

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.

Go to the PSYCKES website: https://psyckesmedicaid.omh.ny.gov/	Office of Mental Health	es News Government Local Q Search Location Click on either link to access PSYCKES-Medicaid login screen About OMH Consumers & Families Behavioral Health Providers Emp	Line voire state Office Office A line and a line of the state and a l
Click on the "Log into PSYCKES" link(s) on the homepage	Login to PSYCKES Login Help About PSYCKES Calendar News Recorded Webinars Quality Concerns	PSYCKES Medicaid Home PSYCKES PSYCKES MyPSYCKES MyPSYCKES	Constitute table in this resource requires an RSA SecuritD log in. Please identify yourself by entering your user ID and Passocole Continue Continue Continue Continue

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" (00147310 © (001000 © C C C C C C C C C C C C C C C C C
	(looks like a keychain)	(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: <u>Information Security Office@omh.ny.gov</u> .
First time login	 Enter <i>only</i> 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. 	 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. 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: Phone: 518-474-5554 then follow prompt instructions E-mail: Non-state employees - <u>healthhelp@its.ny.gov</u>; State employees - <u>fixit@its.ny.gov</u>

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