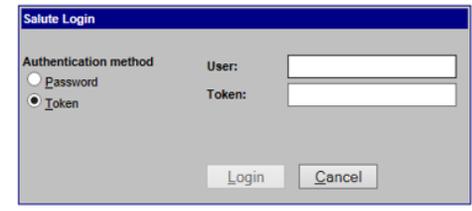
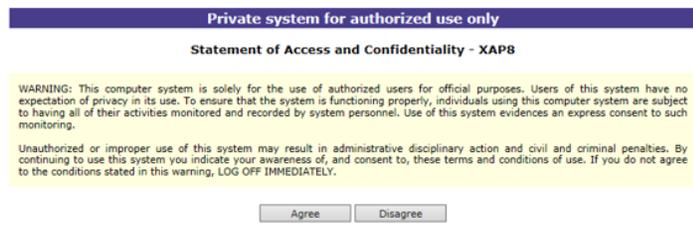


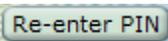
Individuals granted access to Web Salute in the Security Management System (SMS) or Aurora will be assigned an:

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 follow the steps outlined below to login to Web Salute.

- 1 Go to the website: <https://mhprovider.omh.ny.gov/websalute/>
- 2 Click Agree.
- 3 When the Web Salute 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 it is the first time you are logging in.



	Physical “hard” token  (looks like a keychain)	Software “soft” token” (computer-based) 
How to find token	Contact the OMH-Helpdesk to verify delivery status	<i>If installed:</i> Search computer for “RSA SecurID Token” software. <i>If not installed:</i> Search inbox to locate token email and installation instructions sent from OMH Security at this address: Information_Security_Office@omh.ny.gov .
First time login	<ol style="list-style-type: none"> 1. Enter <i>only</i> the 6 digits on the token screen in the passcode box. 2. Follow the instructions to create a 4-digit PIN and proceed to log into the application. 	<ol style="list-style-type: none"> 1. Open the RSA SecurID Token application. Leave the “Enter PIN” field empty and click  to generate a passcode. An 8-digit passcode will appear. 2. Press  on the token. 3. Return to the Web Salute login page, right click in the passcode box, select “Paste,” and then click . 4. You will be prompted to create a PIN; follow the instructions on the screen to set your PIN. 5. After you have successfully created your PIN, return to the RSA SecurID token, and click . 6. 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. 7. Press  the token, return to the Web Salute login page again, right click in the passcode box, select “Paste,” and then click .
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 Web Salute login page.

For assistance troubleshooting login issues, contact the ITS Helpdesk: Phone: 518-474-5554 then follow prompt instructions
E-mail: Non-state employees - healthhelp@its.ny.gov; State employees - fixit@its.ny.gov

