

1) Global tab > tools > security > user maintenance

Ensure the user has a TxEVER account.

Ensure user has an account at your location. If not, add the location to their account.

The screenshot shows a web application interface titled "USER MAINTENANCE". The form is organized into two columns. The left column contains fields for "User ID: *", "First Name: *", "Middle Name:", "Last Name: *", and "Suffix:". The right column contains fields for "Email: *", "Password: *", and "User Type: *". Below the "User Type" field is a link labeled "Show List". At the bottom of the form, there are several buttons: "Save", "Update", "Search", "Advanced Search", "Clear Fields", "Deactivate User", "Add/Edit Locations", "Add/Edit Processes", and "Unlock User". Additionally, there are two dropdown menus: "Select User Status:" with "--Select a value--" and "Select Location:" with "--Select a value--".

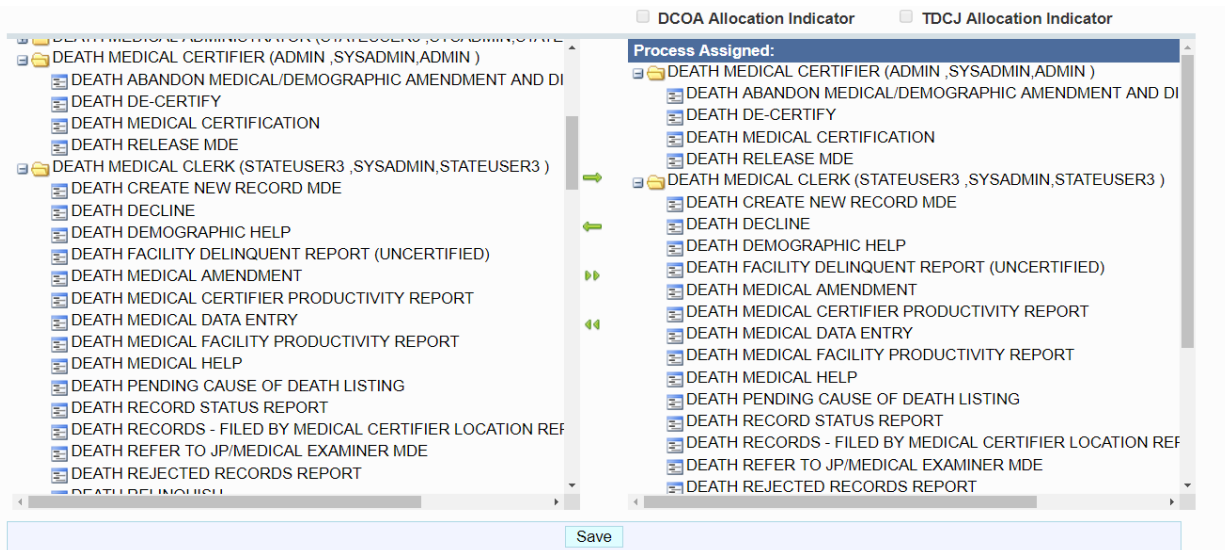
2) Ensure the user has the correct security processes.

Physicians must have two sets of processes.

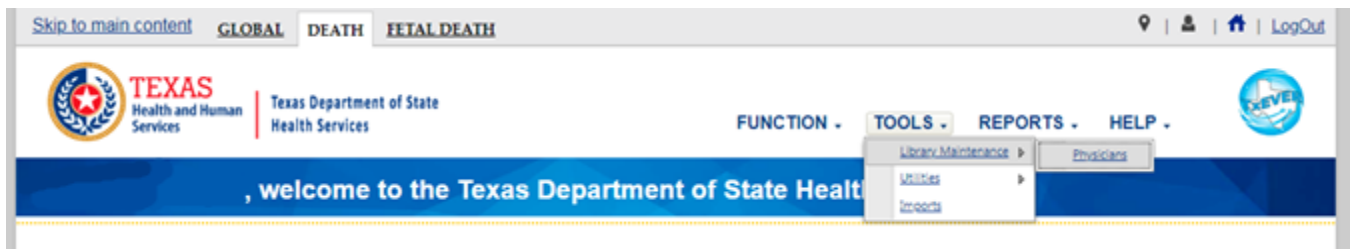
Physicians must have "DEATH MEDICAL CERTIFIER" and "DEATH MEDICAL CLERK" process groups attached to their accounts.

Medical Examiners and Justices of the Peace must have "DEATH ME/JP CERTIFIER" and "DEATH ME/JP CLERK" process groups.

Click save after correcting the processes.



3) Open Physician Table by Selecting the "Death" tab > Tools > Library Maintenance > Physicians



4) When the table scrolls to the bottom of the screen where physicians registered at your facility are listed, and then scroll the screen to the right until you see the column "Mapped User ID"

Select a physician type to filter the grid below:

Zip	Zip Ext	License Number	NPI	To Email	CC Email	Method Of Contact	Display In List	User ID	Date/Time	Mapped User ID
75525		R2587				E-MAIL	ALWAYS	STATEU	9/26/2018 2:17:31 PM	TBROWN
75025		R2589				E-MAIL	ALWAYS	JANBUR	11/7/2018 5:19:11 PM	
75032		B2587				E-MAIL	ALWAYS	GCARPE	10/23/2018 10:11:20 AM	GCARPENTIER
79714		15151511				E-MAIL	ALWAYS	ADMIN	10/8/2018 2:27:51 PM	
75032		C1234				E-MAIL	ALWAYS	STATEU	9/26/2018 2:58:10 PM	
75215		25526				E-MAIL	ALWAYS	ADMIN	10/19/2018 12:13:09 PM	
78525		Z1234				E-MAIL	ALWAYS	STATEU	9/11/2018 4:42:35 PM	

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5) Select the row where a mapped user ID is missing and "Edit":

Select a physician type to filter the grid below: --Select a value--

Zip	Zip Ext	License Number	NPI	To Email	CC Email	Method Of Contact	Display In List	User ID	Date/Time	Mapped User ID
75525		R2587				E-MAIL	ALWAYS	STATEU	9/26/2018 2:17:31 PM	TBROWN
75025		R2589				E-MAIL	ALWAYS	JANBUR	11/7/2018 5:19:11 PM	
75032		B2587				E-MAIL	ALWAYS	GCARPE	10/23/2018 10:11:20 AM	GCARPENTIER
79714		15151511				E-MAIL	ALWAYS	ADMIN	10/8/2018 2:27:51 PM	
75032		C1234				E-MAIL	ALWAYS	STATEU	9/26/2018 2:58:10 PM	
5215		25526				E-MAIL	ALWAYS	ADMIN	10/19/2018 12:13:09 PM	
78525		Z1234				E-MAIL	ALWAYS	STATEU	9/11/2018 4:42:35 PM	

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The toolbar is located above the table:

Zip: * EXT:

Select a physician office to filter the grid below:

Select a physician type to filter the grid below:

Physician Office Name	Type	Title	Prefix	First Name	Middle Name	Last Name	Suffix	Street Address	Apt/Suite	State/Ci
TEST PHYSICIAN	CERTIFYING PHYSICI	MD		SAM		DERRICK		123 NEW STREET		TEXAS
TEST PHYSICIAN	PHYSICIAN	OTHER		SANDRA	L	LACKEY		1100 W 49TH STREET		TEXAS
TEST PHYSICIAN	CERTIFYING PHYSICI	MD		RAVEN		WRENCHER		1100 W 49TH ST		TEXAS

If the user does not appear in the library table, select "new" to create a new entry.

6) Ensure that the "display in list" entry for the account is set to "always" and that the method of contact is set to "e-mail."

PHYSICIAN

Physician Office/Practice: * PRESBYTERIAN HOSPITAL OF GREEI [v] [🔍]

License Number: * X0000

NPI: []

TO Email: * fieldservices@dshs.texas.gov

CC Email: []

Method Of Contact: * E-MAIL [v]

Display in List: * ALWAYS [v]

User: * DSMITH1 [v]

7) View the available User IDs in the drop down just above the grid:

Street Address: * 123 GENESIS DRIVE

Apt/Suite: []

State/Country: * TEXAS [v]

County: * ANDREWS [v]

City/Town: * PRECINCT 1 [v]

Zip: * 15215 [v] EXT: []

User: * --Select a value--

ADMIN

DERJOHNSON

STATEUSER3

[New] [Edit] [Save] [Clear] [Delete] [Search] [Undo]

8) Select user ID for the certifying physician and select save:

Street Address: *
User: *

Apt/Suite:

State/Country: *

County: *

City/Town: *

Zip: * **EXT:**

9) Verify the mapped user ID appears in the grid:

Select a physician type to filter the grid below:

Sp	Zip Ext	License Number	NPI	To Email	CC Email	Method Of Contact	Display in List	User ID	Date/Time	Mapped User ID
75525		R2587				E-MAIL	ALWAYS	STATEU	9/26/2018 2:17:31 PM	TEBROWN
75025		R2589				E-MAIL	ALWAYS	JANBUR	11/7/2018 5:19:11 PM	
75032		R2587				E-MAIL	ALWAYS	GCARPE	10/23/2018 10:11:20 AM	GCARPENTER
79714		15151511				E-MAIL	ALWAYS	ADMIN	10/8/2018 2:27:51 PM	
75032		C1234				E-MAIL	ALWAYS	STATEU	9/26/2018 2:58:10 PM	
75215		25528				E-MAIL	ALWAYS	ADMIN	10/19/2018 12:13:09 PM	ADMIN
75525		Z1234				E-MAIL	ALWAYS	STATEU	9/11/2018 4:42:35 PM	

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10) Click save.

PINs can be acquired in using two methods.

- A) Local administrators can now view physicians' PINs in the global > tools > security > user maintenance table.

USER MAINTENANCE

User ID: * Email: *

First Name: * [Show password rules](#)

Middle Name: Password: *

Last Name: * User Type: * [Show List](#)

Suffix:

Select User Status: --Select a value-- Select Location: **TEST PHYSICIAN - (DEATH)**

Agency	User Phone	User Email	User Location Email	Fax	Location	Pin	User Types
HS		DANIELLE.SMITH2@DŠ	DANIELLE.SMITH2@DŠ		TEST PHYSICIAN - (DEATH)	986162	FUNERAL DIREC
		DANIELLE.SMITH2@DŠ	DANIELLE.SMITH2@DŠ		TEST PHYSICIAN - (DEATH)	528338	STATE USERS
		raven.wrencher@dshs.te	raven.wrencher@dshs.te		TEST PHYSICIAN - (DEATH)	386658	FUNERAL DIREC
		HTRAN@GENESISINF	HTRAN@GENESISINF		TEST PHYSICIAN - (DEATH)	708177	FUNERAL DIREC

B) Alternatively, physicians can now re-generate a PIN, if necessary.

1. The physician should log in to their account.
2. Global > tools > utilities > update profile
3. Select the "generate new PIN" checkbox.

MY PROFILE

Location: **TEXAS DEPT OF STATE HEALTH SERVICES**

First Name: Middle Name:

Last Name: * Suffix: --Select a value--

Method Of Contact: * Phone #:

Fax #: Email: *

Password: * PIN: **Generate New Pin**

NPI #:

4. Select update profile.

Your new PIN will be e-mailed the address listed above the "Generate New Pin" checkbox.