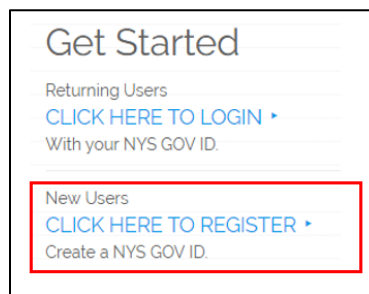


## How to Create a NY.gov ID for all “Types”

1. Go to the website at: [www.nystateofhealth.ny.gov](http://www.nystateofhealth.ny.gov) and click the appropriate tab for the person who needs to create the NY.gov ID.



2. Under New Users, select **CLICK HERE TO REGISTER**.



3. Fill in the required user information, choose a username, enter the Captcha, and click **CREATE ACCOUNT**.

4. Check the accuracy of your information and click **CONTINUE**.

**NY.gov ID SELF REGISTRATION**

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections

First Name	NYSOH
Last Name	User
Email	nysoh.user@outlook.com
User Id	nysoh.user

[Back](#) [Continue](#)

Step 2 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

5. You will see a confirmation message indicating that you will receive an email prompting you to set up your password. Click **FINISH**.

**NY.gov ID SELF REGISTRATION**

An activation email has been sent to - colleen.williams@health.ny.gov

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

[Finish](#)

Step 3 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

6. Once you receive the email welcoming you to NY.gov ID, select **CLICK HERE** in the body of the text to activate your account. If this hyperlink does not work, copy and paste the URL below into your browser.

Dear Holly Gray,

Thank you for registering a NY.gov ID.

Your Username is HollyG

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://qa.my.ny.gov/Activate/activate.xhtml?rid=e85a4e06-6d6d-45b6-9d34-5ace11ebf898>

Thank you  
New York State

7. You will be prompted to choose security questions. Please make sure you can readily answer these questions as they will help you retrieve your username or password in the future, if needed. Click **CONTINUE**.



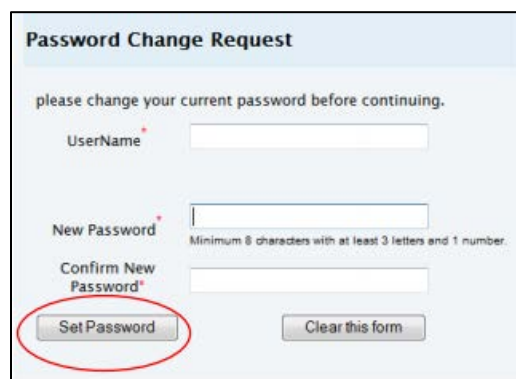
The screenshot shows the 'NY.gov ID Activation' page. The header includes the NY.gov logo and 'My NY.gov Online Services'. The left sidebar lists 'Online Services', 'FAQs', 'About NY.gov ID', 'Privacy Policy', and 'Terms of Service'. The main content area says 'Thank you for registering! You are now ready to activate your NY.gov Id. During this process, you will need to: Set 3 valid secret questions and answers. Set a new password.' Below this is the 'Secret Questions' section with three rows. Each row has a 'Question' dropdown menu (currently showing 'Select One'), an 'Answer' text input field, and a 'Confirm Answer' text input field. At the bottom of the section is a 'Continue' button.

8. Click **CONTINUE**.



The screenshot shows the 'NY.gov ID Activation' page with a confirmation message: 'You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.' Below the message is a 'Continue' button, which is circled in red.

9. Enter the username you created earlier and choose a password. Confirm your new password and click **SET PASSWORD**.



The screenshot shows the 'Password Change Request' form. It has a title 'Password Change Request' and a message 'please change your current password before continuing.' Below the message are three input fields: 'UserName', 'New Password', and 'Confirm New Password'. The 'New Password' field has a note below it: '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'. The 'Set Password' button is circled in red.

10. You will receive confirmation that your password has been set. Click **CONTINUE** and close out of the window.



11. In order to access the account from here, return to the website at: [www.nystateofhealth.ny.gov](http://www.nystateofhealth.ny.gov) and click the appropriate tab for the person who needs to access their account.



12. Under Returning Users, select **CLICK HERE TO LOGIN**.

