








# Want To Register as a New Volunteer in NYS –ServNY?


**ServNY** is New York States' standardized volunteer registration program for disasters, and public health emergencies. Its goal to help local Volunteer Coordinators and the State Volunteer Coordinator manage events and to eliminate issues that arise when mobilizing healthcare and non-healthcare volunteers during an emergency response.



## Register As A New Volunteer Using Your NY.gov Account

1. Go to <https://my.ny.gov>.
2. Click **Sign in** and go to next step **OR** Register by clicking **Don't have an Account**
3. Select **Health Applications**. 
4. Select  ServNY  from list of NYS Department of Health Applications
5. Review the **ServNY Privacy Policy**
6. Check the I acknowledge, certify and/or agree.
7. Click **Continue**.
8. Complete all required fields (marked with red asterisk \*) in **GENERAL INFORMATION** section including: Identity, Contact Info, SMS/Text Messages & Emergency Contact Info.
9. Click **Continue**.
10. Complete **PROGRAM MEMBERSHIP**
11. Click **Continue**.  
If you selected Non-Health Care Volunteer, then proceed to **OTHER TRAININGS AND SKILLS**  
If you selected Health Care Volunteer, then proceed to **HEALTH CARE PROFESSIONS** and then to **OTHER TRAININGS AND SKILLS**
12. Click **Continue**
13. Review all data entered by scrolling down the **Volunteer Summary**
14. If you need to make any edits, then click  Edit
15. Click  Register. If errors exist, then an error message will display, so correct error(s) and  click again.  
For Healthcare Volunteers only, sample credentialing error:  
**SED / license #(\_123456 .) for SED profession (Profession - code ) not found in SED.**
16. Click  Export to PDF to save or print a copy of your volunteer profile (optional).

If you clicked **Don't have an Account** then follow steps on screen:

- a. Click **Personal**. 
- b. Review what is needed to create account
- c. Click **Sign Up for a Personal NY.gov ID**
- d. Enter First Name, Last Name, Email, Confirm Email, Preferred Username.
- e. Click **Check** to be sure Username is available. If NOT available, try again.
- f. Check **I'm not a robot**
- g. Click **Create Account**. If the system finds a last name and email match, then you can have your Username emailed to you OR Click **Continue**.
- h. Verify info on the screen (name, email and username). If not correct, click **Back** OR If correct, click **Continue**.
- i. Go to email you entered in Step 6.
- j. Click link in email (Please [click here](#) to activate your account).
- k. Select three (3) secret questions and answers.
- l. View You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.
- m. Enter password 2X
- n. Confirm **Password Change Info**/userID your new password has been set message.
- o. Click **Continue**.
- p. Click Continue to Enrollment on the NY.gov ID Activation page.
- q. Return to Step 2 instructions on left side of this document to register as a volunteer.