



High Risk Quality Collaborative

Revoking 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 Locate the Staff Member

- · Locate the staff from your SMS list by scrolling or searching.
- Click on the edit icon 🖍 to access that staff's user page.

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0		Security Managem	Security Mynagement System [SMS]			
Office	of Mental He	alth ABC Hospital Medical Co	enter J	John Smith		
Go To	Help	About		Logo		
Use	ers					
User	List:		User Cour	nt = 562		
Note disp OMH scre	:: The list of layed. I yo I userI , ple en.	elow may not include all OMH us u need to grant access to a user ease click on the "New User" but	erIDs at your agency. In rare circumstances, UserIDs wi missing from the list and you know the individual already on and then enter the individual's OMH userID on the "Ne	ll not be r has an ew User"		
Edit	ar ID	Name	Token Assigned			
1	ABC1234	Adams, Robert	yes			
0	ABC1234	Boop, Betty	no			
1	ABC1234	Bunny, Bugs	yes			
1	ABC1234	Duck, Daffy	no			
0	ABC1234	Kent, Clark	yes			

3 To Deactivate all OMH System Access

- To deactivate the user's access to ALL OMH systems select Deactivate at the bottom of the User Profile.
- An account deactivation message will appear at the top of the user's profile to confirm that the user's access to OMH systems has been deactivated. The RSA token assigned to the user can no longer be used to access PSYCKES or any other OMH application whether it's a hard or a soft token.

4 To Revoke <u>Only</u> PSYCKES Access

• For staff who use other OMH systems and only need PSYCKES access revoked, scroll down in their User Profile until you see the PSYCKES Medicaid Section. Uncheck the box that says PSYCKES-Medicaid, scroll up to the top, and select Update.

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Authentication:	Token	
Groups:	Group	
	PSYCKES-Medicaid	
Provider ID's:	Provider ID	
	12345678	1
	12345678	



Questions about using PSYCKES? Please contact the PSYCKES-Help Team at <u>PSYCKES-Help@omh.ny.gov</u>