Login Procedures
OSOS Guide

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PURPOSE

This guide will provide users the directions to log into the One Stop Operating System (OSOS).

Before logging into OSOS, individuals must request permission from their Local Security Coordinator and complete the required documentation and confidentiality training. Please refer to the Accessing the System OSOS Guide: OSOS Guides

Once access has been approved, users will be provided a username and temporary password created by the OSOS/REOS Central Support Unit. The user is strongly advised to change the temporary password when logging in for the first time. Usernames and passwords in OSOS are case-sensitive.

For staff with access to the Reemployment Operating System (REOS), OSOS usernames and passwords are used to log in to REOS as well.

In order to keep OSOS and REOS accounts active, the user must sign into the OSOS system at least once every 180 days. Signing into REOS does not extend or restart 180-day count.

Failure to log into OSOS before the 180-day deadline will result in the account becoming inactive and it will prevent the ability to log into OSOS and REOS. Reactivating an account requires the user to contact the OSOS Support Unit and requires an overnight process to complete. Therefore, the user will not be able to login until the following day.

OSOS DATA ENTRY

SYSTEM REQUIREMENTS AND INITIAL SETUP

OSOS works in all common browsers, including Google Chrome, Microsoft Edge and Mozilla Firefox.

To access, please use this link: https://ososptr.labor.ny.gov/ptr/

Enter username and password in the appropriate fields and click the **Login** button on the screen.

When logged in, the system automatically opens to the **Inbox** tab of the **Staff** module.

Click the **Preference**s window.

CHANGING YOUR PASSWORD

After logging into OSOS for the first time with the temporary password, it is necessary to change the password and keep it confidential.

Enter the temporary password into the **Old Password** field and enter a new password, using 6 – 12 letters and numbers only into the **New Password** and **Confirm New Password** fields.

Click the **Change Password** button.
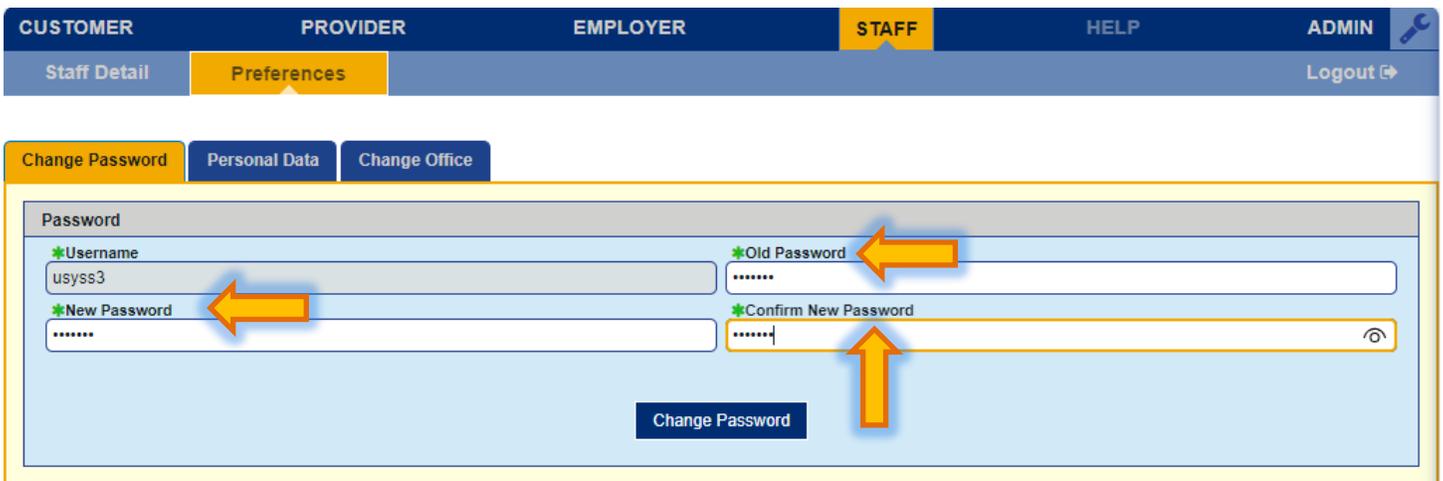
A webpage dialog box will pop up and indicate if the password was successfully changed or not:
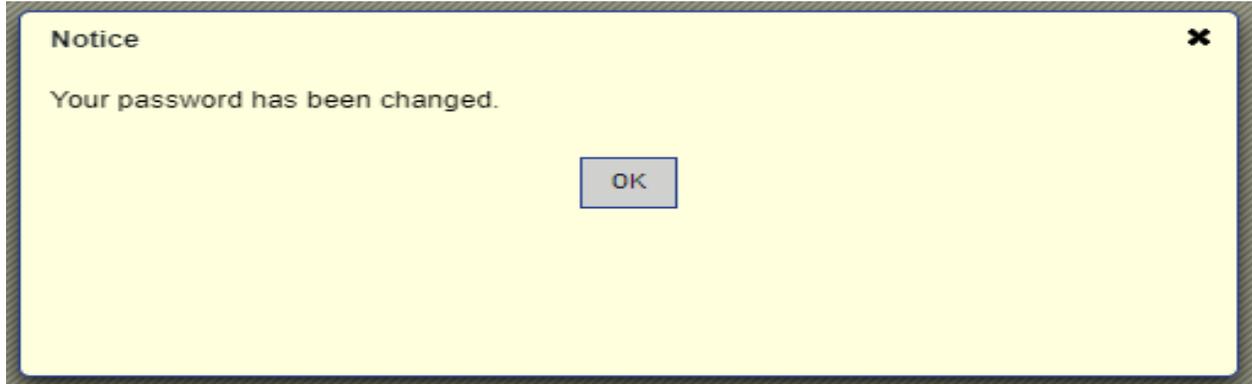
LOGGING INTO THE CORRECT OFFICE

The **Login Preferences** tab displays the user's **Primary Office** and, if the user has one or more secondary offices, which **Current Office** the user is logged into. Users with more than one office must be careful to enter data into the appropriate office. Therefore, the user may be required to change the office upon login.

When logging in, OSOS always logs the user into the Primary Office.

If it is necessary to change the current office, go to the Staff module, click on Preferences Window and choose the Change Office tab. Click the drop-down arrow and select the appropriate office.
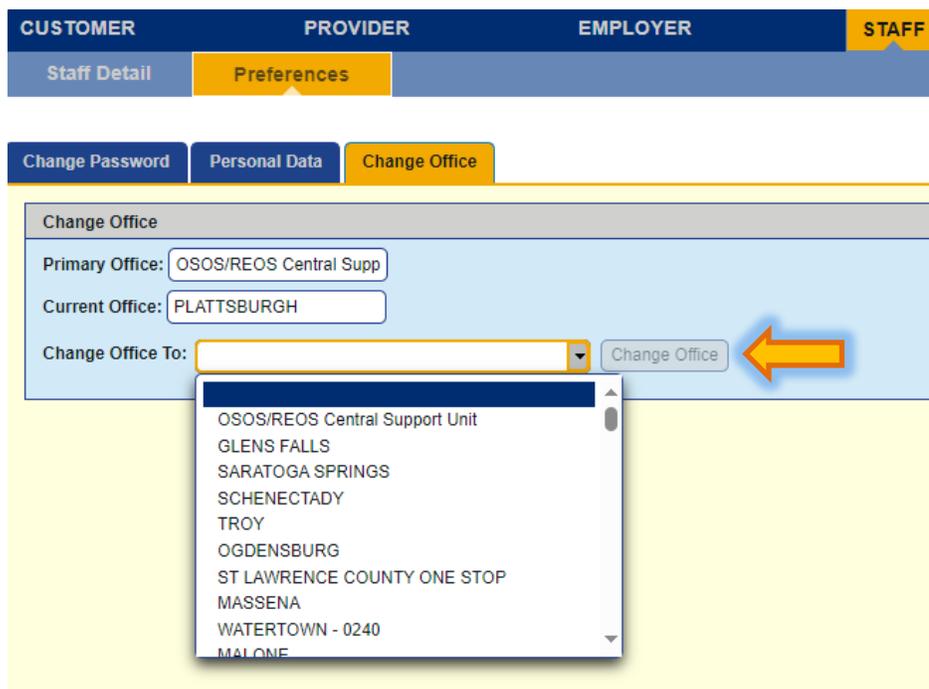
Click the **Change Office** to change the current office.
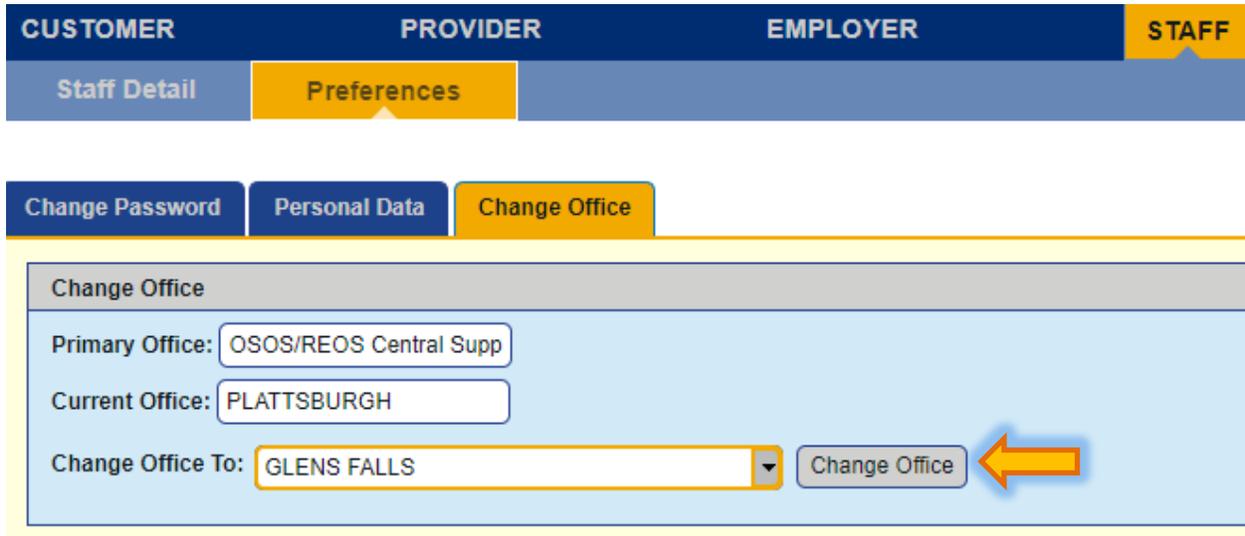
The webpage dialog box will pop up indicating which office the user is now logged into.
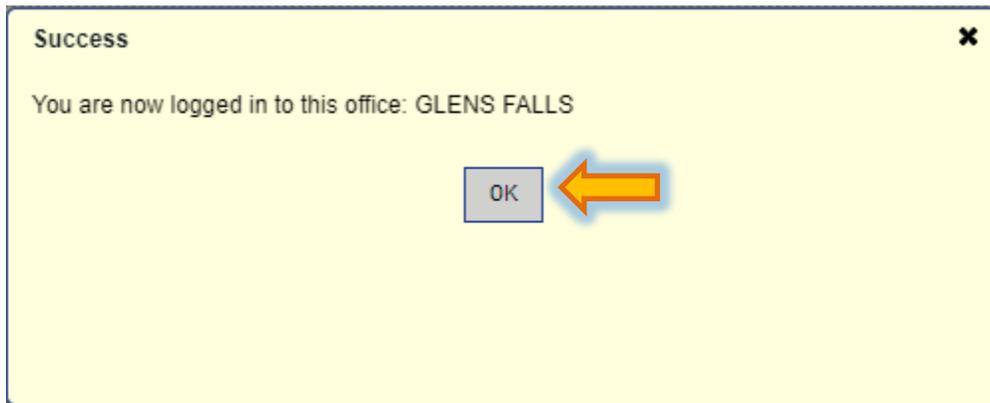
The **Login Preferences** tab will continue to list the **Primary Office**, but will now list the secondary office as the **Current Office**:
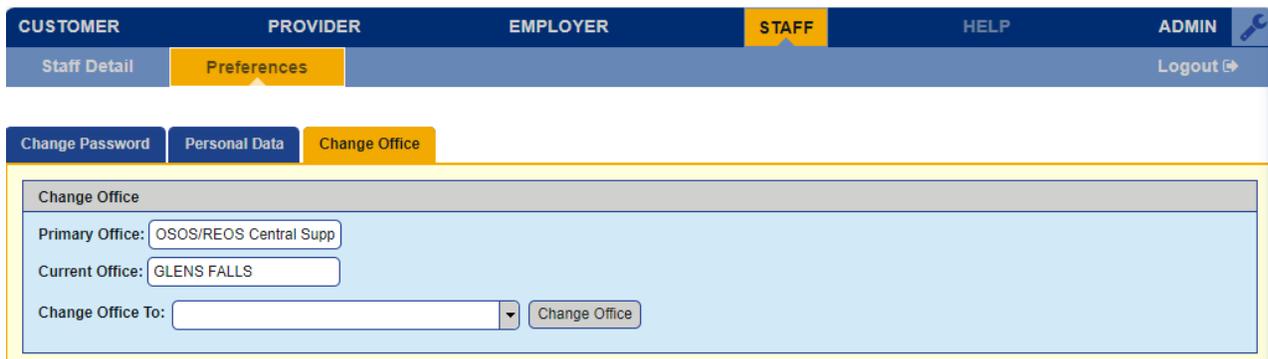
RESOURCES AND ASSISTANCE

For further assistance, please contact the OSOS Help Desk:
By phone: (518) 457-6586
By email: Help.OSOS@labor.ny.gov