





High Risk Quality Collaborative

Granting PSYCKES Access in SMS

Log into the SMS Website

 Go to: <u>https://sms.omh.ny.gov</u> and log in with OMH user ID and token.

2 Create New User

- For staff members that are not in SMS, select New User
- Enter User Information and make sure the user's e-mail address is correct.
- Indicate on the form whether the user needs a soft token or a hard token.
- Scroll down and click on the checkbox labeled PSYCKES-Medicaid.
- Select Create User The staff member will receive a confirmation email granting them PSYCKES access along with an OMH issued token.

Grant PSYCKES Access for Users <u>already</u> in SMS

- For staff who use other OMH systems and <u>only</u> need PSYCKES access, use the search criteria section to select the individual that will be granted PSYCKES access.
- Enter their first and last name and click on search.
- Once you access the user profile, scroll to the bottom of the page and click on check box labeled PSYCKES-Medicaid.
- Select Update
- Note: The same steps can be followed for users whose PSYCKES access has been revoked. PSYCKES access will be revoked for users who do not login to the application at least once every 6 months.

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	9:54 🛱		al 🗢 🔳
		RSA	+
Sign In	JohnSmitt	RSA	+
Sign In	JohnSmitt	RSA	+
Sign In Instructions RSA software token Launch the SecuriD app on your device and enter your RSA Personal Identification Number (PIN). Then enter only the eight-digit passcode from the SecuriD app into the passcode field on this page (do not enter your PIN in the passcode field).	JohnSmitt	RSA 7407 8251	+



ABC Hospital Medical	Center	
Any Application		~
Last Name:	First Name:	
	Clear Search Criteria	Search
	ABC Hospital Medica	ABC Hospital Medical Center Any Application Last Name: Last Name: Cleor Search Criteria

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