

New Member Registration Guide



Please note that the new NY State regulations require all ServNY volunteers (local and any MRC volunteers) to possess a NY.gov ID. Registration for this ID must occur prior to registering with the ServNY Volunteer Program.

This guide will cover the entire registration process, starting with NY.gov ID registration and moving onto 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 the Rensselaer County MRC Coordinator, Sal Sceccitano at (518) 270-2633 or Ssceccitano@rensco.com.

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

- 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.

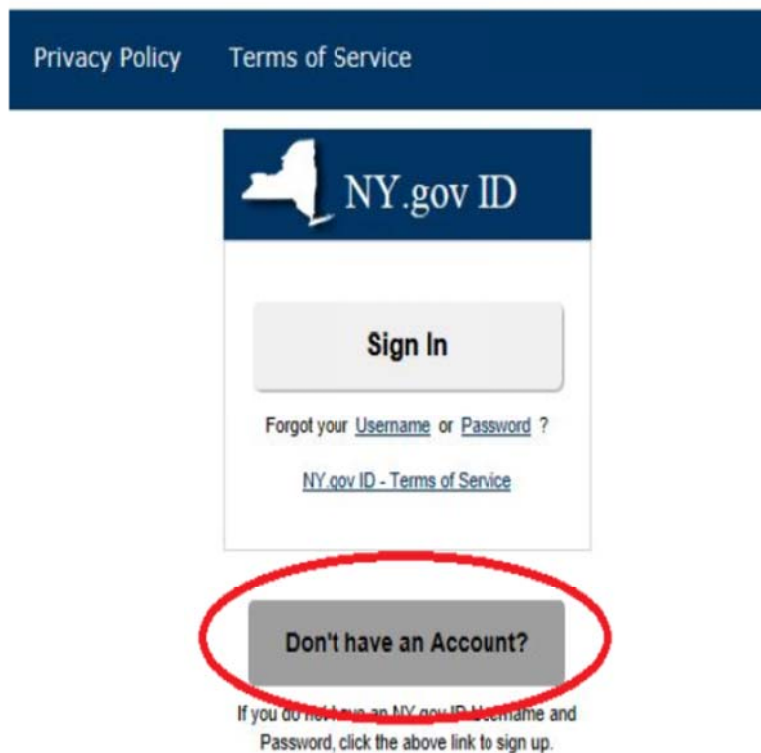


3) Click on **Don't have an Account**.

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**



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

Please note: This is not the login information you will use to access the MRC Volunteer Portal. Your initial login information to the Portal will be use your email as your user name, and the password P4ssw0rd! for your password.

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

The image shows a screenshot of the NY.gov ID Self Registration page. At the top, there is a green header with the text "NY.gov ID SELF REGISTRATION". Below the header, the form is divided into several sections. The first section contains four input fields: "First Name*", "Last Name*", "Email*", and "Confirm Email*", each with a corresponding placeholder text. The second section contains a "Preferred Username*" input field and a "Check" button. Below this is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and the reCAPTCHA logo. At the bottom of the form, there is a "Create Account" button, which is circled in red.

- 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=0394caa7-025a-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" with three rows of questions. Each row contains a question label, a dropdown menu for selecting a question, an "Answer" input field, a "Confirm Answer" label, and a corresponding "Confirm Answer" input field. A "Continue" button is located at the bottom right of the form.

Question	Select One	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"/>

- 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.



Password Change Request

██████████ please change your current password before continuing.

New Password*

Confirm New Password*

Minimum 8 characters with at least 3 letters and 1 number.

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



NY.gov ID ACTIVATION

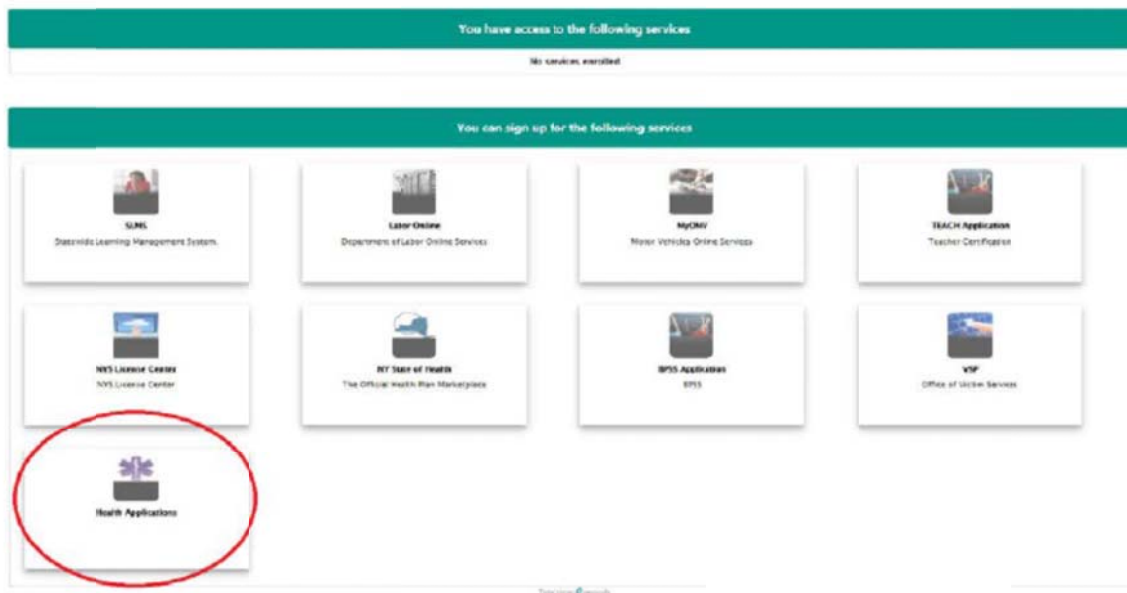
You have successfully activated your NY.gov Id!

Please click on one of the buttons below.

[Continue to Enrollment](#) This is where you sign up for various NYS applications.

[Go to MyNy](#) 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.

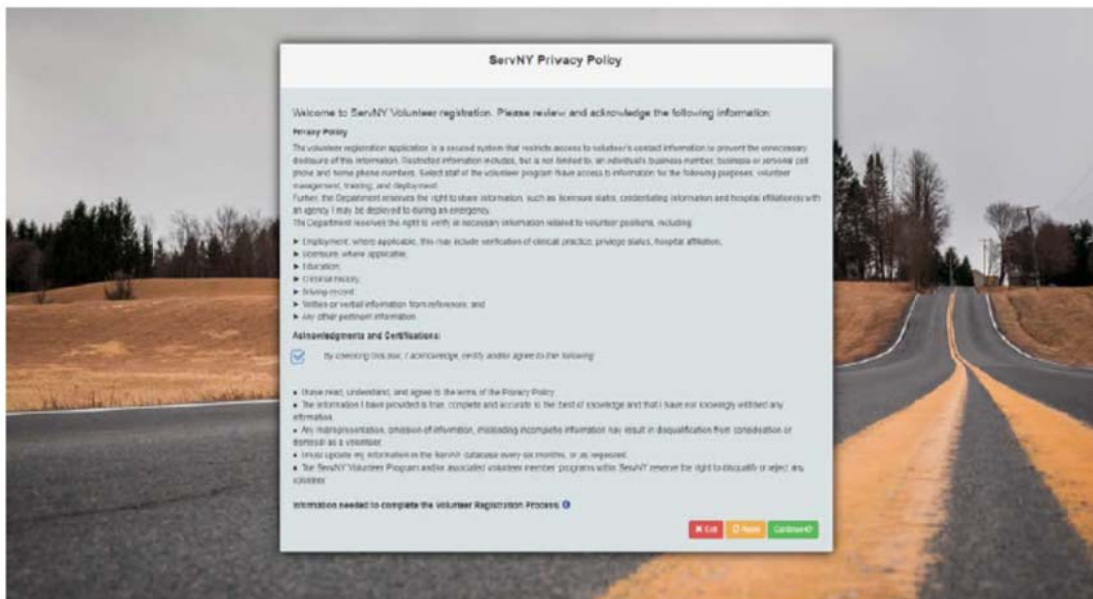
- ServNY
- Certificate of Need System

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.



15) Under the ServNY Program Membership tab, you must select the programs that you are interested in. The program membership page opens to a page based

from what county you choose on the previous page (General Information page). You are limited to join a maximum of 5 local programs. Scroll down and select Rensselaer Co. We recommend you don't enlist in more than 2 counties (work & home if they're different).

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

Programs near your county (select up to 5):

- Broome County MRC
- Cayuga County/Central New York MRC
- Central New York MRC ? ✎
- Chenango County Health Dept
- Cortland County/Central New York MRC
- Herkimer County Health Dept
- Jefferson County/Central New York MRC
- Lewis County/Central New York MRC
- Madison County/Central New York MRC
- Oneida County Health Dept

View Other Local Volunteer Programs?

* Would you like to be a NY State Volunteer? ? ✎

* Are you interested in volunteering for a declared national emergency? ? Yes

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

OTHER TRAININGS AND SKILLS ✎ Edit

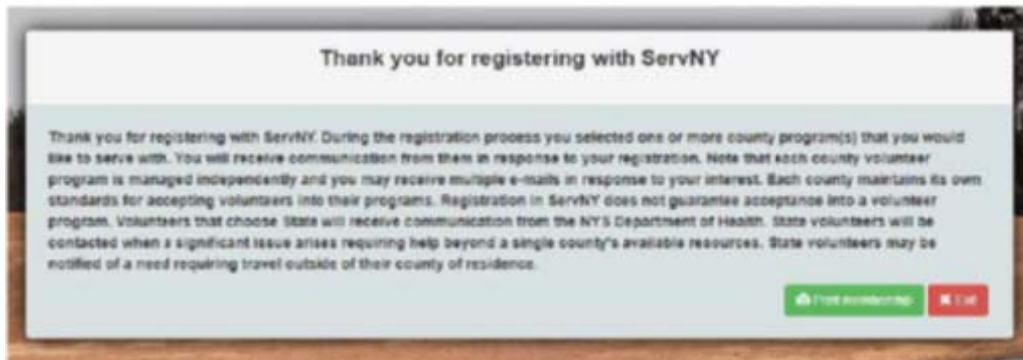
Other Skills and Experience None

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). Please make sure that you click the confirm button. From this screen, you can select “Print Membership”. This allows you to print a certificate providing your membership with for the programs that you have chosen. For some volunteer units this certificate may be useful until you receive your official ID card. (Please note: that not all units will provide additional identification).



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 Rensselaer County MRC Coordinator, Sal Scicchitano at (518) 270-2633 or Ssicchitano@rensco.com

Once you're registered, the state will notify him automatically and you should hear from him directly.