Login Procedures
OSOS Guide
TABLE OF CONTENTS

Purpose ................................................................................................................................. 1
OSOS Data Entry .................................................................................................................. 2
  System Requirements and Initial Setup ............................................................................. 2
  Changing Your Password ................................................................................................. 4
  Logging Into the Correct Office ..................................................................................... 5
Resources and Assistance ................................................................................................... 8

PURPOSE

This guide will provide users the directions to login to OSOS.

Before logging in to 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.

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 the 180 day count.

Failure to login to 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 is viewed best in Internet Explorer.

First time users accessing OSOS from a NYS DOL computer dedicated to the HSEN network should go to the OSOS Validation Site: https://nyosos.labor.state.nyenet/

First time users accessing OSOS using a computer and Virtual Private Network (VPN) should go to the OSOS Validation Site: https://osos.labor.ny.gov/

The links on the validation site provide useful information regarding the compatibility and viewing OSOS in various operating systems. Take a moment to check that the computer meets the minimum system requirements and complete any required steps listed.

Click the purple link near the top of the page: Click for the AOSOS Mediated Application to access the OSOS logon screen.
It will require a few moments for the system to upload and allow access the login screen. The running scripts in the bottom left hand corner of the Internet Explorer browser are visible while the system is loading.

Enter the username and password in the appropriate data fields and click the Login button on the screen or either Enter button on the keyboard.
When logged in, the system automatically opens to the **Inbox** tab of the **Staff** module.

Click the **Preferences** 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** and the new confidential password, using 6 – 12 letters and numbers only into the **New Password** and **Confirm New Password** fields.
Click the **Change Password** button.

The Webpage Dialog screen will pop up and state 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.
When logging in, OSOS always logs the user into the primary office.

If it is necessary to change the current office, click the drop down arrow for the Change Office To data field and select the appropriate office.

Click the Change Office button.
The webpage Dialog screen will pop up indicating which office the user is now logged into.

Click the OK button.

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
Additional program information, OSOS guides and other resources can be found at:
http://labor.ny.gov/workforcenypartners/osos.shtm

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