

# *Login and Change Password User Guide*

## **Summary**

This User Guide will show you the basic process of logging into the OASAS Applications and how to change your password and password hint as well as reset your password.

Before logging into the OASAS Client Data System application, you will need to request access by downloading the OASAS External Access Request Form (IRM-15) located at <https://apps.oasas.ny.gov> and following the instructions. It is located under Application Documentation on the left side of the page. Access to the OASAS Applications can take 7 to 10 days to process.

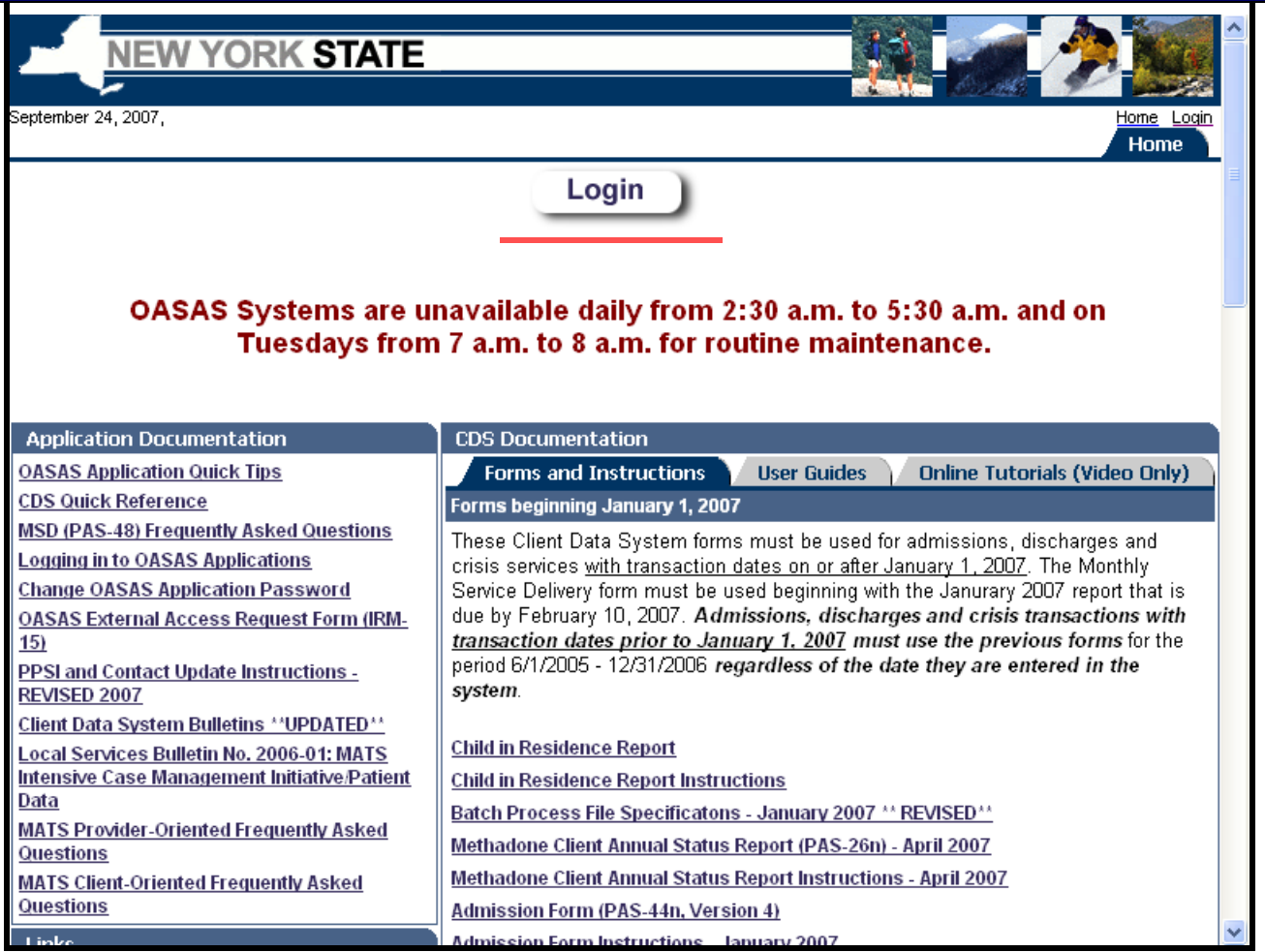
Once approved, you will be assigned a **User Name** and initial **Password**. This is a secure site containing confidential information. It is crucial that you do not share your user name and password with anyone.

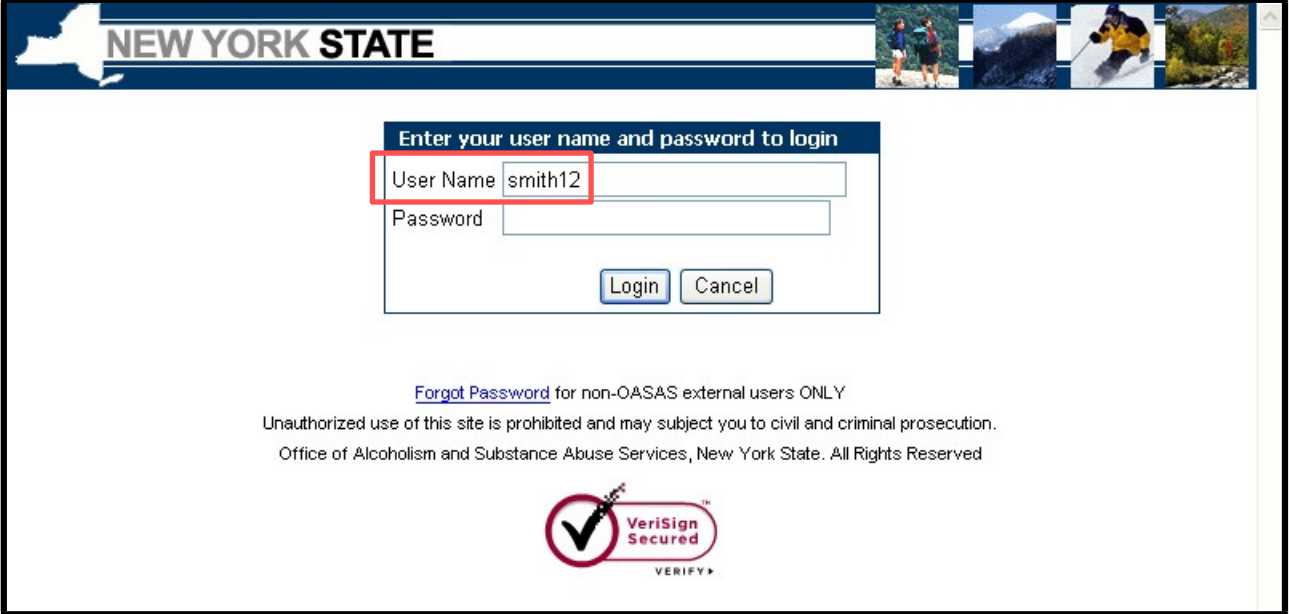
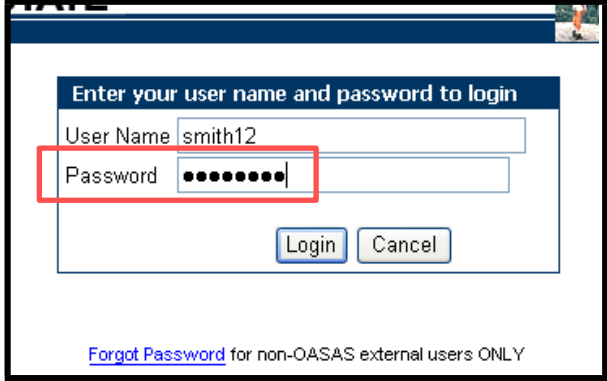
There are four sections in this User Guide:

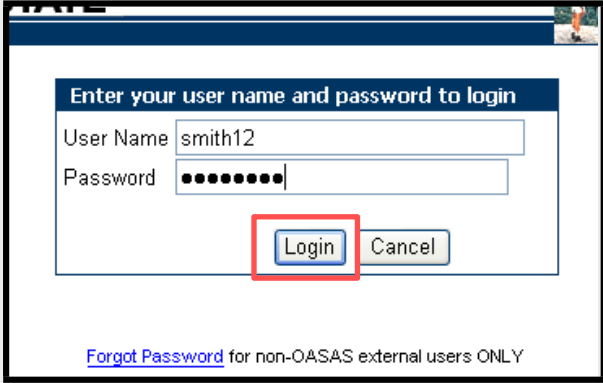
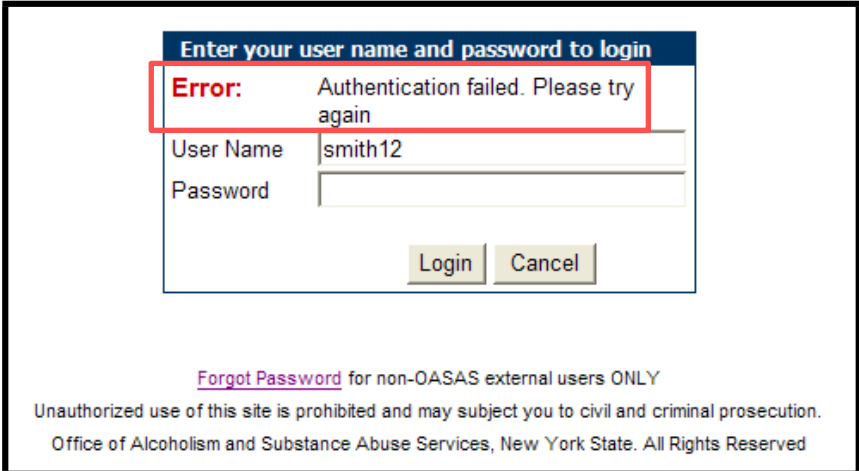
- Login Process
- Change Password Process
- Change/Create Password Hint Process
- Reset Your Password Process

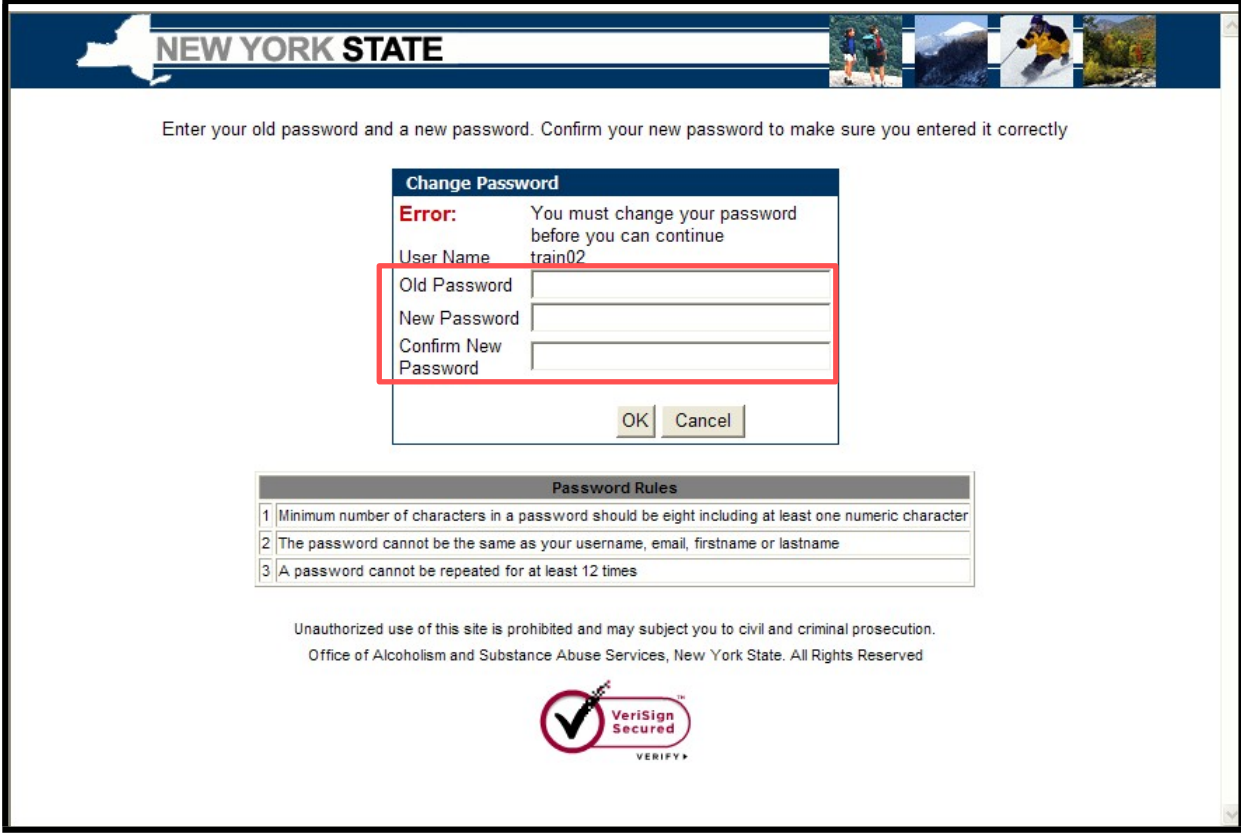
Throughout this user guide, you will receive instructions on navigating between fields using your keyboard. Alternative navigation methods may exist, such as using your mouse. Instances where such an alternative would cause an error have been noted.

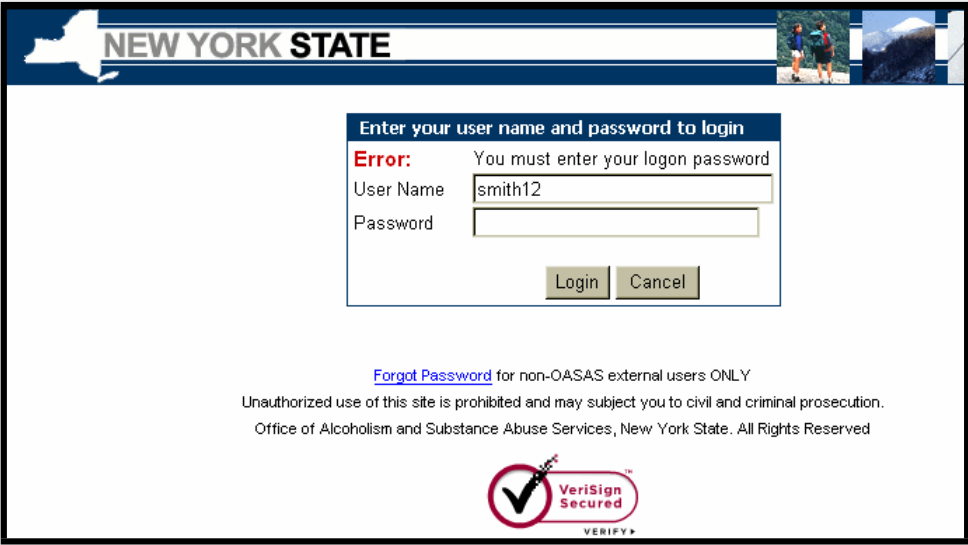

## Login Process

Step	Instructions	Page
1	<p>First you will access the OASAS Applications by clicking the <b>Login</b> button to go to the <i>Login</i> page.</p> <p>The login page is the main OASAS Applications page:  <a href="https://apps.oasas.ny.gov">https://apps.oasas.ny.gov</a></p>	 <p>September 24, 2007, <a href="#">Home</a> <a href="#">Login</a>  <a href="#">Home</a></p> <p><b>Login</b></p> <p><b>OASAS Systems are unavailable daily from 2:30 a.m. to 5:30 a.m. and on Tuesdays from 7 a.m. to 8 a.m. for routine maintenance.</b></p> <p><b>Application Documentation</b></p> <ul style="list-style-type: none"> <li><a href="#">OASAS Application Quick Tips</a></li> <li><a href="#">CDS Quick Reference</a></li> <li><a href="#">MSD (PAS-48) Frequently Asked Questions</a></li> <li><a href="#">Logging in to OASAS Applications</a></li> <li><a href="#">Change OASAS Application Password</a></li> <li><a href="#">OASAS External Access Request Form (IRM-15)</a></li> <li><a href="#">PPSI and Contact Update Instructions - REVISED 2007</a></li> <li><a href="#">Client Data System Bulletins **UPDATED**</a></li> <li><a href="#">Local Services Bulletin No. 2006-01: MATS Intensive Case Management Initiative/Patient Data</a></li> <li><a href="#">MATS Provider-Oriented Frequently Asked Questions</a></li> <li><a href="#">MATS Client-Oriented Frequently Asked Questions</a></li> </ul> <p><b>CDS Documentation</b></p> <ul style="list-style-type: none"> <li><b>Forms and Instructions</b>   <b>User Guides</b>   <b>Online Tutorials (Video Only)</b></li> <li><b>Forms beginning January 1, 2007</b></li> <li>These Client Data System forms must be used for admissions, discharges and crisis services with transaction dates on or after January 1, 2007. The Monthly Service Delivery form must be used beginning with the January 2007 report that is due by February 10, 2007. <b>Admissions, discharges and crisis transactions with transaction dates prior to January 1, 2007 must use the previous forms</b> for the period 6/1/2005 - 12/31/2006 <b>regardless of the date they are entered in the system.</b></li> <li><a href="#">Child in Residence Report</a></li> <li><a href="#">Child in Residence Report Instructions</a></li> <li><a href="#">Batch Process File Specifications - January 2007 ** REVISED **</a></li> <li><a href="#">Methadone Client Annual Status Report (PAS-26n) - April 2007</a></li> <li><a href="#">Methadone Client Annual Status Report Instructions - April 2007</a></li> <li><a href="#">Admission Form (PAS-44n, Version 4)</a></li> <li><a href="#">Admission Form Instructions - January 2007</a></li> </ul>

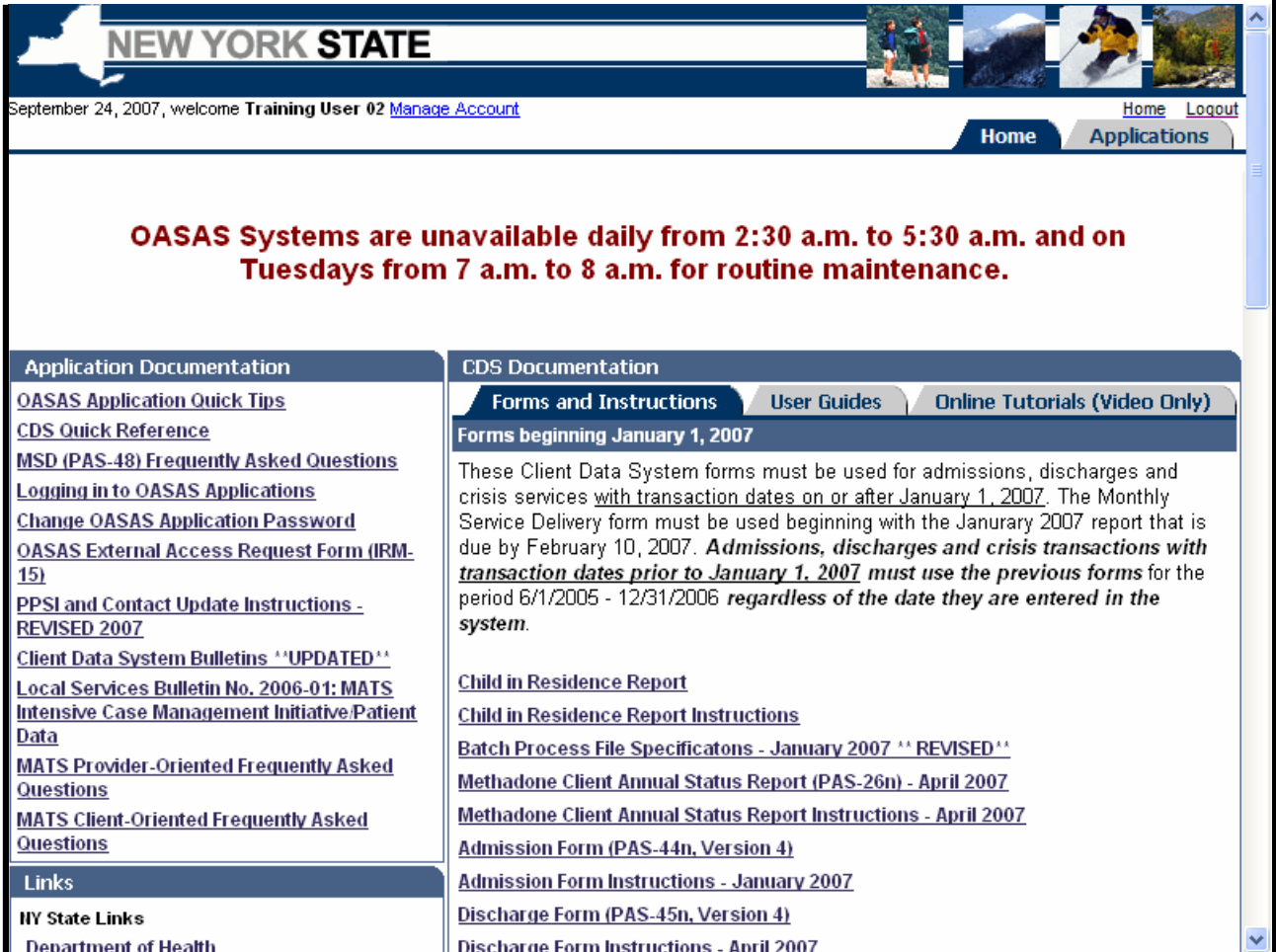
Step	Instructions	Image
2	<p>Next, you will type your OASAS <b>User Name</b> into the <b>User Name</b> textbox.</p> <p>NOTE: The <b>User Name</b> field is case sensitive. Please ensure that your keyboard Caps Lock is NOT on when entering your User Name.</p> <p>Press the <b>Tab</b> key on your keyboard to move to the next field.</p> <p>NOTE: Do not press the <b>Enter</b> key. This will send the user name to the system without the password and cause an error.</p>	
3	<p>Next, type your password into the <b>Password</b> textbox.</p> <p>NOTE: When you enter in your password, the text will be hidden with circles for security purposes.</p>	

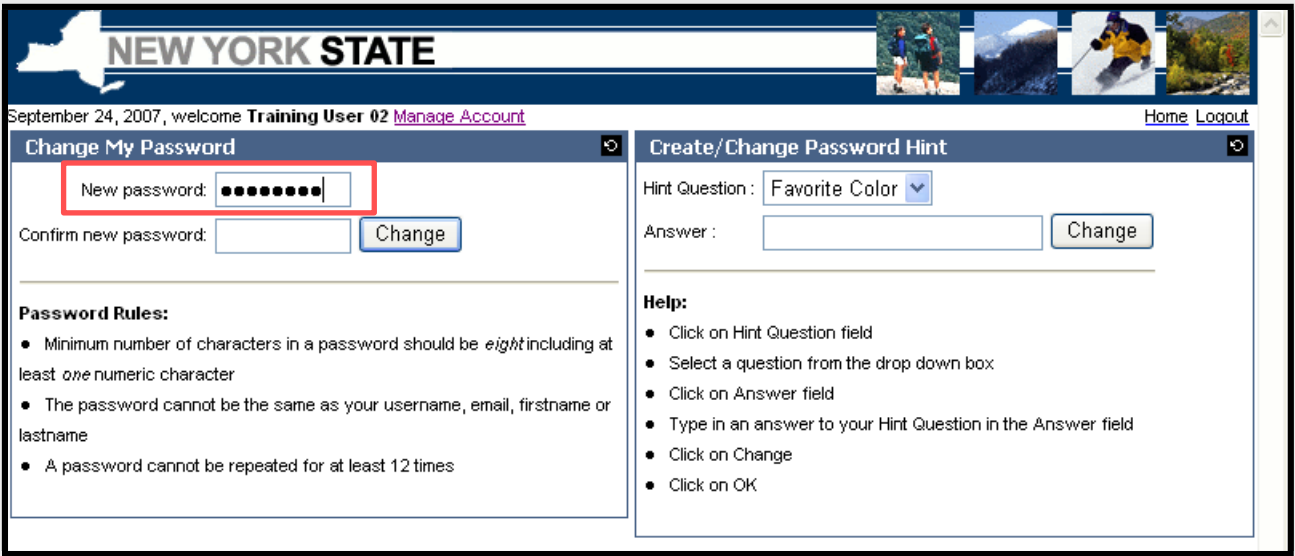
Step	Instructions	Image
4	<p>Finally, you will click the <b>Login</b> button below the textboxes.</p> <p>NOTE: If you enter the wrong User Name and/or Password, you will get an error. If you enter the wrong information three times, your account will be locked out and you will need to call the Provider Help Desk (518-485-2379).</p>	 <p>The screenshot shows a login window titled "Enter your user name and password to login". It contains two input fields: "User Name" with the text "smith12" and "Password" with masked characters. Below the fields are two buttons: "Login" and "Cancel". The "Login" button is highlighted with a red rectangular box. At the bottom of the window, there is a link for "Forgot Password" for non-OASAS external users ONLY.</p>
4a	<p>If an error occurs, the OASAS Application will display the following error message:</p> <p><b>“Error: Authentication failed. Please try again.”</b></p> <p>Remember to turn off your Caps Lock before entering your login information.</p>	 <p>The screenshot shows the same login window as in step 4, but with an error message displayed. The error message, "Error: Authentication failed. Please try again", is enclosed in a red rectangular box. The "User Name" field still contains "smith12", and the "Password" field is empty. The "Login" and "Cancel" buttons are visible below the fields. At the bottom of the window, there is a link for "Forgot Password" for non-OASAS external users ONLY, and a footer with the text: "Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Office of Alcoholism and Substance Abuse Services, New York State. All Rights Reserved".</p>

Step	Instructions	Image
4b	<p>If you are logging in for the first time, you will receive an error message requiring you to immediately change your password (although it is not technically an error). This message says “<b>Error: You must change your password before you can continue.</b>”</p> <p>Simply enter your initial password given to you by OASAS into the <b>Old Password</b> field. Press the <b>Tab</b> key on your keyboard to move to the next field.</p> <p>Then enter your new password in the <b>New Password</b> field and press the <b>Tab</b> key on your keyboard to move to the next field. Next, enter the new password again into the <b>Confirm New Password</b> field.</p> <p>Finally, click on the <b>OK</b> button.</p> <p>NOTE: The password rules noted above still apply.</p>	 <p>The screenshot shows the New York State website header with the text "NEW YORK STATE" and a navigation menu. Below the header, there is a prompt: "Enter your old password and a new password. Confirm your new password to make sure you entered it correctly". A "Change Password" dialog box is displayed, containing an error message: "Error: You must change your password before you can continue". The "User Name" field is populated with "train02". The "Old Password", "New Password", and "Confirm New Password" fields are highlighted with a red border. Below the dialog box, there are "OK" and "Cancel" buttons. A "Password Rules" section lists three rules: 1. Minimum number of characters in a password should be eight including at least one numeric character. 2. The password cannot be the same as your username, email, firstname or lastname. 3. A password cannot be repeated for at least 12 times. At the bottom, there is a disclaimer: "Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Office of Alcoholism and Substance Abuse Services, New York State. All Rights Reserved" and a VeriSign Secured logo.</p>

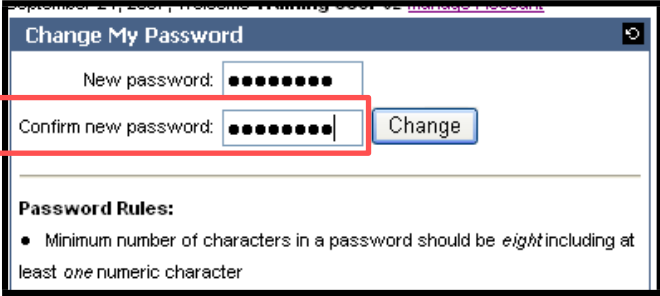
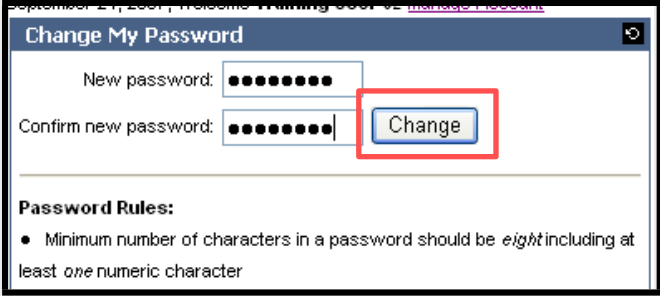
Step	Instructions	Image
4c	<p>A new window will then appear with an error message requiring you to enter your new password again (although it not technically an error). The message reads <b>“Error: You must enter your logon password.”</b></p> <p>Simply enter your newest password into the <b>Password</b> field (i.e., enter the same password from the previous screen that you entered in the “New Password” field).</p> <p>Finally, click on the <b>Login</b> button.</p>	
5	<p>Depending on the security settings in your browser, a pop-up box containing a Security Alert may appear. If so, click the <b>Yes</b> button to continue to the main <i>OASAS Applications</i> page.</p>	


## Change Password Process

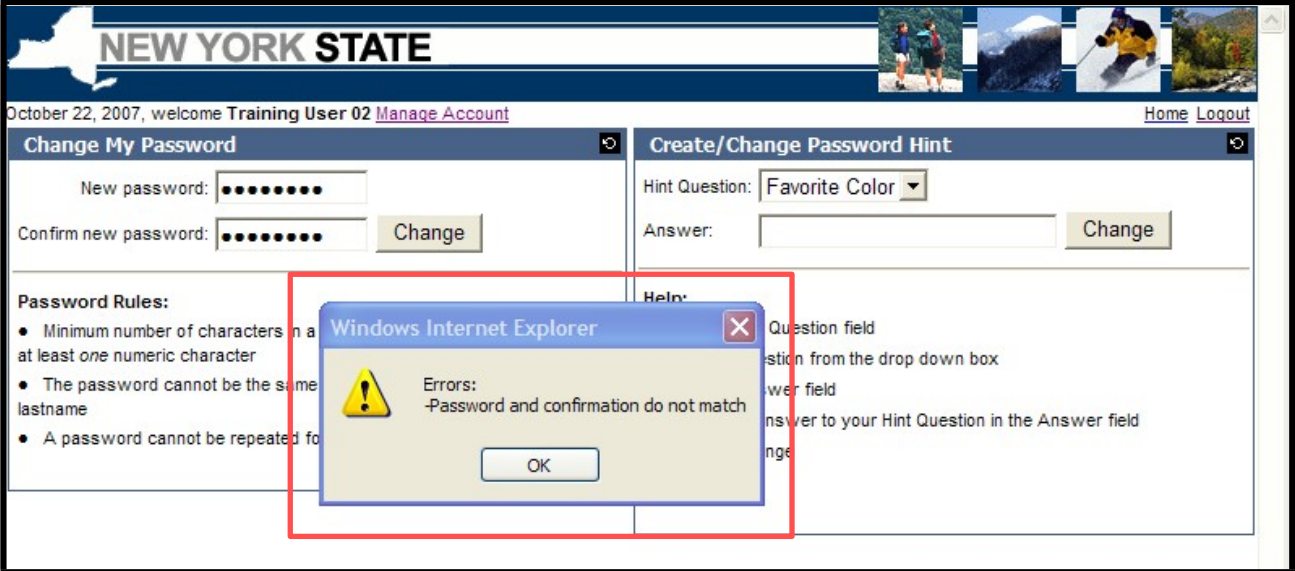
Step	Instructions	Image
6	<p>Now you are on the main <i>OASAS Applications</i> page.</p> <p>The next step is to go to the <i>Manage Account</i> page to change your password.</p> <p>Click the <b>Manage Account</b> link in the top-left area of the screen to go to the <i>Manage Account</i> page.</p>	 <p>The screenshot shows the top of the OASAS Applications website. At the top left is a map of New York State with the text "NEW YORK STATE". To the right are four small images: a person on a boat, a mountain, a person on a horse, and a person on a bicycle. Below the header, it says "September 24, 2007, welcome Training User 02" with a "Manage Account" link. There are "Home" and "Applications" buttons. A large red notice in the center states: "OASAS Systems are unavailable daily from 2:30 a.m. to 5:30 a.m. and on Tuesdays from 7 a.m. to 8 a.m. for routine maintenance." Below this are two columns of links. The left column is under "Application Documentation" and includes links for "OASAS Application Quick Tips", "CDS Quick Reference", "MSD (PAS-48) Frequently Asked Questions", "Logging in to OASAS Applications", "Change OASAS Application Password", "OASAS External Access Request Form (IRM-15)", "PPSI and Contact Update Instructions - REVISED 2007", "Client Data System Bulletins **UPDATED**", "Local Services Bulletin No. 2006-01: MATS Intensive Case Management Initiative/Patient Data", "MATS Provider-Oriented Frequently Asked Questions", and "MATS Client-Oriented Frequently Asked Questions". The right column is under "CDS Documentation" and includes sub-sections for "Forms and Instructions", "User Guides", and "Online Tutorials (Video Only)". Under "Forms and Instructions", it says "Forms beginning January 1, 2007" and provides a detailed notice about using forms for admissions, discharges, and crisis services starting January 1, 2007. It lists various forms and instructions, such as "Child in Residence Report", "Batch Process File Specifications - January 2007 **REVISED**", "Methadone Client Annual Status Report (PAS-26n) - April 2007", "Admission Form (PAS-44n, Version 4)", and "Discharge Form (PAS-45n, Version 4)".</p>

Step	Instructions	Image
7	<p>You are now on the <i>Manage Account</i> page. From this page, you can create or change your password hint, or change your password. First, you will change your password.</p> <p>To begin, click on the <a href="#">New Password</a> field with your mouse and type a new password for your account into the <a href="#">New Password</a> textbox.</p> <p>NOTE: The Password Rules are as follows:</p> <ul style="list-style-type: none"> <li>• Minimum number of characters in a password should be eight (8) including at least one (1) numeric character (0-9).</li> <li>• The password cannot be the same as your username, email, first name, or last name.</li> <li>• A password cannot be repeated for at least twelve (12) times.</li> </ul>	 <p>The screenshot shows the 'NEW YORK STATE' header with a navigation bar. Below the header, it says 'September 24, 2007, welcome Training User 02 Manage Account' and has links for 'Home' and 'Logout'. There are two main panels: 'Change My Password' and 'Create/Change Password Hint'. In the 'Change My Password' panel, the 'New password:' field is highlighted with a red box and contains eight dots. Below it is a 'Confirm new password:' field and a 'Change' button. The 'Create/Change Password Hint' panel has a 'Hint Question:' dropdown menu set to 'Favorite Color', an 'Answer:' field, and a 'Change' button. A 'Password Rules' section lists three bullet points: minimum 8 characters including one numeric, no reuse of personal info, and no reuse within 12 times. A 'Help:' section lists four steps: click on Hint Question field, select a question, click on Answer field, type in an answer, click on Change, and click on OK.</p>

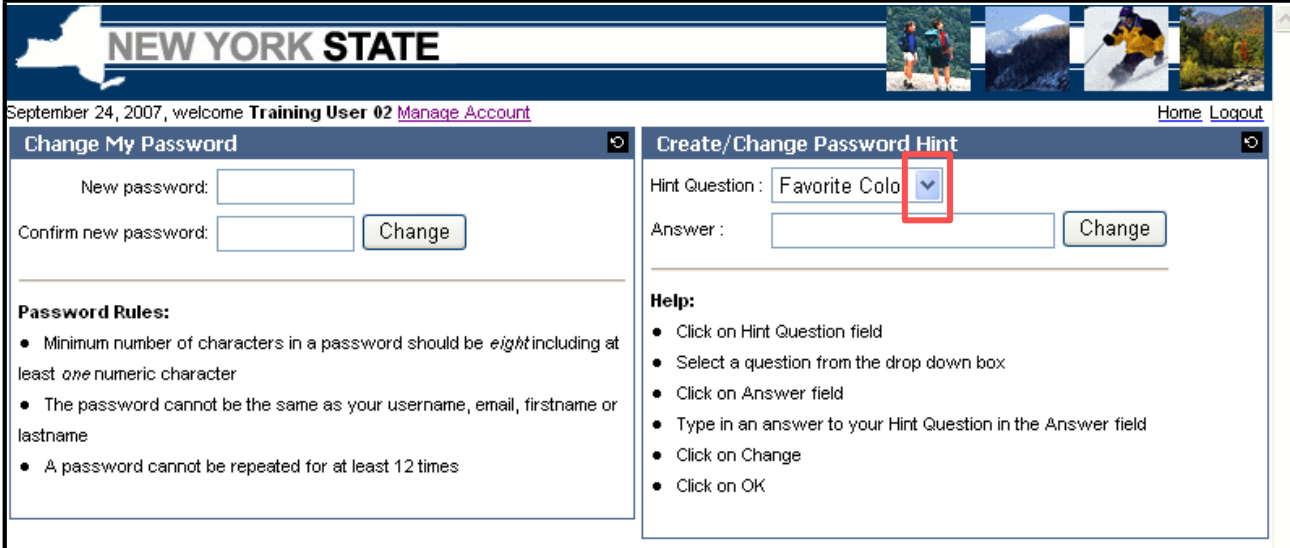
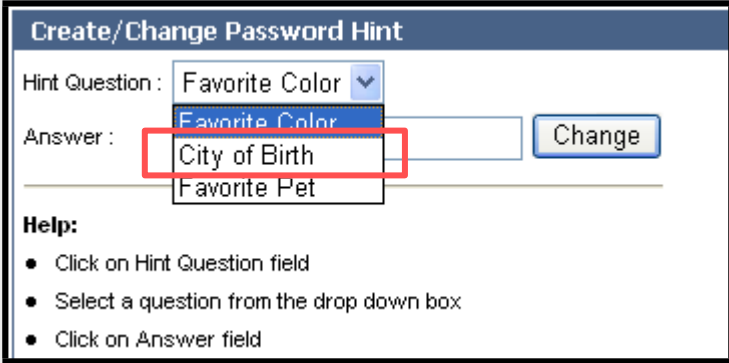


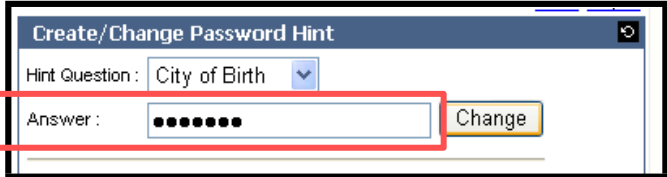
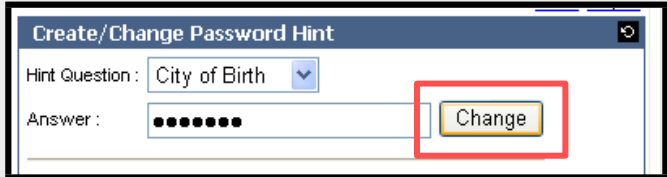
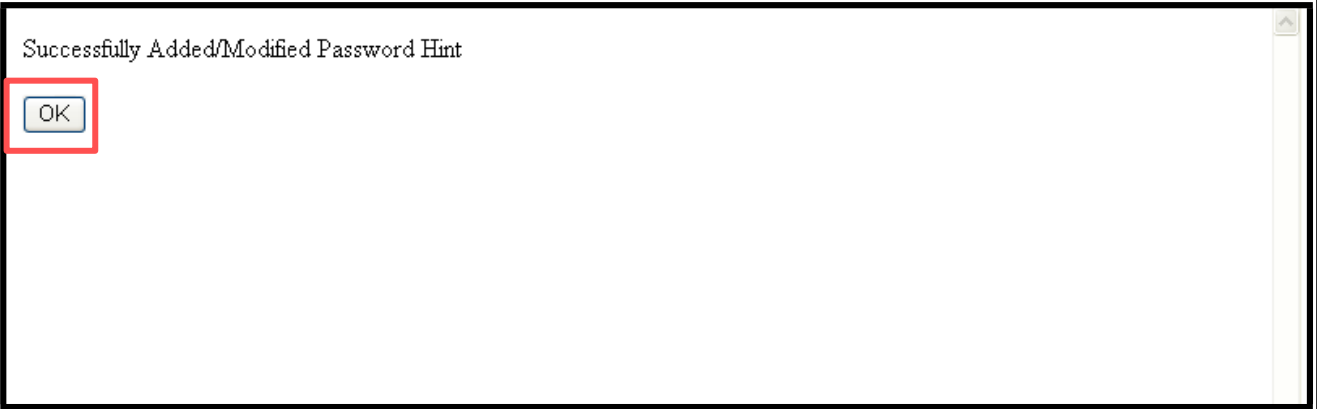
Step	Instructions	Image
8	<p>Next, press the <b>Tab</b> key on your keyboard to move to the next field.</p> <p>NOTE: Do not press the <b>Enter</b> key as that will send the password to the system without the confirmation and cause an error.</p> <p>Then, you will confirm your new password by entering it into the <b>Confirm new password</b> textbox.</p>	 <p>The screenshot shows a window titled "Change My Password" with a close button in the top right corner. It contains two password input fields: "New password:" and "Confirm new password:". Both fields are filled with black dots. A blue "Change" button is positioned to the right of the "Confirm new password" field. A red rectangular box highlights the "Confirm new password" field and the "Change" button. Below the input fields, there is a section titled "Password Rules:" with a single bullet point: "Minimum number of characters in a password should be <i>eight</i> including at least <i>one</i> numeric character".</p>
9	<p>Finally, click the <b>Change</b> button to save your changes.</p>	 <p>This screenshot is identical to the one in step 8, showing the "Change My Password" dialog box. However, the red rectangular box now highlights the blue "Change" button, indicating the final step of the process.</p>

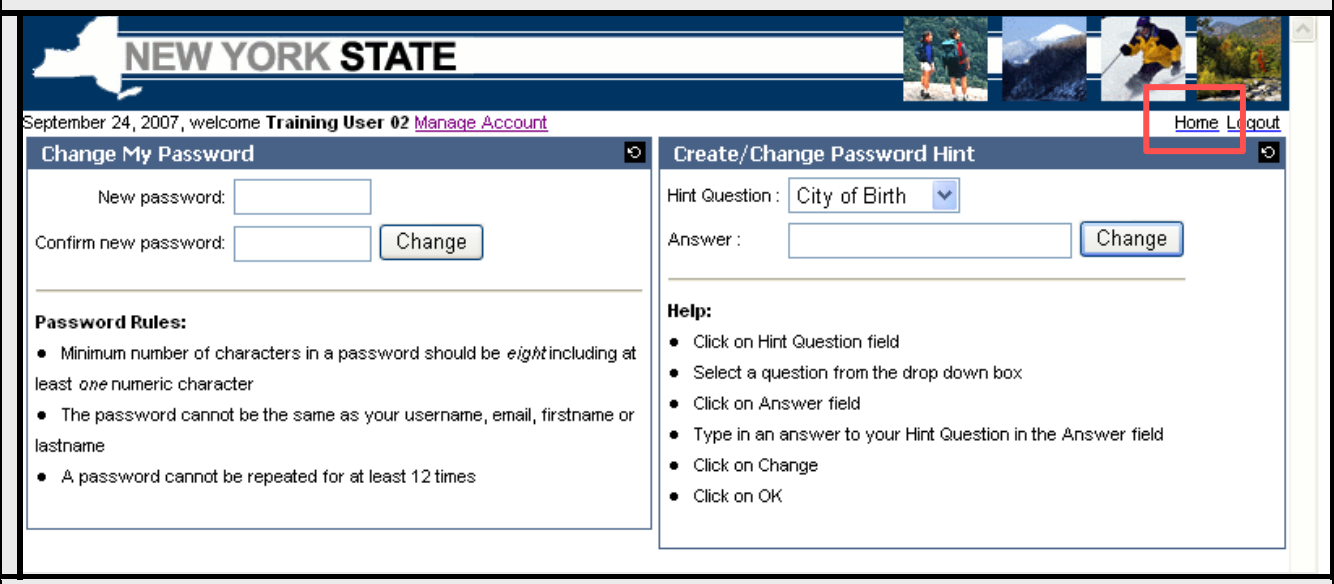

Step	Instructions	Image
10	<p>When the OASAS Application saves your changes, you will receive the following confirmation message: “Password changed successfully.”</p> <p>You will need to click the <b>OK</b> button to return to the <i>Manage Account</i> screen.</p>	 <p>The image shows a screenshot of a confirmation message box. The text inside the box reads "Password changed successfully." Below the text is a small button labeled "OK". The "OK" button is highlighted with a red rectangular box. The message box has a white background and a thin black border. There is a small icon in the top right corner of the box, possibly a close button.</p>

Step	Instructions	Image
10a	<p>If there is a problem, the OASAS Application will display an error message. The two most common reasons for an error are:</p> <ul style="list-style-type: none"> <li>• The passwords you entered do not match.</li> <li>• The passwords you entered do not conform to the password rules.</li> </ul> <p>If you get an error, an error pop up window will appear displaying the reason for the error. In this case, the passwords did not match so the error said:</p> <p>“<b>Errors:</b> -Password and confirmation do not match.”</p> <p>Click on the <b>OK</b> button and try again. Enter the passwords and click the <b>Change</b> button to continue.</p>	 <p>The screenshot shows the OASAS application interface. At the top, it says "NEW YORK STATE" and "October 22, 2007, welcome Training User 02". There are two main sections: "Change My Password" and "Create/Change Password Hint". In the "Change My Password" section, the "New password" and "Confirm new password" fields both contain seven dots. A "Change" button is visible. An error message box is overlaid on the page, titled "Windows Internet Explorer", with a yellow warning icon and the text: "Errors: -Password and confirmation do not match". Below the error message is an "OK" button. The "Create/Change Password Hint" section shows a "Hint Question" dropdown menu set to "Favorite Color" and an "Answer" field.</p>

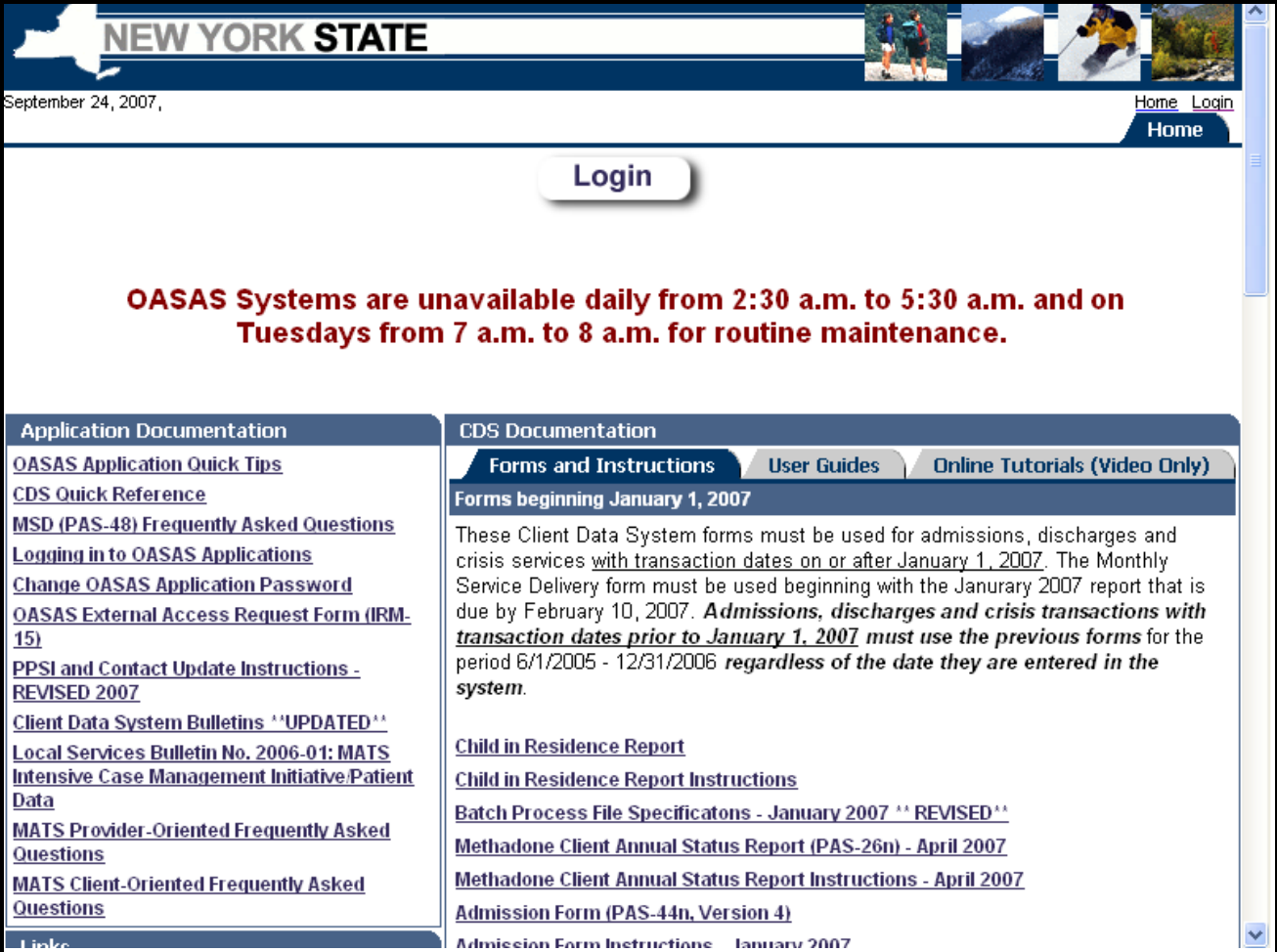
## Change/Create Password Hint Process

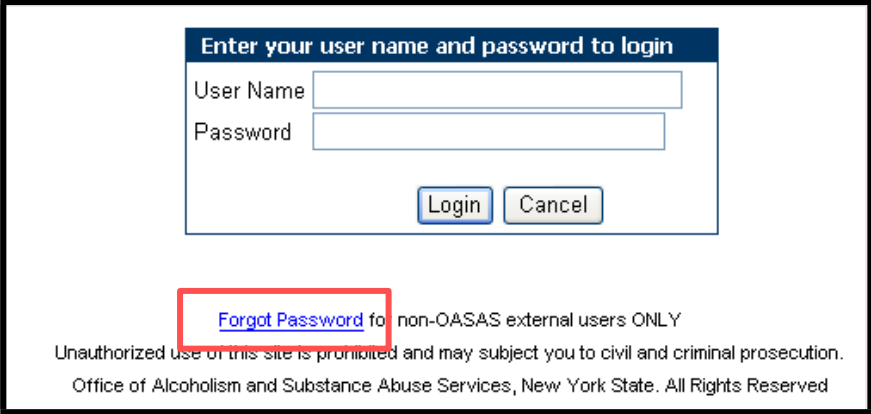
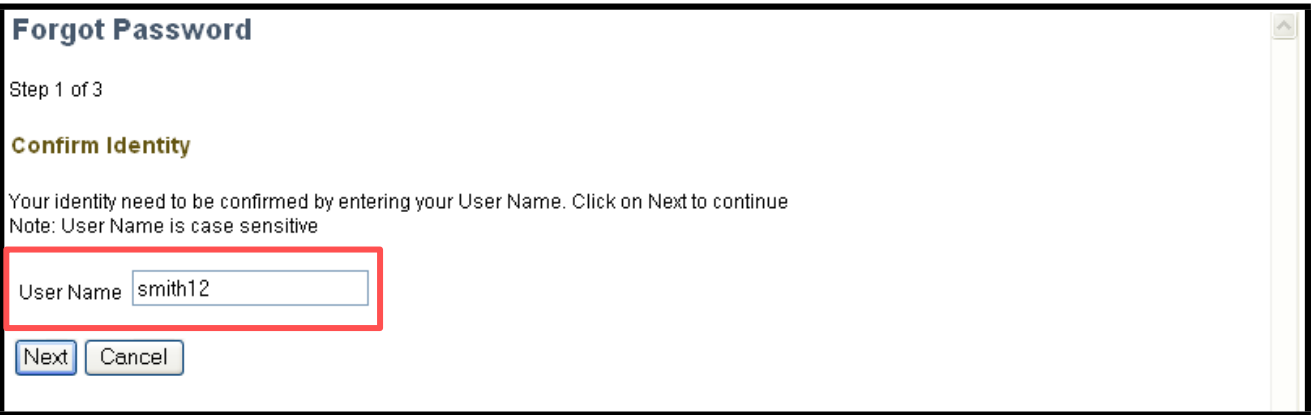
Step	Instructions	Image
11	<p>The password hint is used as a security measure to allow you to reset your password.</p> <p>First, you will need to select a <b>Hint Question</b> from the dropdown list. Click the <b>arrow</b> for the <b>Hint Question</b> dropdown list to open it.</p>	 <p>The screenshot shows the 'NEW YORK STATE' website header with a date of September 24, 2007, and a user named 'Training User 02'. Below the header are two main panels. The left panel is titled 'Change My Password' and contains fields for 'New password:' and 'Confirm new password:', along with a 'Change' button. Below this panel are 'Password Rules' listed as bullet points. The right panel is titled 'Create/Change Password Hint' and contains a 'Hint Question:' dropdown menu with 'Favorite Color' selected, an 'Answer:' text field, and a 'Change' button. A red box highlights the dropdown arrow in the 'Hint Question' field. Below the form is a 'Help:' section with three bullet points.</p>
12	<p>There are three options for a <b>Hint Question</b>: Favorite Color, City of Birth, and Favorite Pet. For the purpose of this exercise, we will choose “<b>City of Birth</b>.”</p>	 <p>This close-up screenshot shows the 'Create/Change Password Hint' form. The 'Hint Question:' dropdown menu is open, displaying three options: 'Favorite Color', 'City of Birth', and 'Favorite Pet'. The 'City of Birth' option is highlighted with a red box. Below the dropdown is the 'Answer:' text field and a 'Change' button. A 'Help:' section is visible at the bottom with three bullet points.</p>

Step	Instructions	Image
13	<p>Next, press the <b>Tab</b> key on your keyboard to move to the <a href="#">Answer</a> field.</p> <p>NOTE: Do not press the <b>Enter</b> key as that will send the <a href="#">Hint Question</a> choice to the system without the <a href="#">Answer</a> and cause an error.</p> <p>Finally, you will need to type an <a href="#">Answer</a> for the Hint Question (e.g., Buffalo).</p>	
14	<p>Click the <b>Change</b> button to save your Password Hint.</p>	
15	<p>When the OASAS Application saves your changes, you will receive the following confirmation message: “Successfully Added/Modified Password Hint.”</p> <p>Click the <b>OK</b> button to return to the <i>Manage Account</i> screen.</p>	

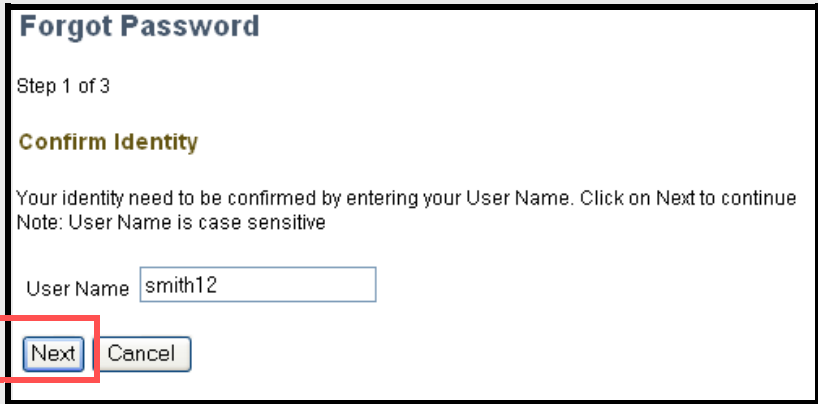
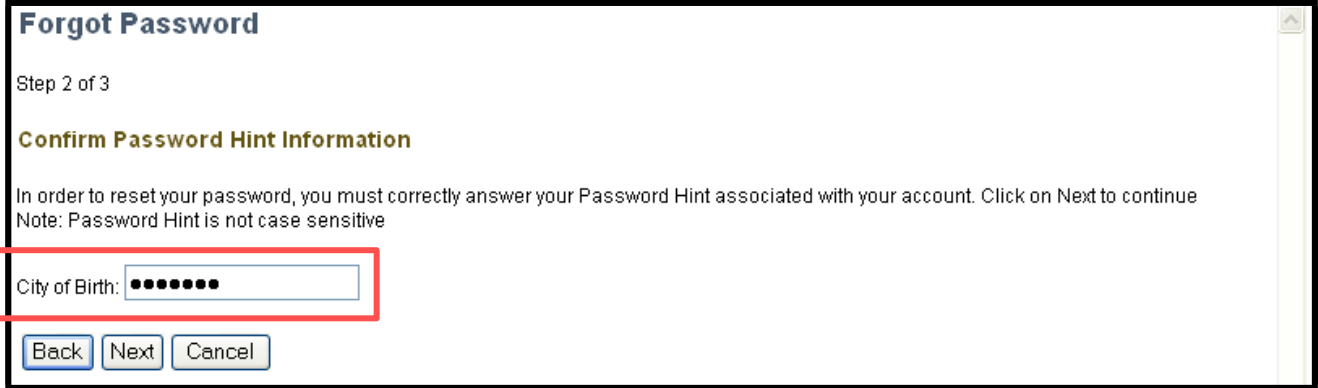
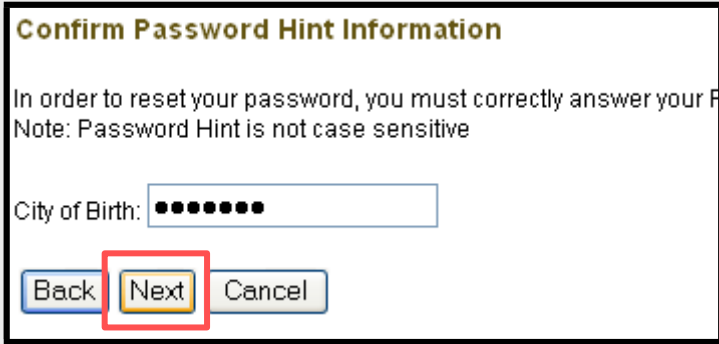
Step	Instructions	Image
16	To continue to work in the OASAS Applications, you would simply click the <b>Home</b> link to return to the main <i>OASAS Applications</i> page.	
17	If you are done in the OASAS Applications, click the <b>Logout</b> link to exit the OASAS Applications.	

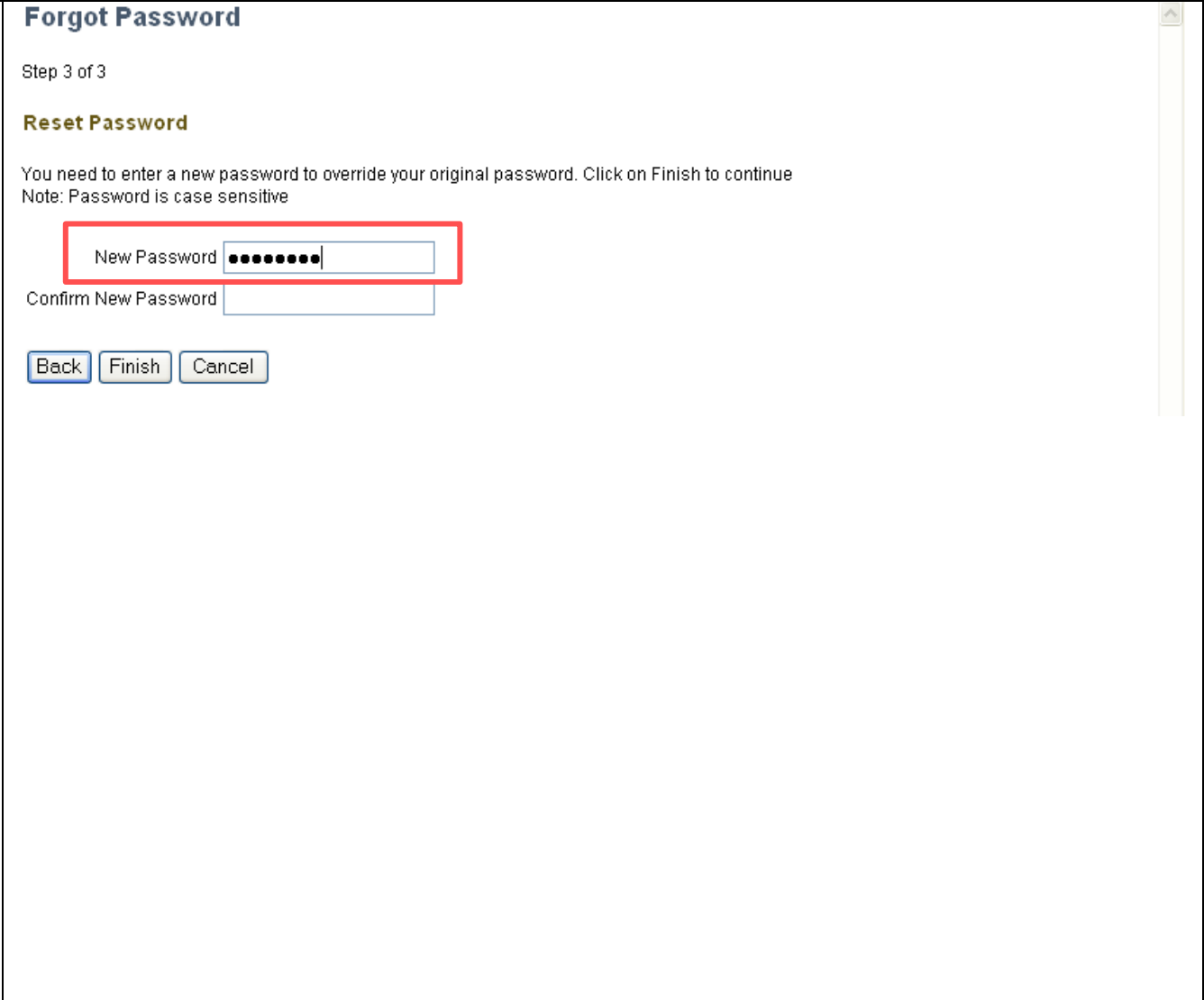
## Reset Your Password Process


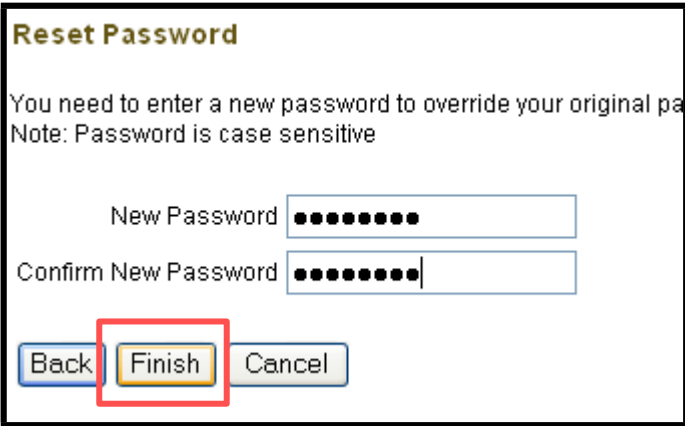

Step	Instructions	age
18	<p>Finally, you will learn how to reset your password (e.g., if you forgot your password).</p> <p>NOTE: To use this feature, you must have already created a password hint associated with this account. If you have forgotten your password but have not previously created a password hint, you must call the Provider Help Desk.</p> <p>Click the <b>Login</b> button to go to the <i>Login</i> page.</p>	 <p>The screenshot shows the New York State OASAS website. At the top, there is a navigation bar with the text "NEW YORK STATE" and a date "September 24, 2007". A "Login" button is prominently displayed. A large red notice in the center states: "OASAS Systems are unavailable daily from 2:30 a.m. to 5:30 a.m. and on Tuesdays from 7 a.m. to 8 a.m. for routine maintenance." Below the notice, there are two columns of links. The left column is titled "Application Documentation" and includes links for "OASAS Application Quick Tips", "CDS Quick Reference", "MSD (PAS-48) Frequently Asked Questions", "Logging in to OASAS Applications", "Change OASAS Application Password", "OASAS External Access Request Form (IRM-15)", "PPSI and Contact Update Instructions - REVISED 2007", "Client Data System Bulletins **UPDATED**", "Local Services Bulletin No. 2006-01: MATS Intensive Case Management Initiative/Patient Data", "MATS Provider-Oriented Frequently Asked Questions", and "MATS Client-Oriented Frequently Asked Questions". The right column is titled "CDS Documentation" and includes sub-sections for "Forms and Instructions", "User Guides", and "Online Tutorials (Video Only)". Under "Forms beginning January 1, 2007", there is a detailed notice about using forms for admissions, discharges, and crisis services starting from January 1, 2007, and a list of specific forms and instructions such as "Child in Residence Report", "Batch Process File Specifications - January 2007", "Methadone Client Annual Status Report (PAS-26n) - April 2007", and "Admission Form (PAS-44n, Version 4)".</p>

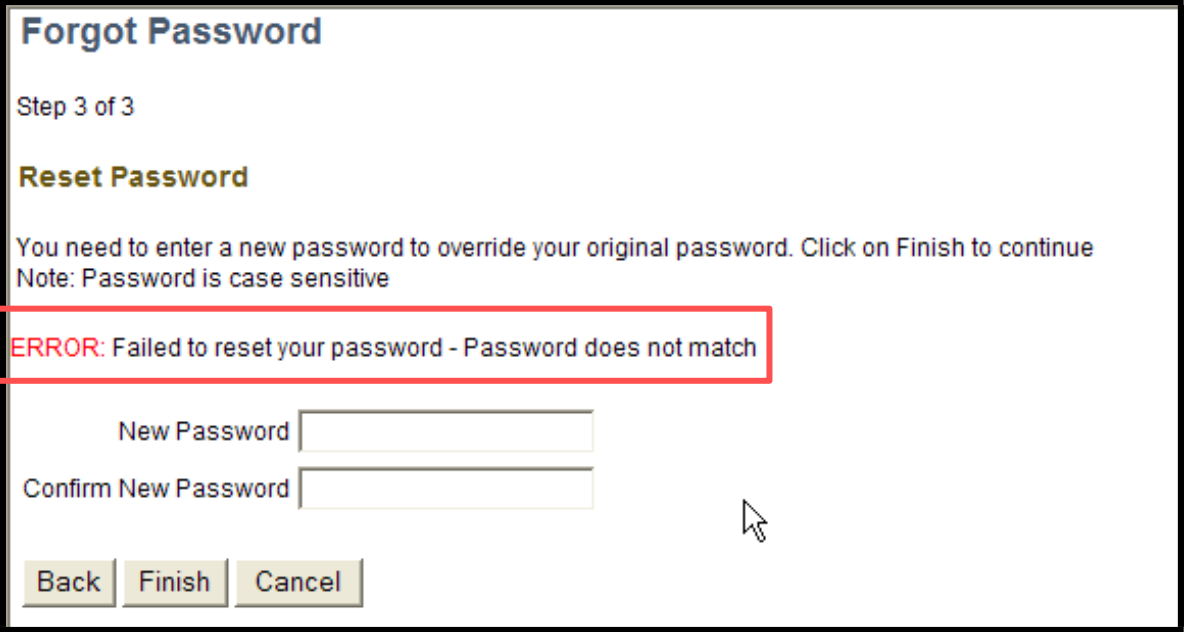
Step	Instructions	Image
19	<p>To reset your password, click the <b>Forgot Password</b> link.</p>	 <p>The image shows a login form titled "Enter your user name and password to login". It contains two input fields: "User Name" and "Password". Below the fields are "Login" and "Cancel" buttons. A red box highlights a blue link labeled "Forgot Password" located below the form. Below the link, there is a line of text: "non-OASAS external users ONLY". At the bottom of the page, there is a disclaimer: "Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Office of Alcoholism and Substance Abuse Services, New York State. All Rights Reserved".</p>
20	<p>There are 3 steps to resetting your password:</p> <ul style="list-style-type: none"> <li>• Confirm Identity</li> <li>• Confirm Password Hint Information</li> <li>• Reset Password</li> </ul> <p>Notice that you are currently on the “<i>Step 1 of 3: Confirm Identity</i>” page.</p> <p>First, you will enter your OASAS <b>User Name</b> into the textbox.</p> <p>NOTE: The <b>User Name</b> field is case sensitive. Please ensure that your keyboard Caps Lock is NOT on when entering your User Name.</p>	 <p>The image shows the "Forgot Password" page, Step 1 of 3. The section is titled "Confirm Identity". Below the title, it says "Your identity need to be confirmed by entering your User Name. Click on Next to continue" and "Note: User Name is case sensitive". A red box highlights the "User Name" input field, which contains the text "smith12". Below the input field are "Next" and "Cancel" buttons.</p>

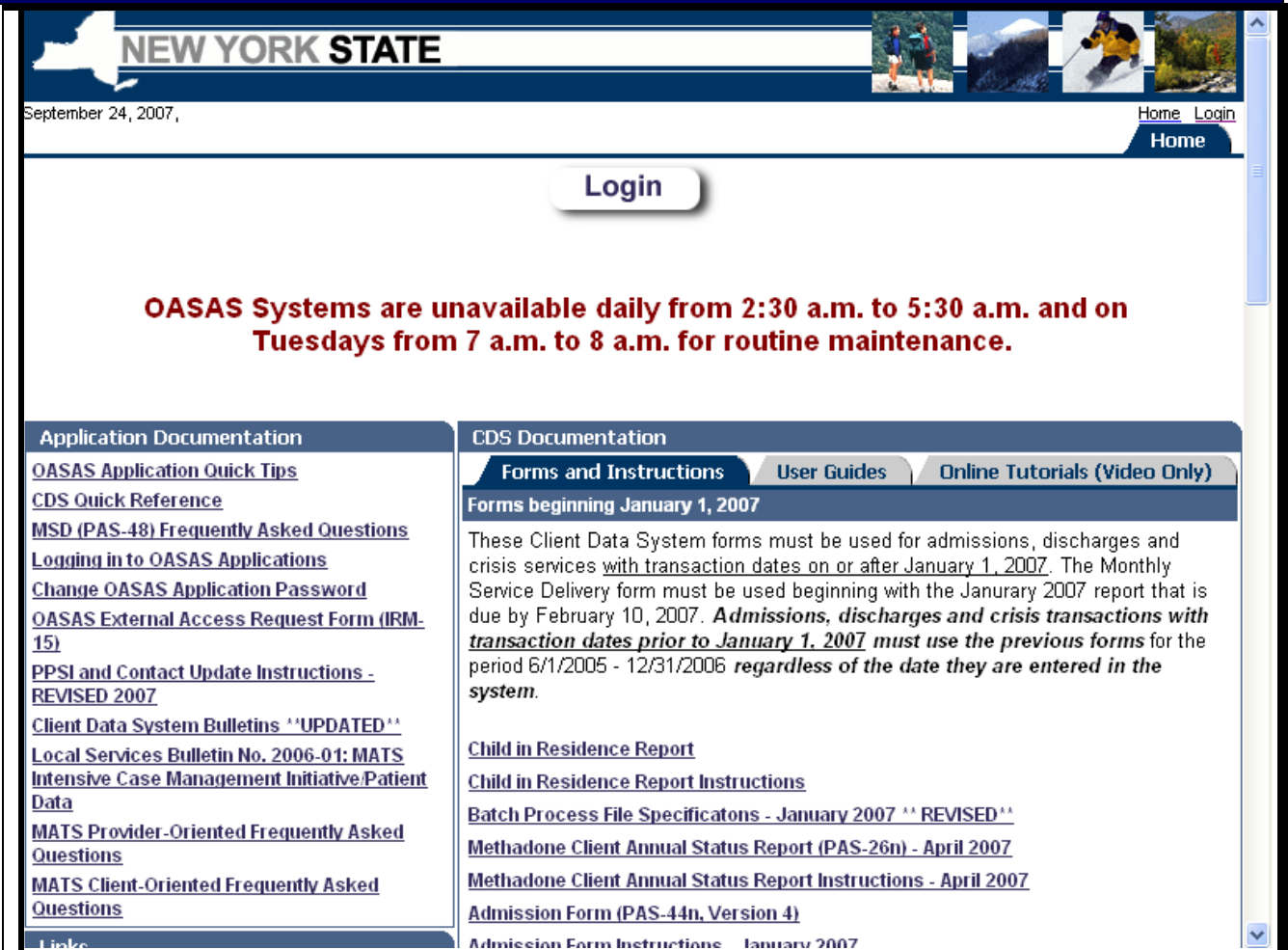


Step	Instructions	Image
21	<p>Click the <b>Next</b> button to go to the <i>Confirm Password Hint Information</i> page.</p>	
22	<p>You are now on “<i>Step 2 of 3: Confirm Password Hint Information</i>” page. This is where you enter the answer to the password hint you previously created.</p> <p>Type the answer to your hint question; in this case it is the <a href="#">City of Birth</a> textbox.</p> <p>NOTE: If you use the Tab key to move to the <b>Next</b> button, you will need to press it twice.</p>	
23	<p>Now, click the <b>Next</b> button to continue to the <i>Reset Password</i> page.</p>	

Step	Instructions	Image
24a	<p>You are now on the “<i>Step 3 of 3: Reset Password</i>” page. You will need to type a <b>new password</b> into the <b>New Password</b> textbox.</p> <p>NOTE: The Password Rules are as follows:</p> <ul style="list-style-type: none"> <li>• Minimum number of characters in a password should be eight (8) including at least one (1) numeric character (0-9).</li> <li>• The password cannot be the same as your username, email, first name, or last name.</li> <li>• A password cannot be repeated for at least twelve (12) times.</li> </ul> <p>Next, press the <b>Tab</b> key on your keyboard to move to the next field.</p> <p>NOTE: Do not press the <b>Enter</b> key as that will send the password to the system without the confirmation and cause an error.</p>	 <p><b>Forgot Password</b></p> <p>Step 3 of 3</p> <p><b>Reset Password</b></p> <p>You need to enter a new password to override your original password. Click on Finish to continue  Note: Password is case sensitive</p> <p>New Password <input type="password" value="••••••••"/></p> <p>Confirm New Password <input type="password"/></p> <p><input type="button" value="Back"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/></p>

Step	Instructions	Image
24b	<p>Next, you will need to confirm the new password by entering it into the <a href="#">Confirm New Password</a> textbox.</p> <p>NOTE: If you use the Tab key to get to the <b>Finish</b> button, you will need to press the Tab key twice.</p>	 <p>The screenshot shows a dialog box titled "Reset Password" with the text "You need to enter a new password to override your original password. Note: Password is case sensitive". Below this are two password input fields: "New Password" and "Confirm New Password". The "Confirm New Password" field is highlighted with a red rectangular box. At the bottom are three buttons: "Back", "Finish", and "Cancel".</p>
25	<p>Finally, click the <b>Finish</b> button to save your changes.</p>	 <p>The screenshot shows the same "Reset Password" dialog box as in step 24b. In this view, the "Finish" button at the bottom is highlighted with a red rectangular box.</p>
26	<p>When your new password is saved into the OASAS Applications, you will receive the following confirmation message: "Your password has been successfully reset." You can now return to the <i>OASAS Applications</i> page by clicking the <b>OK</b> button.</p>	 <p>The screenshot shows a confirmation message box titled "Forgot Password" with the text "Your password has been successfully reset". Below the message is an "OK" button, which is highlighted with a red rectangular box.</p>

Step	Instructions	Image
26a	<p>If there is a problem, the OASAS Application will display an error message. The two most common reasons for an error are:</p> <ul style="list-style-type: none"> <li>• The passwords you entered do not match.</li> <li>• The passwords you entered do not conform to the password rules.</li> </ul> <p>If you get an error, an error pop up window will appear displaying the reason for the error. In this case, the passwords did not match so the error said:</p> <p>“<b>ERROR:</b> Failed to reset your password - Password does not match.”</p> <p>Try again. Enter the passwords and click the <b>Finish</b> button to continue.</p>	 <p>The image shows a 'Forgot Password' dialog box titled 'Forgot Password' with the subtitle 'Step 3 of 3'. Below the subtitle is the heading 'Reset Password'. The main text reads: 'You need to enter a new password to override your original password. Click on Finish to continue' followed by a note: 'Note: Password is case sensitive'. A red-bordered box highlights an error message: 'ERROR: Failed to reset your password - Password does not match'. Below the error message are two input fields: 'New Password' and 'Confirm New Password'. At the bottom of the dialog are three buttons: 'Back', 'Finish', and 'Cancel'. A mouse cursor is visible near the 'Finish' button.</p>

Step	Instructions	Image
27	<p>NOTE: The next time you log into the OASAS Applications, you will be prompted to change your password. Remember that the password rules still apply.</p>	 <p>The screenshot shows the New York State OASAS website. At the top, there is a navigation bar with the text "NEW YORK STATE" and a date "September 24, 2007". There are links for "Home" and "Login". A prominent "Login" button is centered on the page. Below the button, a red text box states: "OASAS Systems are unavailable daily from 2:30 a.m. to 5:30 a.m. and on Tuesdays from 7 a.m. to 8 a.m. for routine maintenance." The page is divided into two main columns of links. The left column is titled "Application Documentation" and includes links for "OASAS Application Quick Tips", "CDS Quick Reference", "MSD (PAS-48) Frequently Asked Questions", "Logging in to OASAS Applications", "Change OASAS Application Password", "OASAS External Access Request Form (IRM-15)", "PPSI and Contact Update Instructions - REVISED 2007", "Client Data System Bulletins **UPDATED**", "Local Services Bulletin No. 2006-01: MATS Intensive Case Management Initiative/Patient Data", "MATS Provider-Oriented Frequently Asked Questions", and "MATS Client-Oriented Frequently Asked Questions". The right column is titled "CDS Documentation" and has sub-sections for "Forms and Instructions", "User Guides", and "Online Tutorials (Video Only)". Under "Forms and Instructions", there is a section for "Forms beginning January 1, 2007" with a detailed notice: "These Client Data System forms must be used for admissions, discharges and crisis services with transaction dates on or after January 1, 2007. The Monthly Service Delivery form must be used beginning with the January 2007 report that is due by February 10, 2007. Admissions, discharges and crisis transactions with transaction dates prior to January 1, 2007 must use the previous forms for the period 6/1/2005 - 12/31/2006 regardless of the date they are entered in the system." Other links in this section include "Child in Residence Report", "Child in Residence Report Instructions", "Batch Process File Specifications - January 2007 **REVISED**", "Methadone Client Annual Status Report (PAS-26n) - April 2007", "Methadone Client Annual Status Report Instructions - April 2007", "Admission Form (PAS-44n, Version 4)", and "Admission Form Instructions - January 2007".</p>