



FileNet Purchase Processing Agency View

New York State
Office of General Services
Business Services Center
(518) 457-4272
<http://bsc.ogs.ny.gov/>

OVERVIEW

Logging into the FileNet Workflow solution will allow users to complete tasks for Contract and Standalone Purchase Unit processing workflows. This solution will be used by employees in the BSC and supported Agencies.

This document, and those that follow, will step through:

- The login process,
- Accessing work items,
- Working with supporting documents,
- E-mailing documents from FileNet
- Completing work items

Once logged in you will find the applications and work queues that you have been granted access to, based upon the role that you have been assigned in FileNet. If you do not have all of the access that you require to complete your work please contact BSC Security and request the necessary role assignment.



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AGENCY LOG IN

The FileNet Workflow Solution can be accessed through the following URL:

<https://services.bsc.ny.gov/navigator/?desktop=Agency>

or

<https://my.ny.gov/>

The screenshot shows the 'My NY.gov Online Services' page. At the top, there is a search bar and a navigation menu with links for 'Online Services', 'FAQs', 'About NY.gov ID', 'Privacy Policy', and 'Terms of Service'. The main content area features a 'Sign In' button, a 'Forgot your Username or Password?' link, and a 'Don't have an Account?' button. Below this, there is a section titled 'Access to online services' with a 'Learn More' link. To the right, there is a 'WHAT'S NEW' section with news items dated March 10, 2014, and March 9, 2014. The footer contains copyright information and a 'Contact Us' link.



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AGENCY LOG IN

To begin logging in to the FileNet Workflow solution enter your network User ID and Password



Please login after reading the [Acceptable Use Policy](#) below



Username:

Password:

[Forgot your Username or Password ?](#)
[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

ACCEPTABLE USE POLICY FOR USERS OF NY.gov

This application uses the New York State (hereinafter State) Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business with the State or its agencies and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes;
2. You are responsible for acquiring and safeguarding your own user ID and password used to access this application;
3. You shall be responsible for any activity attributable to the use of your account whether by you or any other person;
4. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof;
5. You shall comply with all applicable confidentiality and security requirements as set forth in any applicable acceptable use policies or terms of service implemented through this application directly or by NYeNet Participating Organizations, and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission;
6. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations;
7. You shall not use this application for any fraudulent or illegal purpose, including, but not limited to, the transmission of obscene or harassing materials;
8. You must report any abuse or misuse of this application to ITS and you shall cooperate fully in any investigation into any such abuse or misuse, and
9. You understand and agree that the State reserves the right to revise, amend, or modify this Acceptable Use Policy or other related policies and agreements at any time in any manner. Notice of any revisions, amendments, or modifications will be posted on this and other sites.



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AGENCY LOG IN

Click on the BSC AGENCY FILENET SERVICES button



Search all of NY.gov
My NY.gov Online Services
State Agencies

You are logged in as -- [Log Out](#)

Welcome Michele to the My NY User Management site at [NY.gov](#)
Your NY.gov ID is
You previously logged in at Wed Mar 05 08:22:22 EST 2014

You have access to the following applications

BSC Agency FileNet Services	NYS IT Service Management System
e-Learning Application	Statewide Learning Management
ITS Inside Edge	Statewide Telephone Directory

- Change Password
- Update My Account
- App Enrollment
- About NY.gov ID
- FAQs
- Help Desk Information