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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.

	Private system for authorized use only		
O Go to the website: https://mhprovider.omh.nv.gov/websalute/	Statement of Access and Confidentiality - XAP8	Salute Login	
Click Agree.	WARNING: This computer system is solely for the use of authorized users for official 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 subject to having all of their activities monitored and recorded by system personnel. Use of this system evidences an express consent to such monitoring. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system our indicate your awareness of, and consent to, these terms and conditions of use. If you do not agree to the conditions stated in this warning, LOG OFF IMMEDIATELY.	Authentication method Password • <u>T</u> oken	User:
8	Agree Disagree		Login <u>Cancel</u>

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	Software "soft" token" (computer-based)	
	C (BA) 1159 159)		
	(looks like a keychain)	Image: Security Image: Security	
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: Information_Security_Office@omh.ny.gov.	
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 Web Salute 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 the token, return to the Web Salute 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 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 - <u>healthhelp@its.ny.gov</u>; State employees - <u>fixit@its.ny.gov</u>