





### Adding a New PSYCKES Security Manager

# 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 <u>healthhelp@its.ny.gov</u>
- 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 <u>sms@omh.ny.gov</u> or <u>ams-</u> <u>donotreply@its.ny.gov</u>

### **B** Complete the SMS Self Registration

- · Forward SMS email to newly identified security managers.
- New Security Managers go to SMS Self Registration website at <u>http://smssr.omh.ny.gov</u> (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).

Dear Mr. Smith:

As described in previous correspondence and email, the NYS Office of Mental Health (OMH) web applications. The next step in the process is for you, the Director, to assign one or more yourself, or delegate it to a trusted individual at your agency. Typically, this assignment will I individual performing security, and/or information technology functions.

You should provide your designated Security Manager(s) with a copy of this email one/she how to access the OMH Security Management System Self-Registration website to obtain a

The SMS Self-Registration web site address is: http://smssr.omh.ny.gov

In order to use the SMS 301 registration web site, your Security Manager must select your a Control ID": ABCD1234

(This code is unique to your agency.) Once the Agency Name and corresponding Agency Con displayed. The Security Manager will provide his/her name, userID (if he/she already has an



Having trouble logging in? Please contact the OMH Helpdesk at 518-474-5554 opt 2 or healthhelp@its.ny.gov.







# **High Risk Quality Collaborative**

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## 4 Log into SMS

- Go to the SMS website at <u>https://sms.omh.ny.gov</u>
- 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!

New York State			Monday, July 1, 2019
	Security Manageme	nt System [SMS]	
There of Mental Health	h ABC Hospital Medical Cen	ter	John Smith
Go To Help	About		Logou
Users			
User List:			User Count = 561
Select a userID for create a userID for Note: The list belo displayed. If you s OMH userID, pleas screen.	m the list below to grant the us him/her by dicking on the "Ner we may not include all ONH user need to grant access to a user m e dick on the "New User" buttor	er access to an application. If an indivi v User" button and completing the "Ne "IDs at your agency. In rare circumsta- tissing from the list and you know the in and then enter the individual's OMH (	dual is not listed, you can w User" screen. nces, UserIDs will not be individual already has an iserID on the "New User"
Edit User ID N	lame	Taken Assigned	
ABC1234	Adams, Robert	yes	
# A8C1234	Boop, Betty	00	~
# A8C1234	Bunny, Bugs	yes	
# ABC1234	Duck, Datty	no	
# ABC1234	Kent, Clark	yes	
# ABC1234	Luthor, Lex	no	L2
# ABC1234	Ren. Kylo	yes	
# ABC1234 5	Skywalker, Luke	00	
# ABC1234	Vader, Darth	yes	~
# ABC1234	Woman. Wonder	no	
			New User
Search Criteria:			
Agency:			
Application:	Any Application		~
liker ID:			
0.001 101	Last Name:	First Name	
Name:		1	
Show Deactivated User			
Show Security Manager			

RSA SecurID	
The resource you are accessing requires you to authenticate using your RSA SecurID token.	
Enter your username and token passcode.	
Username	
JohnSmith	
Passcode	
Sign In	
Instructions	
RSA software token	
Launch the SecurID app on your device a 9:54 = 9:54	ul 🗢 🗩
the SecurID app into the passcode field or	+
Important: Entering the wrong PIN in the	
passcode that will not work. JohnSmith	
<b>@</b> 7407 8251	►I
	••• More

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