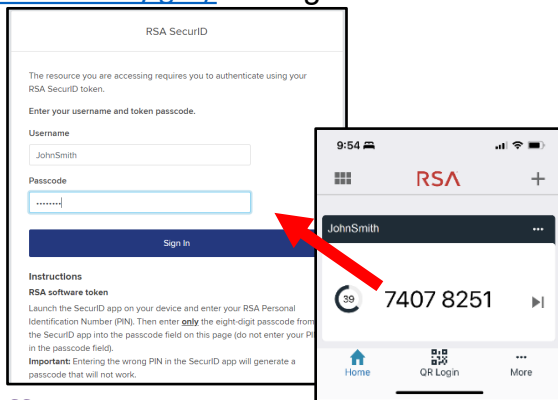



Revoking PSYCKES Access in SMS

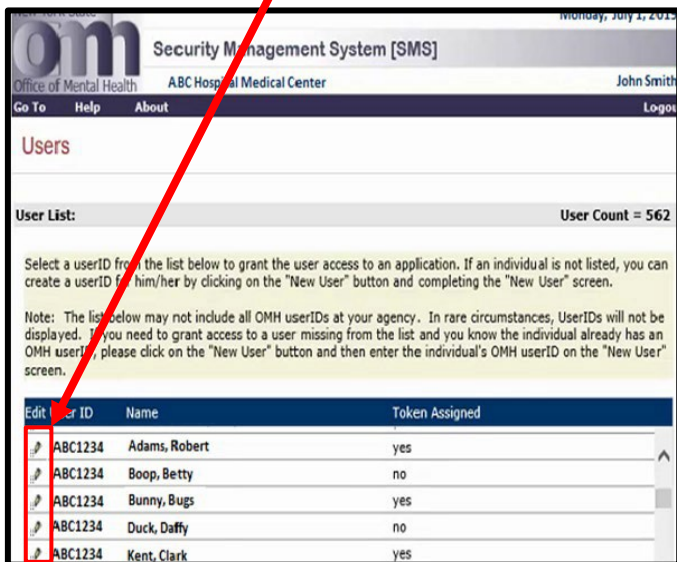
1 Log into the SMS Website

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



2 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.

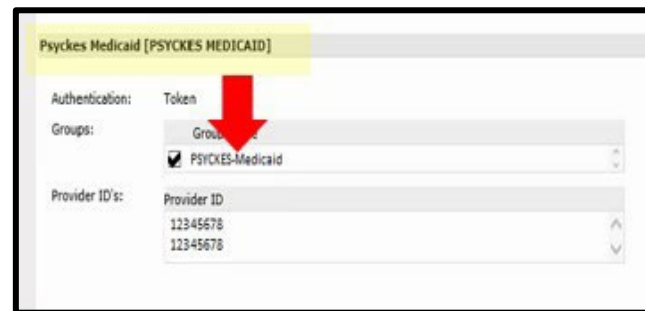



3 To Deactivate all OMH System Access

- 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 Only 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.




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