b>Ø</b> <u>⊘</u> .	<b>a</b>	• •	1 🗱 🚜
Address 🙆 https://n	hprovider.omh.stat	e.ny.us/websalute/	1				
Google -		G Search 🔹	ØNew! 5	Solution (1997) 10 10 10 10 10 10 10 10 10 10 10 10 10	ABC Che	eck 🔹 👯	AutoLink 🔹 🦞

Click on the **Go** button.

The **Security Alert** will display.

Security	Alert			
<u>"</u>	You are about to view pages over a secure connection.			
9 <u> </u>	Any information you exchange with this site cannot be viewed by anyone else on the Web.			
	In the future, do not show this warning			
	OK More Info			

### Click on the OK button.

After a few seconds, the Statement of Access and Confidentiality will display.



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## STEP 3. NEW USER LOGIN PROCEDURE

Use this procedure the very first time that you log into NIMRS to create your PIN (Personal Identification Number).

#### From the Salute Login box:

Authentication met	hod		
Password	User:	iste∨hl	
 <u>F</u> ingerprint			
⊙ <u>T</u> oken	Token:	•••••	

*Click* the "Token" button under **Authentication method**.

*Type* your User ID (in lower case) in the **User** field. Look at your token. If there are less than 3 timer bars showing, wait for the next number.

*Type* the 6 digit number displayed on your token in the **Token** field.

Immediately Click on the Login button.

The Enter a New PIN box will display.

Please enter a ne <del>w</del> PIN					
Please enter a new PIN for your Token login. This PIN can be between 4 and 6 digits long. Remember this number, as it will be required the next time you log in.					
New Pin: .					
Confirm: ••••					
OK Cancel					

*Type* a 4 digit number (no letters) in the **New PIN** field. *Re-Type* the same number in the **Confirm** field. *Click* on the **OK** button.

A new Salute Login box will display.

Salute Login			
The change H	has taken effect. I appears and	Please wait until the next code login again.	
Authentication me	ethod User:	istcvhl	Enter both your PIN
○ <u>F</u> ingerprint ● <u>T</u> oken	Token:	•	Token Number
Login	<u>C</u> ancel		this field.

*Click* the "Token" button under **Authentication method**. *Type* your User ID (in lower case) in the **User** field. Look at your token. Wait for the next number

to display. Don't use the previous number. <u>Type your PIN number followed by the new number in the</u> **Token** field.

Immediately *Click* on the **Login** button.

The **NimrsWeb** banner will display.

SALUTE, NYS Office of Mental Health (Server: mhprovider.omh.state.ny.u	s)
About Salute Change Password Change Fingerprint Pin	
ℰ NimrsWeb Versiona	

Click on the word "NimrsWeb."

The NIMRS Home Page will display.

## NORMAL LOGIN PROCEDURE

Use this procedure after you have created your PIN. For normal login, you must have:

### Your User ID, Your PIN Number, and Your Token.

#### From the Salute Login box:

Salute Login				
Authentication met	hod User:	istchvl		Enter both your PIN
<ul> <li><u>F</u>ingerprint</li> <li><u>I</u>oken</li> </ul>	Token:	•••••	-	and the Token Number
Login	<u>C</u> ancel			together in this field.

*Click* the "Token" button under **Authentication method**. *Type* your User ID (in lower case) in the **User** field.

Look at your token. If there are less than 3 timer bars showing, wait for the next number.

*Type* your PIN number followed by a new token number in the **Token** field.

Immediately *Click* on the **Login** button.

The NimrsWeb banner will display.

SALUTE, NYS Office of Mental Health (Server: mhprovider.omh.state.ny.us) About Salute Change Password Change Fingerprint <u>Pin</u> NimrsWeb Version

Click on the word "NimrsWeb."

The NIMRS Home Page will display.

If You Have Any Problems With Login, Call:

# (518) 474-5554

or E-mail:

# helpdesk@omh.ny.gov

Tell them that you are having a problem with the "Salute Login."