

New York City Medical Reserve Corps New Member Registration Guide



New regulations issued by New York State (NYS) require all New York City Medical Reserve Corps (NYC MRC) volunteers to possess an NY.gov ID. You must register for this ID before registering with the NYC MRC.

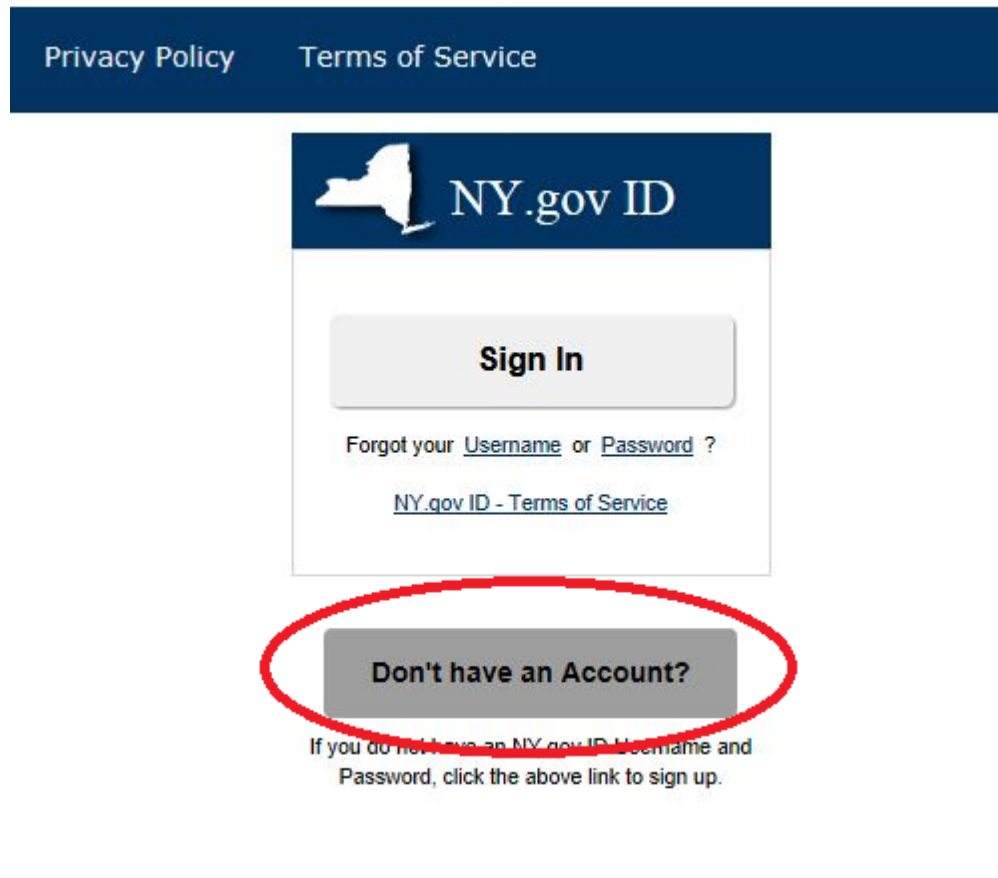
This guide will cover the entire registration process, including registering for an NY.gov ID and registering on ServNY, the NYS volunteer database. Although this guide tries to give clear and accurate instructions, we recognize the registration process is not always easy or intuitive. If you encounter any difficulties or find yourself unable to register for any reason, please contact MRC staff at healthmrc@health.nyc.gov. We are happy to assist you in any way we can!

1. To begin the registration process, visit apps.health.ny.gov/pub/servny/.
2. Click “Log in to NY.gov” on the left side of the home page.



3. Click on “**Don’t have an Account?**” if you do not have an NY.gov ID.

If you have an NY.gov ID, click “**Sign In.**” Then, click on the Health Application icon, followed by the ServNY link. You can now skip to Step 11.



4. On the account selection screen, click “**Personal.**”



5. On the next page, click “**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 and login information.

Note: This is not the login information you will use to access the NYC MRC Volunteer Portal. The initial login information you will use for the Volunteer Portal is your email address for your username and **P4ssw0rd!** for your password.

When you are finished entering your login 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 are finished navigating through the windows, an email will be sent to the email address you entered. Open the email 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. The security questions will help you retrieve your password if you forget or lose it.

The screenshot shows a 'Secret Questions' form with three rows. Each row contains a question type (e.g., 'Select One'), an answer input field, and a 'Confirm Answer' input field. A 'Continue' button is located at the bottom center of the form.

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

Continue

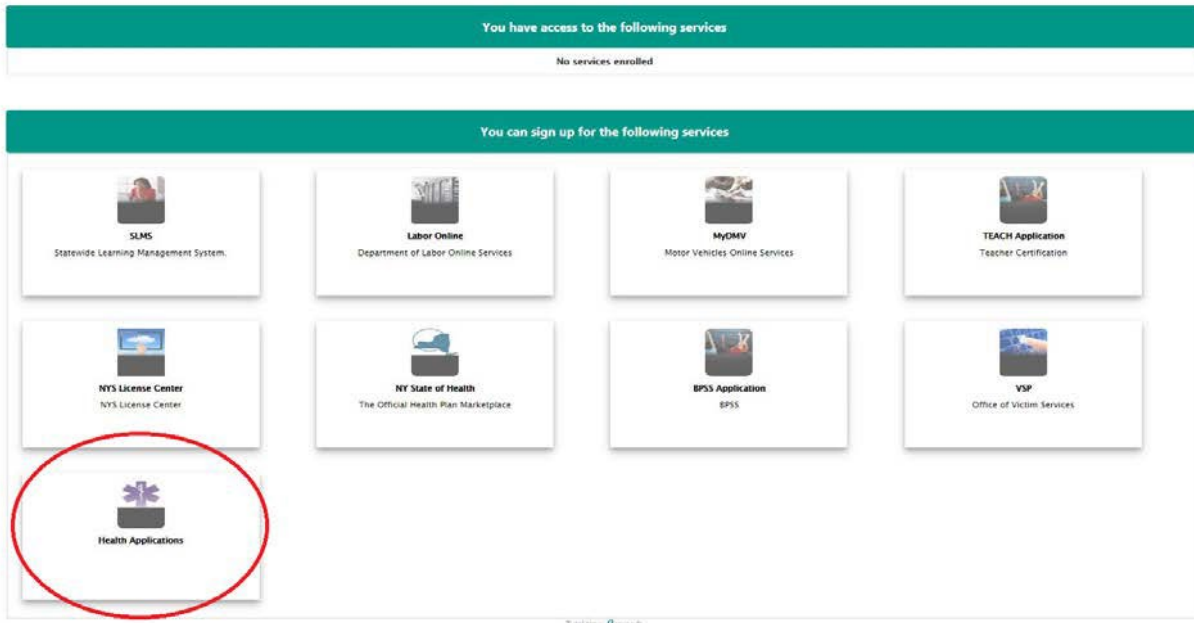
9. After you have selected and answered your security questions, create a password. Your password must contain at least 8 characters, including three letters and one number.

The screenshot shows a web form titled "Password Change Request". At the top, a blacked-out area is followed by the text "please change your current password before continuing." Below this, there are two input fields: "New Password*" and "Confirm New Password*", each with a red asterisk. A note below the first field states "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 created your password, select “Continue to Enrollment” to register with the NYC MRC.

The screenshot shows the "NY.gov ID ACTIVATION" page. The title is in a teal header. 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. To the right of the buttons, the text says "this is where you sign up for various NYS applications." Below the "Go to MyNy" button, the text says "A portal to view the NYS applications you have access to."

11. On the primary dashboard, select “Health Applications.”



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. 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

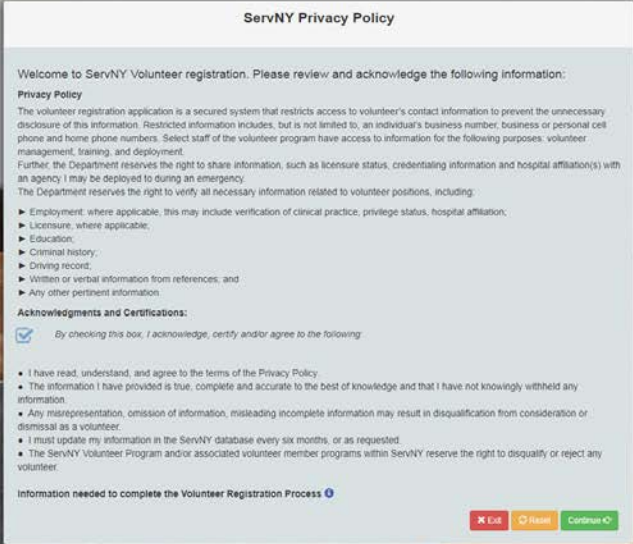
 Certificate of Need System

 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.

Note: Although you need to enter all of the necessary information, 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 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, select “**NYC MRC (includes 5 boroughs)**” to join the NYC MRC program. You are welcome to join other MRC programs as well.

Programs near your county (select up to 5):

- Dutchess County MRC
- NYC MRC (includes 5 boroughs)
- Nassau County MRC
- Orange County MRC
- Putnam County MRC
- Rockland County Health Dept
- Suffolk County MRC
- Sullivan County Health Dept
- Ulster County Health Dept
- Westchester County MRC

16. When you have entered all of the 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 your registration, you will see the confirmation pop-up window. On this screen, you can select “**Print membership**” to print a certificate proving your NYC MRC membership. This certificate may be useful until your MRC ID card arrives in the mail.



You are now registered with the NYC MRC. Congratulations! We recognize this process is not particularly easy or convenient. If you have any difficulties registering, please contact MRC staff at healthmrc@health.nyc.gov.

Thank you for taking the time to register. Welcome to NYC MRC!