

Individuals granted the PSYCKES-Medicaid role in the Security Management System (SMS) will be assigned an:

- 1. OMH user ID and;
- 2. RSA SecurID security token; there are two types of security tokens a physical "hard" token and a software "soft" token".

The user can then use the steps outlined below to login to PSYCKES-Medicaid.

•	YORK STATE Service		Statement of Access and Confidentiality
Go to the PSYCKES website:	Office of Mental Health	Click on either link to access PSYCKES-Medicaid login screen About OMH Consumer: & Families Behavioral Health Providers Emp	W440WX: This computer system is safely for the use of authorized users for dificial purposes. Users of this system have no expectation of privacy in its use. To ensure that the system is functioning properly, individuals using this computer system are safelycit. Its having all of their authorized and increading by system presence. How of this system relations: the sub-monitorized user and the set of the system and the system many constraints of the system relations. The sub-monitorized user and the system and relative area were as all constraints the system and only and continued presents. By continuous to use of this system variants and and constraints there are donables of user. If variants are the system set of the system relative the system investment and constraints of users in the set the variant discussion are donables of users the system the set of the system relative the system r
https://psyckesmedicaid.omh.ny.gov/ Click on the "Log into PSYCKES" link(s) on the homepage	Login to PSYCKES Login Help About PSYCKES Calendar News Recorded Webinars Guality Concerns	PSYCKES Medicaid Home PSYCKES PSYCKES PSYCKES MyPSYCKES	Continues to use this pytem to indicate your and content of your and content to these terms and constants of use at you so not pyter to and content of the second of the s

When the PSYCKES-Medicaid login page appears, enter your OMH-issued user ID and passcode. The passcode requires a security token; use the table below as a guide to determine your passcode, depending on the type of security token you have and whether or not it is the first time you are logging in.

	Physical "hard" token	Software "soft" token" Image: Software "soft" token" Image: Software software software (computer-based)
How to find token	Contact the OMH-Helpdesk to verify delivery status	If installed: Search computer for "RSA SecurID Token" software. If not installed: Search inbox to locate token email and installation instructions sent from OMH Security at this address: its.sm.bhp.bs.omh.sao@its.ny.gov.
First time login	 Enter only the 6 digits on the token screen in the passcode box. Follow the instructions to create a 4 digit PIN and proceed to log into the application. (Cannot start with zero) 	 Open the RSA SecurID Token application. Leave the "Enter PIN" field empty and click to generate a passcode. An 8 digit passcode will appear. Press Copy on the token. Return to the PSYCKES-Medicaid login page, right click in the passcode box, select "Paste," and then click Continue. You will be prompted to create a PIN; follow the instructions on the screen to set your PIN. (Cannot start with zero) After you have successfully created your PIN, return to the RSA SecurID token, and click Re-enter PIN. Enter your PIN in the 'Enter PIN' box of your RSA SecurID token and click to generate a passcode; wait for the passcode numbers to change. Press Copy on the token, return to the PSYCKES login page again, right click in the passcode box, select "Paste," and then click Continue.
Subsequent login	Enter your 4 digit PIN <i>plus</i> the 6 digits on the token screen in the passcode box.	Enter your PIN in the RSA SecurID token to generate a passcode and copy and paste this generated passcode into the passcode box of the PSYCKES-Medicaid login page.

For assistance troubleshooting login issues, contact the ITS Helpdesk: State employees; (844) 891-1786; <u>fixit@its.ny.gov</u> Non-state employees; (518) 474-5554 press '2' at the prompt; <u>healthhelp@its.ny.gov</u>

For questions about using PSYCKES-Medicaid, contact the PSYCKES-Helpdesk: E-mail: <u>PSYCKES-Help@omh.ny.gov</u>