

Accessing TER

Log-in

- User ID & Password
- Select location (optional)

Main Menu

Birth Menu

Log In

'Log in' refers to starting the application and entering a valid combination of User Name and Password. Once a user's profile has been created in User Security Maintenance, the user will be able to log into the Texas Electronic Registrar (TER) System. A user's profile will determine the menus and processes that are available to them within TER.

To Log In

To access the system:

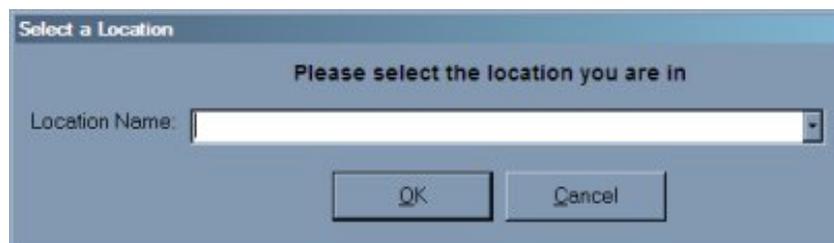
- Double click the Texas Electronic Registrar Icon,  on your desk top.
- The Genesis Login window will open.



- In the **User ID** box, type your User Name.
- In the **Password** box, type your password, and then click OK.
- If the user works at multiple physical locations, the 'Select a Location' window will open and require the user to specify the name of the facility where the log in occurs. (See below)
- Select the desired location from the drop down list and click OK.
- The main TER screen will be displayed.

Select Location

If the user works at multiple physical locations or has multiple locations specified on their User Profile, the 'Select a Location' window will open and require the user to specify the name of the facility where the log in occurs, then click 'OK'. If the user has a single location, that location will appear by default. Click "OK".



Notes:

About Passwords: A user's password will expire at specified intervals. When this happens, the user will be alerted when an attempt is made to log in with an old password. The user will be required to enter and verify the new password before gaining access to the application. A user may also change his or her password at any time by clicking on the 'Change Password' button located on the 'Login' screen.

About Demo Mode: TER supports a training mode that allows new users to train on the system without adding or altering data in the central registry. The demo mode is restricted for use to the State Vital Statistics Office **ONLY** for training purposes.

Logging In

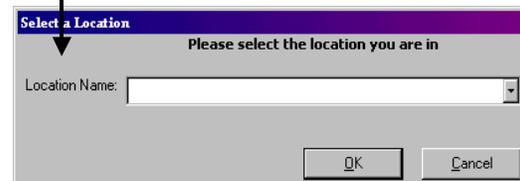
Requires User Name and Password



The 'Genesis Login' dialog box features a title bar with the text 'Genesis Login'. It contains two text input fields: 'User Name:' and 'Password:'. To the right of the 'Password:' field is a yellow key icon. Below the input fields are three buttons: 'Change Password', 'OK', and 'Cancel'. At the bottom left, there is a checkbox labeled 'Demo Mode'.

- Type user ID
- Type password (case sensitive)
- Select location (if applicable)

If Assigned Multiple Locations, select Location

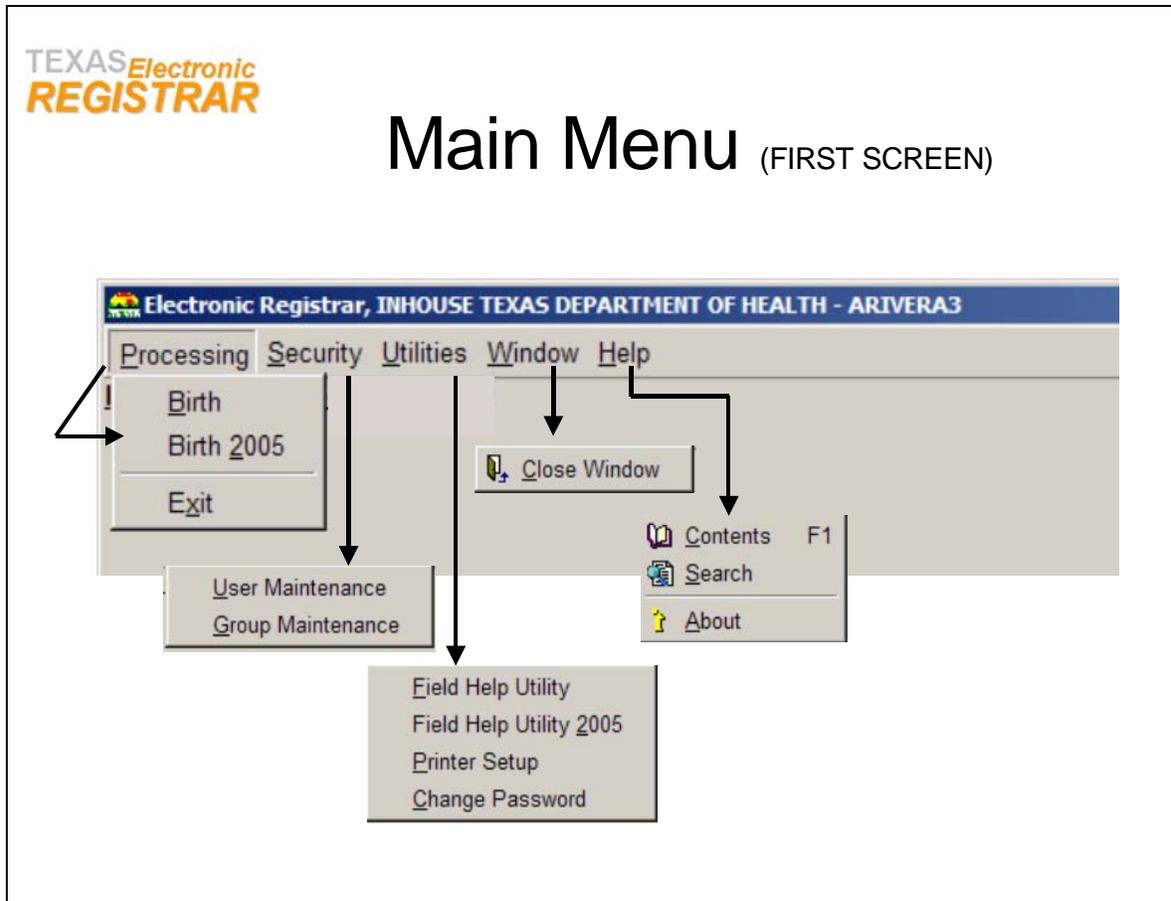


The 'Select a Location' dialog box has a title bar with the text 'Select a Location' and a subtitle 'Please select the location you are in'. It features a 'Location Name:' label followed by a dropdown menu. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

TER Main Menu

Once a user has successfully logged in to the TER application, the Main Menu will appear. The Main Menu is used to navigate the system. The Main Menu is comprised of a series of menu items across the top of the screen. Once a user clicks on a Menu item, a list will open. From this list, the user may select which section to enter.

On each Menu item, the underscored letter is the hot key that will open the corresponding Menu item.



Birth Menu

The Birth Menu is also used to navigate the system. The Birth Menu is comprised of a series of Menu items across the top of the screen and a toolbar. Once a user clicks on a Menu item, a list opens. From this list, the user may select which section to enter.

The Birth Menu items are listed below. On each Menu, the underscored letter is the hot key that will open the corresponding menu item.

