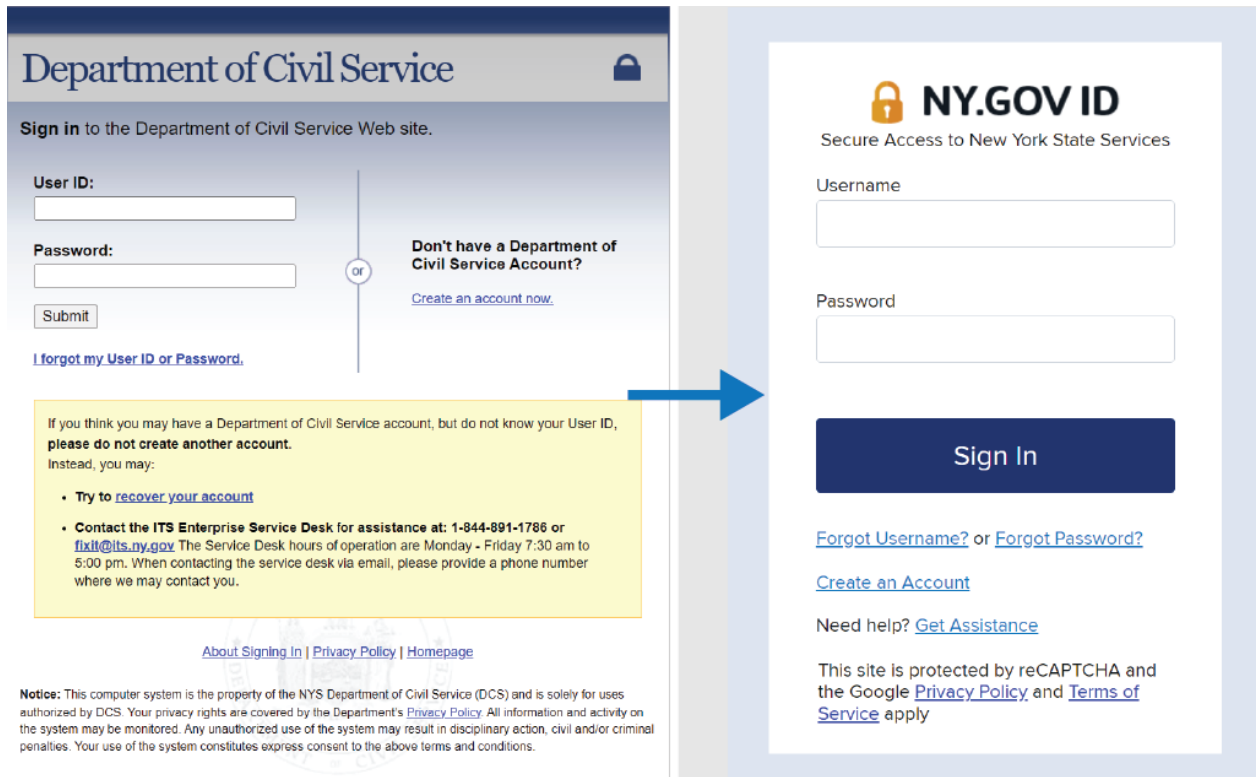


As you may know, the Office of Information Technology Services (ITS) previously created a NY.gov ID login system to allow users secure access to multiple online government services with a single user ID and password. As part of the migration to NY.gov, the Department of Civil Service (DCS) will soon replace our current login system in favor of the NY.gov ID system. **New York State Benefits Eligibility and Accounting System (NYBEAS), New York State Electronic Personnel System (NYSTEP) and Eligible List Management System (ELMS) users will not be affected by this change.**



The image shows two side-by-side screenshots of login pages. The left screenshot is the 'Department of Civil Service' login page, featuring fields for 'User ID' and 'Password', a 'Submit' button, and a link for 'Create an account now'. Below this is a yellow box with instructions for account recovery. The right screenshot is the 'NY.GOV ID' login page, featuring fields for 'Username' and 'Password', a 'Sign In' button, and links for 'Forgot Username?' and 'Forgot Password?'. A blue arrow points from the 'Create an account now' link on the left page to the NY.GOV ID page on the right.

There are three types of NY.gov IDs:

1. **Government NY.gov ID** - Allows State and local government employees to securely access online systems needed to perform their job duties. A Government NY.GOV ID is only available to employees of the state workforce, local government employees, and consultants. This account type is used to access systems like NYS Payroll Online or the Statewide Learning Management System. **This is the type of NY.gov account you will need to access DCS Applications.**
2. **Personal NY.gov ID** - Allows persons acting in their individual capacity for their personal benefit to access Online Services and may require that individuals verify their identity. This account type is used to access systems like MyDMV or My Examination Applications.
3. **Business NY.gov ID** - Allows business organizations registered in New York State to access Online Services.

For more information regarding NY.gov ID visit: [NY.gov ID | Office of Information Technology Services](https://its.ny.gov/nygov-id)
(<https://its.ny.gov/nygov-id>)

How will this transition impact you?

- If you already have a Government NY.gov ID
 - And you have used it to login to a DCS applications there will be no action needed on your part.
 - And you have not used it for DCS applications you can use that ID to login and our systems will attempt to automatically link your existing DCS account to your NY.gov ID. If our system cannot automatically link your accounts, you will be given an opportunity to manually link your accounts by providing additional information.

If you cannot recall your Government NY.gov ID or password, you can visit my.ny.gov (<https://my.ny.gov/>) for self-service.

- If you do not already have a Government NY.gov ID
 - If you are a State Government Human Resources professional
 - A Government NY.gov ID will have to be created by your agency's Delegated Administrator (DA).
 - If your agency does not currently have a Delegated Administrator, they can request a Delegated Administrator account. The request form is available from the NYS Office of Information Technology Services, Customer Relation Website here: [Form_NYSDSParticipationRequest.doc](#). If you have questions or comments, please contact the Information Technology Services Customer Relations team by at customer.relations@its.ny.gov or by telephone at (866) 789-4638 (Toll Free) or (518) 402-2537 (Local).
 - If you are a Local Government Human Resources professional, please refer to any communications sent to your agency directly by the Municipal Services Division (MSD).
 - If you have current access to the Section 211 Waiver application for local government positions, please refer to any communications received directly from MSD as well as any instructions on the [Applying for a Section 211 Waiver webpage](https://www.cs.ny.gov/retirees/211apply.cfm) (<https://www.cs.ny.gov/retirees/211apply.cfm>).

If you are uncertain if you have a Government NY.gov ID, you can contact the Information Technology Services Help Desk at (844) 891-1786.