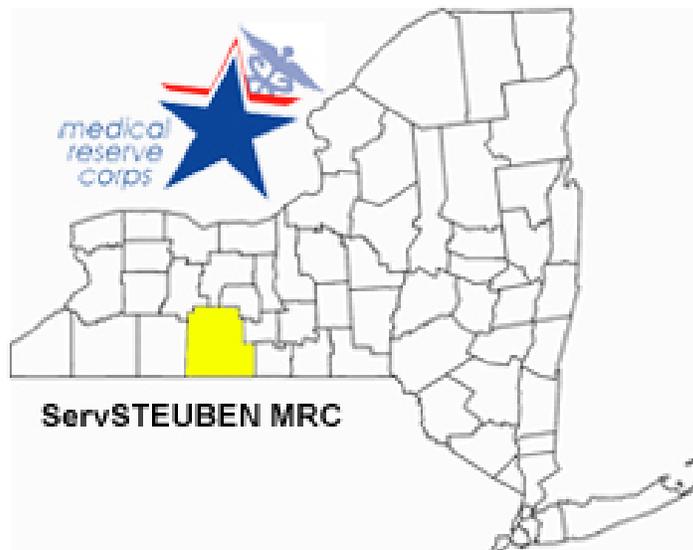


ServSTEUBEN Medical Reserve Corps

New Member

Step-by-Step

Registration Guide



Public Health
Prevent. Promote. Protect.
Steuben County NY

Please note that new NY State regulations require all MRC volunteers to possess a NY.gov ID. Registration for this ID must occur prior to registering with the ServSTEUBEN Medical Reserve Corps.

This guide will cover the entire registration process, starting with NY.gov ID registration and moving on to registration with ServNY, the NY State volunteer database. Although this guide attempts to give clear and accurate instructions, we recognize that this process is not always easy or intuitive. If you encounter any difficulties or find yourself simply unable to register for any reason, please contact a MRC Coordinator staff at 607-664-2438

ServNY is a registry of people who are open to the idea of volunteering to help the community prepare for or respond to emergencies. In registering, you share information about your skills and abilities allowing us to match quickly people with potential needs. Registering does not guarantee that you will be called upon, nor does it mean that you must participate if called.

We are happy to assist you in any way we can!

Steuben County Public Health

- 1) To begin the registration process, please open your web browser and visit <https://apps.health.ny.gov/pub/servny/>
- 2) On the Home page, click **Log in to NY.gov** on the left-hand side of your screen.



3) Click on **Don't have an Account**.

If you happen to already have a NY.gov ID, you can click **Sign In**.

Then, click on the **Health Application** icon and then the **ServNY** link.

Skip to Step 11.



4) On the account selection screen, select **Personal**.



5) On the following page, select sign **Up for a Personal NY.gov ID**

Personal NY.gov ID – Allows you to access online services that require your verified identity where you are acting in an individual capacity (i.e. Not as a business).

Getting Started

Registering for a Personal NY.gov ID is a two part process.

1. NY.gov ID Self Registration

Online Registration consists of 3 steps. Use the 'Next' and 'Continue' buttons at the bottom of each page to move through the steps.

- i. Enter basic user information (along with a valid email address) and select a User ID.
- ii. Confirm basic user information is correct.
- iii. Finish the online registration.

2. Email Activation

Once you have finished the create steps above, please check your email and click on the link inside. Once you have clicked on the link, you will be prompted to set your password, and select 3 security questions & answers.

[Sign Up for a Personal NY.gov ID](#)

If you want a Personal NY.gov ID, please click the button to start the process.

[Go Back](#)

- 6) On the NY.gov ID Self Registration page, enter your User Information and Login Information.

When you are finished entering all necessary information, select **Create Account**.

NY.gov ID SELF REGISTRATION

First Name*

Last Name*

Email*

Confirm Email*

Preferred Username*

I'm not a robot

reCAPTCHA
Privacy - Terms

- 7) Navigate through the necessary confirmation windows. When you have finished, an automatic email will be sent to the email address you supplied. Go to your email account and click the link inside.

Dear [REDACTED]

Thank you for registering a NY.gov ID.

Your Username is [REDACTED]

Please [click here](#) to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser.

<https://my.ny.gov/Activate/activate.xhtml?rid=0394eaa7-025a-409b-8bb9-edf32093816d&nygovidlang=en>

Thank you
New York State

- 8) Once you have accessed the link, select and answer all three security questions.

These can be used later to retrieve your password if needed.

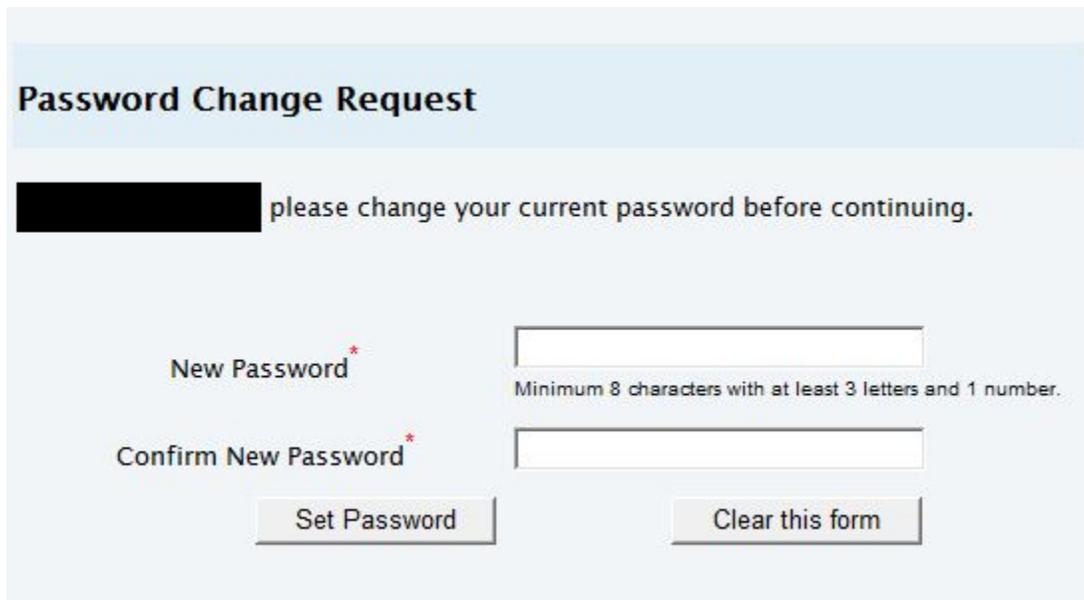
The screenshot shows a web form titled "Secret Questions". It contains three rows, each representing a question. Each row has a "Question" field with a dropdown menu (currently showing "Select One"), an "Answer" text input field, and a "Confirm Answer" text input field. The form is styled with a light blue header and footer. At the bottom center, there is a "Continue" button.

Question	Answer	Confirm Answer
*Question 1 Select One	<input type="text"/>	<input type="text"/>
*Question 2 Select One	<input type="text"/>	<input type="text"/>
*Question 3 Select One	<input type="text"/>	<input type="text"/>

Continue

- 9) After you have selected your security questions, please select a password.

Your password must contain at least 8 characters, including 3 letters and 1 number.



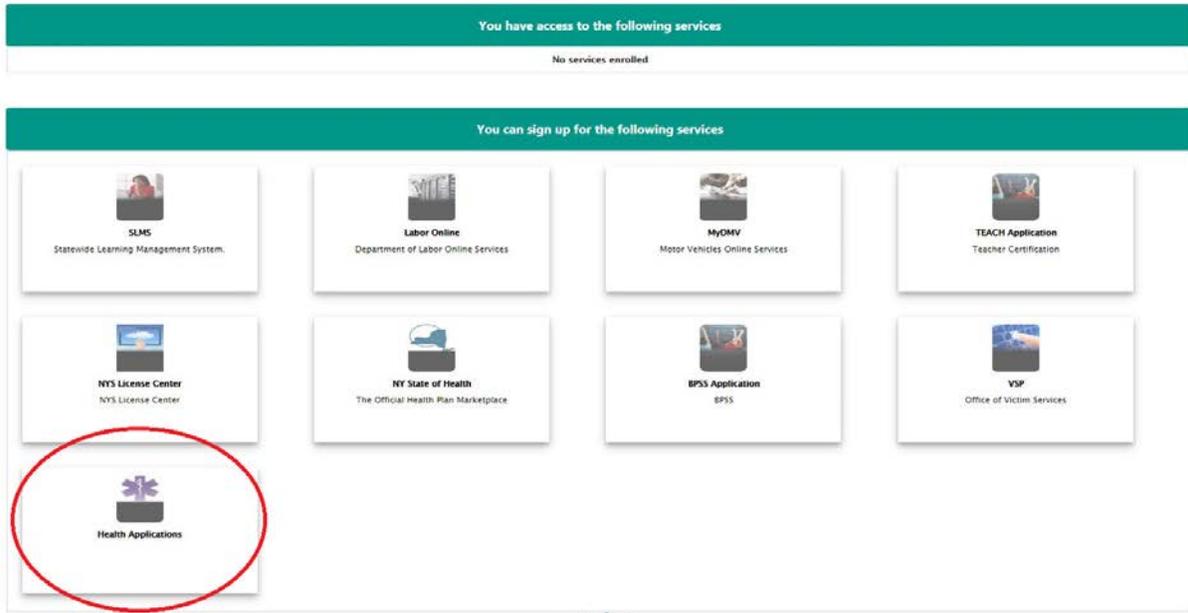
The screenshot shows a web form titled "Password Change Request". Below the title, a blacked-out area is followed by the text "please change your current password before continuing." The form contains two input fields: "New Password*" and "Confirm New Password*", both with red asterisks. Below the "New Password*" field is a note: "Minimum 8 characters with at least 3 letters and 1 number." At the bottom of the form are two buttons: "Set Password" and "Clear this form".

- 10) Once you have selected your password, select **Continue to Enrollment** to register with ServSTEUBEN MRC.



The screenshot shows a green header with the text "NY.gov ID ACTIVATION". Below the header, the text reads "You have successfully activated your NY.gov Id!" followed by "Please click on one of the buttons below." There are two buttons: "Continue to Enrollment" and "Go to MyNy". The "Continue to Enrollment" button is circled in red. Below the buttons, the text says "This is where you sign up for various NYS applications." and "A portal to view the NYS applications you have access to."

11) On the primary Dashboard, select **Health Applications** in the lower-left portion of your screen.



12) On the NYS Department of Health Applications page, select **ServNY**.

NYS Department of Health Applications

 Medical Marijuana Data Management System

 **ServNY** 

 Certificate Of Need

 Public Collaboration

13) Then, select **Don't have existing account.**

If you have established access to one of these applications through an existing **NYSDOH** account, you must transfer this access to your new NY.gov account by clicking on the "Link your existing account" button below.

ServNY

Certificate of Need System

If you do not have an existing **NYSDOH** account, please click on the "Don't have existing account" button below.

Note: Once you click "Don't have existing account" you will not be able to link your NYSDOH account with your NY.gov account, and you will lose access to your prior work.

14) You will now be directed to register as a volunteer with ServNY.

Although you must enter all necessary information. Please note that this process does not need to be completed all at once. Partial information will be stored for completion at a later date.

ServNY Privacy Policy

Welcome to ServNY Volunteer registration. Please review and acknowledge the following information:

Privacy Policy

The volunteer registration application is a secured system that restricts access to volunteer's contact information to prevent the unnecessary disclosure of this information. Restricted information includes, but is not limited to, an individual's business number, business or personal cell phone and home phone numbers. Select staff of the volunteer program have access to information for the following purposes: volunteer management, training, and deployment.

Further, the Department reserves the right to share information, such as licensure status, credentialing information and hospital affiliation(s) with an agency I may be deployed to during an emergency.

The Department reserves the right to verify all necessary information related to volunteer positions, including:

- ▶ Employment, where applicable, this may include verification of clinical practice, privilege status, hospital affiliation.
- ▶ Licensure, where applicable.
- ▶ Education.
- ▶ Criminal history.
- ▶ Driving record.
- ▶ Written or verbal information from references, and
- ▶ Any other pertinent information.

Acknowledgments and Certifications:

By checking this box, I acknowledge, certify and/or agree to the following:

- I have read, understand, and agree to the terms of the Privacy Policy.
- The information I have provided is true, complete and accurate to the best of my knowledge and that I have not knowingly withheld any information.
- Any misrepresentation, omission of information, misleading/incomplete information may result in disqualification from consideration or dismissal as a volunteer.
- I must update my information in the ServNY database every six months, or as requested.
- The ServNY Volunteer Program and/or associated volunteer member programs within ServNY reserve the right to disqualify or reject any volunteer.

Information needed to complete the Volunteer Registration Process

15) Under the ServNY Program Membership tab, scroll down and select Steuben County ServSTEUBEN MRC from the list to join our program.

* Would you like to join a Local Volunteer Program(s)? Yes

Programs near your county (select up to 5):

- Monroe County MRC
- Niagara County MRC
- Ontario County Volunteers
- Orleans County Health Dept
- Schuyler County MRC
- Seneca County Health Dept
- Steuben County ServSTEUBEN MRC
- Wayne County Health Dept
- Wyoming County Health Dept
- Yates County MRC

16) When you have entered all necessary information, click **Register** at the bottom of the ServNY Summary tab.

OTHER TRAININGS AND SKILLS Edit

Other Skills and Experience None

Disaster Healthcare Training(s)	Expiration Date
None	No Expiration Date

Language	Spoken Ability	Written Ability
None		

Register Exit

17) Once you have completed registration, you will see the confirmation pop-up window (pictured below).



You're done. Congratulations!

We realize that this process is not particularly easy or convenient. If you encounter any difficulties with the registration process, please feel free to contact a MRC Coordinator at 607-664-2438

Thank you for taking the time to register.

Welcome to the ServSTEUBEN Medical Reserve Corps (MRC)!

Our thanks to NYC MRC for putting these directions together and allowing us to modify for ServSTEUBEN MRC.