



## Office of Victim Services

**ANDREW M. CUOMO**  
Governor

**ELIZABETH CRONIN**  
Director

# **ADVISORY BULLETIN**

**TRANSMITTAL NO. 2015-04**

**TO: ALL FUNDED PROGRAMS  
ADVISORY COUNCIL MEMBERS**

**FROM: ELIZABETH CRONIN, ESQ.  
DIRECTOR**

**SUBJECT: VSP CREDENTIAL APPROVAL**

**DATE: March 17, 2015**

OVS has been providing you with information about the Victim Service Portal (VSP) roll-out in recent days. You have recently received a Bulletin announcing the creation of the VSP, a Bulletin with the roll-out plan and training schedule and now OVS is pleased to announce instructions for accessing the VSP by advocates.

To access the VSP, you will need to have your credentials verified by OVS. Only those individuals with agency email addresses will be allowed access. Hotmail, Gmail, Yahoo, etc. email addresses are not allowable so if your agency does not have a domain email address, and you intend to use the VSP, please make the necessary accommodations as soon as possible.

To be approved for access to the VSP, you must send an email to [OVSVSP@ovs.ny.gov](mailto:OVSVSP@ovs.ny.gov) with contact information for each staff member who wishes to register. An agency may send contact information on everyone in their agency or individual staff members may send their information – please coordinate these efforts to avoid duplicate submissions from your agency. Both OVS funded and non-funded staff may have access to the VSP. Your information must include name, email address, agency name, VAP ID number and telephone number. Once the VSP goes live, approved users will receive an email from NY.gov with a link to access the VSP and set up your account. Since the VSP will roll-out by region, it may be a few weeks before you get your credential confirmation email

from NY.gov. Please be patient. The roll-out has been carefully crafted to avoid any possible interruptions or delays in going live. If you have any additional questions, you may contact your Program Monitor.

On behalf of the New York State Office of Victim Services, thank you for working with us to provide the highest quality services to crime victims.

A handwritten signature in black ink, appearing to read "Elizabeth Cronin". The signature is fluid and cursive, with a prominent initial "E".

Elizabeth Cronin, Esq.  
Director