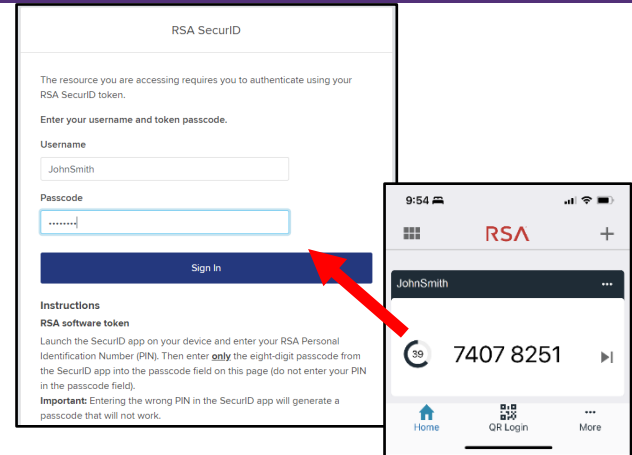



Granting PSYCKES Access in SMS

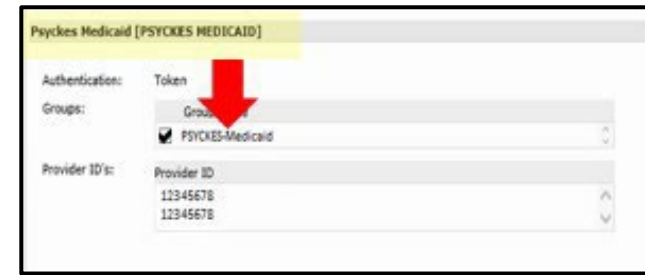
1 Log into the SMS Website

- Go to: <https://sms.omh.ny.gov> 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.



3 Grant PSYCKES Access for Users already in SMS

- For staff who use other OMH systems and only 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- Note: The same steps can be followed for users whose PSYCKES access has been revoked.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.

