

MyNYSHIP Login and Credentialing Instructions



**Department of
Civil Service**

MyNYSHIP Login and Credentialing Instructions

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MyNYSHIP Login and Credentialing Instructions

Overview

Effective September 11, 2019, New York State employees and retirees are required to have a Personal NY.gov ID to access MyNYSHIP. A Personal NY.gov is used to access services that allow individuals to conduct personal business with the state.

If you currently have access to MyNYSHIP and a personal NY.gov, you will be prompted on how to link your existing Civil Service account before logging into MyNYSHIP. If you currently have access to MyNYSHIP and no personal NY.gov account, you will be directed on how to create one.

NYS employees and retirees who do not have either account set up must begin with creating a Personal NY.gov account before going into MyNYSHIP.

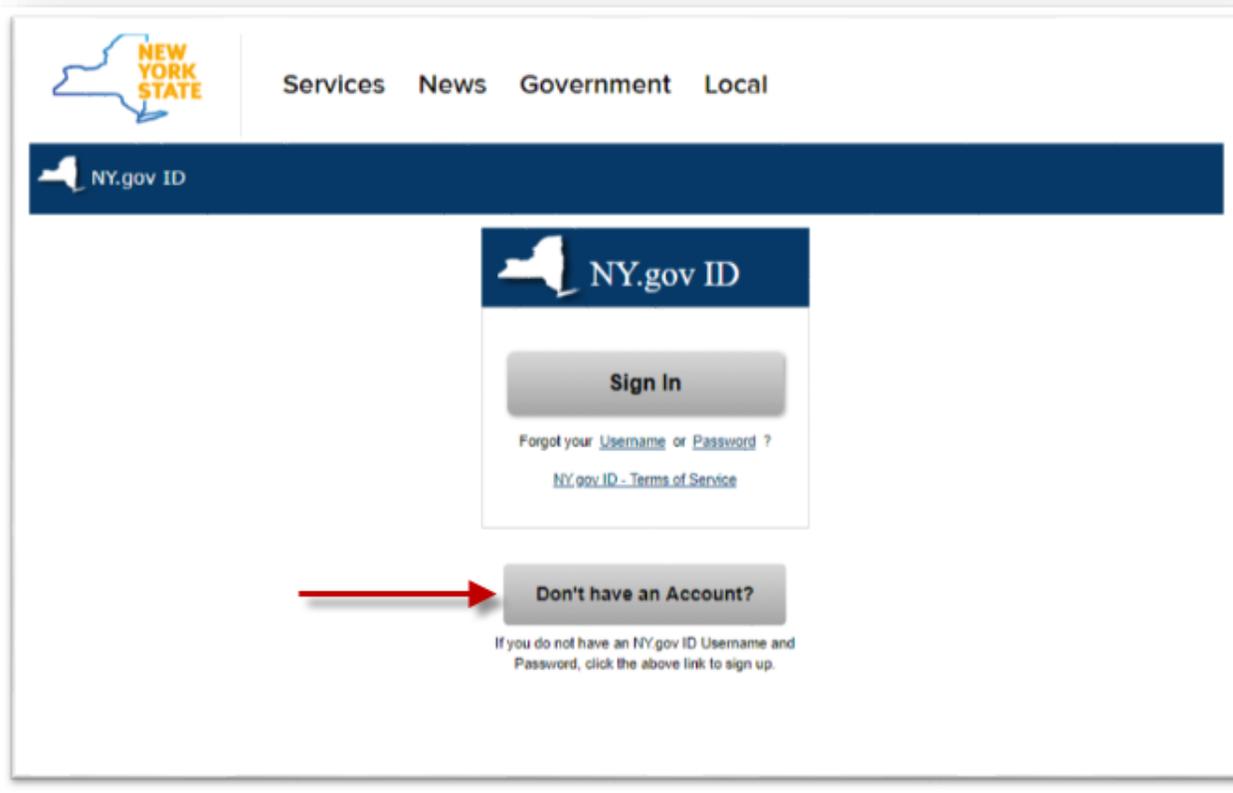
You will have read-only access for MyNYSHIP until you complete one of the following:

- Confirm information on your NYS driver's license or identification card
- Confirm your NYS and Local Retirement System (NYSLRS) Retirement Registration Number
- Enter an activation PIN. You can request an activation letter be mailed to you when logging into MyNYSHIP

Creating my.NY.gov ID

Navigate to <https://my.ny.gov/> . Here you can Sign-in with an existing account or create a new one. If you currently only use a government NY.gov ID (State issued) it is recommended you create a Personal account. Instructions for creating a personal account are shown below.

1. Choose **“Don’t have an account?”**



2. A Personal NY.gov ID is used for access to MyNYSHIP.

The screenshot shows the top navigation bar with the New York State logo and links for Services, News, Government, and Local. Below this is a dark blue bar with the NY.gov ID logo and a hamburger menu icon. The main content area features the heading "Please select one of the following three account types:" followed by three columns. Each column has a representative image, a title, and a description. A red arrow points from the "GOVERNMENT EMPLOYEE" title to the "PERSONAL" title.

Account Type	Description
PERSONAL	I want to access services for my personal use. My identity must be verified.
GOVERNMENT EMPLOYEE	Information for New York State or local government employees.
BUSINESS	I want to access services in a business capacity. My personal, business or organization's identity must be verified.

3. Instructions will be displayed on the screen on how to register for a Person NY.gov ID. Click the button **Sign Up for a Personal NY.gov ID**

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NEW YORK STATE

Services News Government Local

NY.gov ID Online Services FAQs About NY.gov ID Help Desk Information Privacy Policy Terms of Service

Obtain an NY.gov ID Personal User Account

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.

- Enter basic user information (along with a valid email address) and select a User ID.
- Confirm basic user information is correct.
- 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](#)

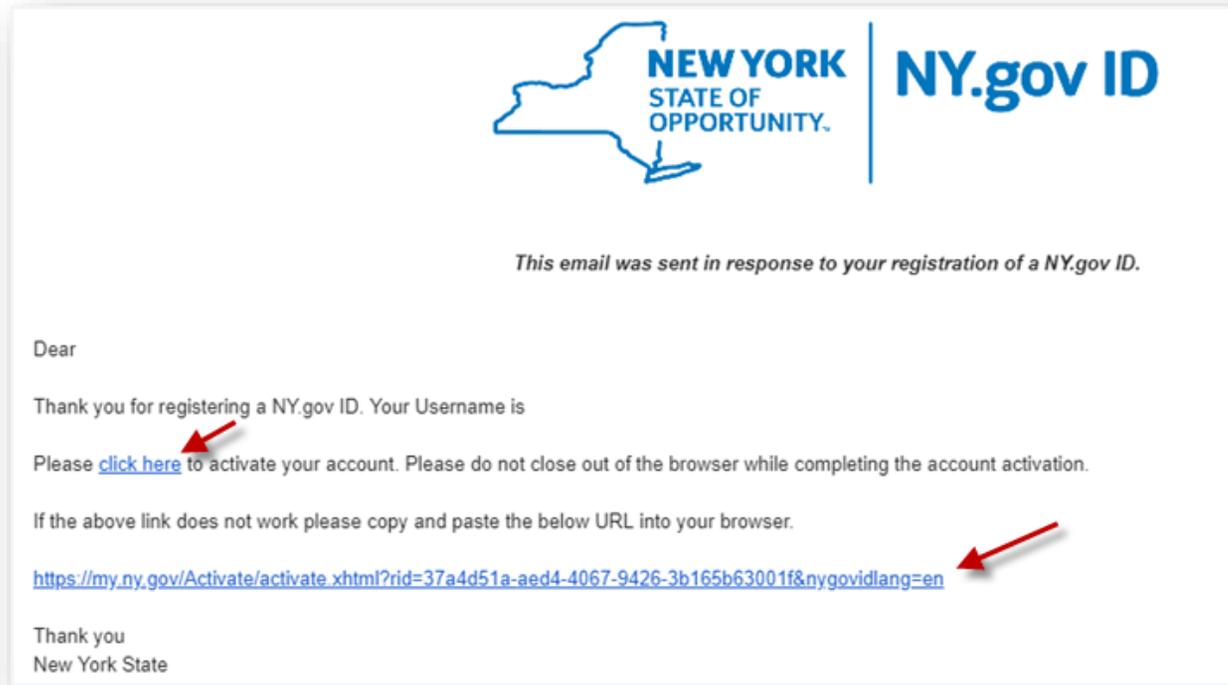
4. Fill out all required fields on the NY.gov ID SELF REGISTRATION Form and then select **“Create account.”**

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If an NY.gov ID has already been created with the same last name and email address combination, you will be prompted to either receive the existing username(s) in email OR continue creating a new account (see below.) For activated accounts, the username can be used to reset the password. A password reset link will be emailed to the email address associated with the account.

If a new NY.gov ID is needed, click “**Continue**” to proceed.

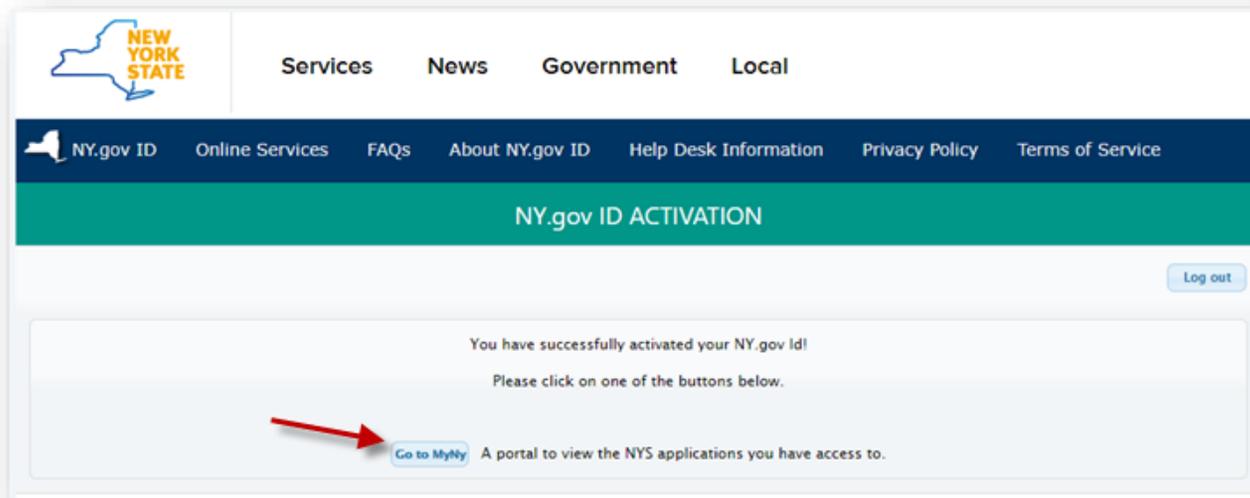
5. Information you entered will be displayed. You should confirm that the information is correct by clicking “**Continue.**”
6. Clicking “**Finish**” will return you back to <https://my.ny.gov/> . Instructions on how to complete the registration process are provided in email.



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You will be prompted to provide required secret questions. When complete you should click on “Continue.”

7. Click “Continue” to save the secret questions.
8. Create a password, confirm it and **Set Password**.
9. Click **CONTINUE** to save the chosen password.
10. Click on “Go to MyNY” or navigate to <https://my.ny.gov/Dashboard/dashboard.xhtml> to begin the account linking process.



Linking NY.gov ID and Civil Service accounts

Services in New York State for which registration has been completed appear in the Section “**You have access to the following services**” (see below). If the “Department of Civil Service Public Website” is shown in this section, then the NY.gov ID has been linked with an online Civil Service account.

Services in New York State for which registration has not been completed appear in the Section “**You can sign up for the following services.**” If “Department of Civil Service Public Website” is listed under the section the NY.gov ID has not been linked to an online Civil Service account. If you do not have a valid online Civil Service account, follow the instructions below.

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The screenshot displays the MyNYSHIP user interface. At the top left is the New York State logo. A navigation menu includes 'Services', 'News', 'Government', and 'Local'. A secondary dark blue navigation bar contains links for 'NY.gov ID', 'Change Password', 'Update My Account', 'About NY.gov ID', 'Help Desk Information', 'Privacy Policy', and 'Terms of Service'. Below this, a user status bar shows 'Welcome [user], You are logged in as - [user]' and 'Last login - Tue Jul 23 11:08', with a 'Log out' button on the right. A central banner for 'REGISTER TO VOTE' features a 'REGISTER NOW' button. Two green header sections are present: 'You have access to the following services' (containing a 'No services enrolled' message) and 'You can sign up for the following services'. The first service card, 'Department of Civil Service Public Website', is highlighted with a red arrow and includes the text 'Explore Exciting Career Opportunities with New York State'. Other service cards are partially visible but not detailed.



The screenshot shows the top of a web page for the Department of Civil Service. The header features the text "Department of Civil Service" in a serif font on the left and a blue padlock icon on the right. Below the header, a light blue banner contains the text "Create an account for the Department of Civil Service Web site." followed by two paragraphs of instructions. The first paragraph states that this is the first time the user is logging in with their NY.Gov user ID. The second paragraph explains that the system wants to link existing Civil Service information like exam applications and scores. Two blue underlined links are provided: "I have existing online Civil Service records." and "I do not have existing online Civil Service records." At the bottom of the page content area is a large, faint watermark of the Department of Civil Service seal, which includes the text "DEPARTMENT OF CIVIL SERVICE" and "EXCELLENCE". The footer of the page contains the copyright notice "© 2019 New York State Department of Civil Service".

Department of Civil Service

Create an account for the Department of Civil Service Web site.

This must be the first time that you have logged into the DCS website using your NY.Gov user ID.

Now that you have an NY.gov ID, we would like to link your existing Civil Service information, such as examination applications, examination scores, etc.

[I have existing online Civil Service records.](#)

[I do not have existing online Civil Service records.](#)

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Creating Online Civil Service account

When choosing “**I do not have existing online Civil Service records**” you will be prompted to input your personal information before selecting “**Create Account**”. The information must be filled out completely to complete the process.

Using existing Online Civil Service account

1. If choosing “**I have existing online Civil Service records**” has been selected. You will be asked to provide Social Security number and last name before clicking “**Link Account**”.
2. You will need to select “**Complete linking process and login**”.

Credentialing into MyNYSHIP account

1. Once you have completed the process of creating an NY.gov ID and linking it to an online Civil Service account, you will need to credential in MyNYSHIP on the Benefits Self-Service Registration Page.

Benefits Self-Service Registration is comprised of a 2-part form,

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- a. Traditional information section (Part 1) that has always been required to be entered to credential your account.

The screenshot shows the 'nyshiponline' logo at the top left. Below it is the title 'Benefits Self-Service Registration'. A privacy notice states: 'The privacy and protection of your health information is important to us. To gain access to your New York State Health Insurance Program (NYSHIP) record, please enter the following information:'. Underneath is the heading 'Enter Your Information'. The form is divided into two sections: 'Part 1' and 'Part 2'. 'Part 1' contains the instruction 'Fill out all of the fields in this part.' and three input fields: 'Last Name' (a text box), 'Social Security Number' (a text box with an example '(ex: 123456789)' below it), and 'Date of Birth' (three dropdown menus for month, day, and year, with labels 'mm', 'dd', and 'yyyy' below them). 'Part 2' contains the instruction 'Choose one of the options below to complete the registration process.' and three radio button options: 'NYS DMV ID', 'NYS ERS Retirement Registration Number', and 'Activation Letter (via Mail)'. At the bottom of the form are two links: 'Logout - Proceed to NYSHIP Online' and 'Contact Us'. The footer of the page reads '© 2006 New York State Department of Civil Service'.

- b. Additional identification section (Part 2) where you may enter a NYS DMV Identification or NYS ERS Retirement Number or request an Activation Letter with PIN number.

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nyshiponline

Benefits Self-Service Registration

The privacy and protection of your health information is important to us. To gain access to your New York State Health Insurance Program (NYSHIP) record, please enter the following information:

Enter Your Information

Part 1

Fill out all of the fields in this part.

Last Name

Social Security Number
(ex: 123456789)

Date of Birth / /
mm dd yyyy

Part 2

Choose one of the options below to complete the registration process.

- NYS DMV ID** (highlighted in blue)

NYS DMV ID Number * [where do I find this?](#)

- NYS ERS Retirement Registration Number
- Activation Letter (via Mail)

[Logout - Proceed to NYSHIP Online](#) [Contact Us](#)

nyshiponline

Benefits Self-Service Registration

The privacy and protection of your health information is important to us. To gain access to your New York State Health Insurance Program (NYSHIP) record, please enter the following information:

Enter Your Information

Part 1

Fill out all of the fields in this part.

Last Name

Social Security Number
(ex: 123456789)

Date of Birth / /
mm dd yyyy

Part 2

Choose one of the options below to complete the registration process.

- NYS DMV ID
- NYS ERS Retirement Registration Number** (highlighted in blue)

NYS Retirement Registration Number * [where do I find this?](#)

- Activation Letter (via Mail)

[Logout - Proceed to NYSHIP Online](#) [Contact Us](#)

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The screenshot shows the 'nyshiponline' logo at the top left. Below it is the title 'Benefits Self-Service Registration'. A privacy notice states: 'The privacy and protection of your health information is important to us. To gain access to your New York State Health Insurance Program (NYSHIP) record, please enter the following information:'. The main section is titled 'Enter Your Information' and is divided into two parts. Part 1, 'Part 1', contains a form with the following fields: 'Last Name' (text input), 'Social Security Number' (text input with an example '(ex: 123456789)'), and 'Date of Birth' (three dropdown menus for month, day, and year, with 'mm', 'dd', and 'yyyy' labels below). Part 2, 'Part 2', contains a list of three options: 'NYS DMV ID', 'NYS ERS Retirement Registration Number', and 'Activation Letter (via Mail)'. The 'Activation Letter (via Mail)' option is highlighted in blue. Below the list is a text box explaining: 'Selecting this option will result in having a MyNYSHIP access PIN number mailed to you which you will receive in 5-7 business days. Please note that you will maintain view only access until you register with the PIN.' A 'Submit' button is located below the text box. At the bottom of the page are two links: 'Logout - Proceed to NYSHIP Online' and 'Contact Us'.

If a valid NYS DMV ID or NYS ERS Retirement Registration Number is provided and validated, you will be automatically credentialed with Full Access (ability to do transactions) to your self-service account. If an Activation Letter is chosen, full access will not be granted until the letter is received, and the PIN entered in MyNYSHIP.

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2. If information provided in Part 1 matches between the Department of Civil Service and a NYS DMV or NYSLRS you provided in Part 2, the following confirmation page is received.



If the Activation Letter method from Part 2 is chosen, you confirm if you want an Activation Code sent to the address shown. Regardless of your selection you will be able to view your NYSHIP information.

The screenshot shows a web page titled "nyshiponline" with a sub-header "Benefits Self-Service Registration". The main content area contains the following text: "You will be granted access to **view** your NYSHIP record when you complete this step. In order to **make changes** to your record you must enter an **Activation Code** that will be mailed to your home address." Below this, it states "Our records indicate your address as:" followed by "123 Bay Rd." and "Medford, NY 11765". A note says "If we do not have your most current address you must change your address with your agency Health Benefits Administrator in your Personnel Office before requesting an **Activation Code**." The question "Should we send you an Activation Code to this address?" is followed by two buttons labeled "Yes" and "No". At the bottom of the form area are two links: "Logout - Proceed to NYSHIP Online" and "Contact Us". The footer of the page reads "© 2006 New York State Department of Civil Service".