

Adding a New PSYCKES Security Manager

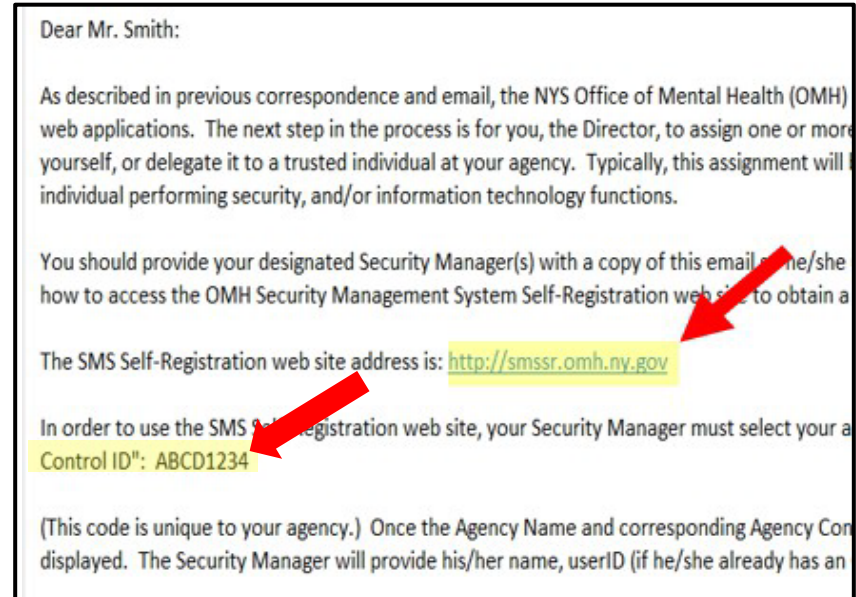
1 Confirm your Agency/Facility has PSYCKES Access by Contacting PSYCKES-Help@omh.ny.gov

2 Request SMS Self Registration Email

- Contact the OMH Helpdesk at 518-474-5554 (option #2) or email healthhelp@its.ny.gov
- Request that the “Security Management System Self-Registration (SMSSR) email be sent to your organization’s CEO / Executive Director.” Confirm CEO name and email.
- CEO receives email from sms@omh.ny.gov or ams-donotreply@its.ny.gov


3 Complete the SMS Self Registration

- Forward SMS email to newly identified security managers.
- New Security Managers go to SMS Self Registration website at <http://smssr.omh.ny.gov> (Microsoft Edge recommended)
- Verify your agency by using the dropdown list and enter the Agency Control ID provided in the SMS self registration e-mail. Complete forms.
- Once registration is complete, an OMH-issued soft token approval email will be sent to you within 24-48 hours (this email will include your user ID and instructions on how to request a token).



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4 Log into SMS

- Go to the SMS website at <https://sms.omh.ny.gov>
- Log in with your user ID and token. 
- To log into an OMH System with a newly issued RSA token, you will need to import your token and set up a PIN within the Self-Service Console in order to log in.

5 You will now have access to SMS!

RSA SecurID

The resource you are accessing requires you to authenticate using your RSA SecurID token.

Enter your username and token passcode.

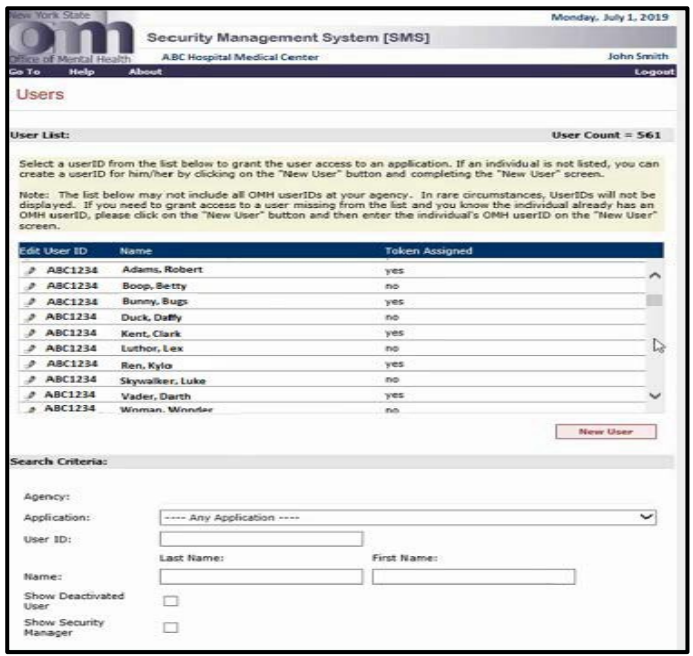
Username

Passcode

Sign In

Instructions
RSA software token
 Launch the SecurID app on your device and enter your Identification Number (PIN). Then enter the passcode from the SecurID app into the passcode field of the login screen.

Important: Entering the wrong PIN in the SecurID app will result in a passcode that will not work.



Security Management System [SMS] - Monday, July 1, 2019

Users

User List: User Count = 561

Select a userID from the list below to grant the user access to an application. If an individual is not listed, you can create a userID for him/her by clicking on the "New User" button and completing the "New User" screen.

Note: The list below may not include all OMH userIDs at your agency. In rare circumstances, UserIDs will not be displayed. If you need to grant access to a user missing from the list and you know the individual already has an OMH userID, please click on the "New User" button and then enter the individual's OMH userID on the "New User" screen.

Edit	User ID	Name	Token Assigned
	ABC1234	Adams, Robert	yes
	ABC1234	Boop, Betty	no
	ABC1234	Bunny, Bugs	yes
	ABC1234	Duck, Duffy	no
	ABC1234	Kent, Clark	yes
	ABC1234	Luthor, Lex	no
	ABC1234	Ren, Kyle	yes
	ABC1234	Skywalker, Luke	no
	ABC1234	Vader, Darth	yes
	ABC1234	Winman, Winnie	no

New User

Search Criteria:

Agency:

Application:

User ID:

Name: Last Name: First Name:

Show Deactivated User:

Show Security Manager:

