# USER ACCOUNT AND LIBRARY MANAGEMENT

# USER GUIDE

# BIRTH REGISTRAR EDITION

Rev. 30 Aug 2018

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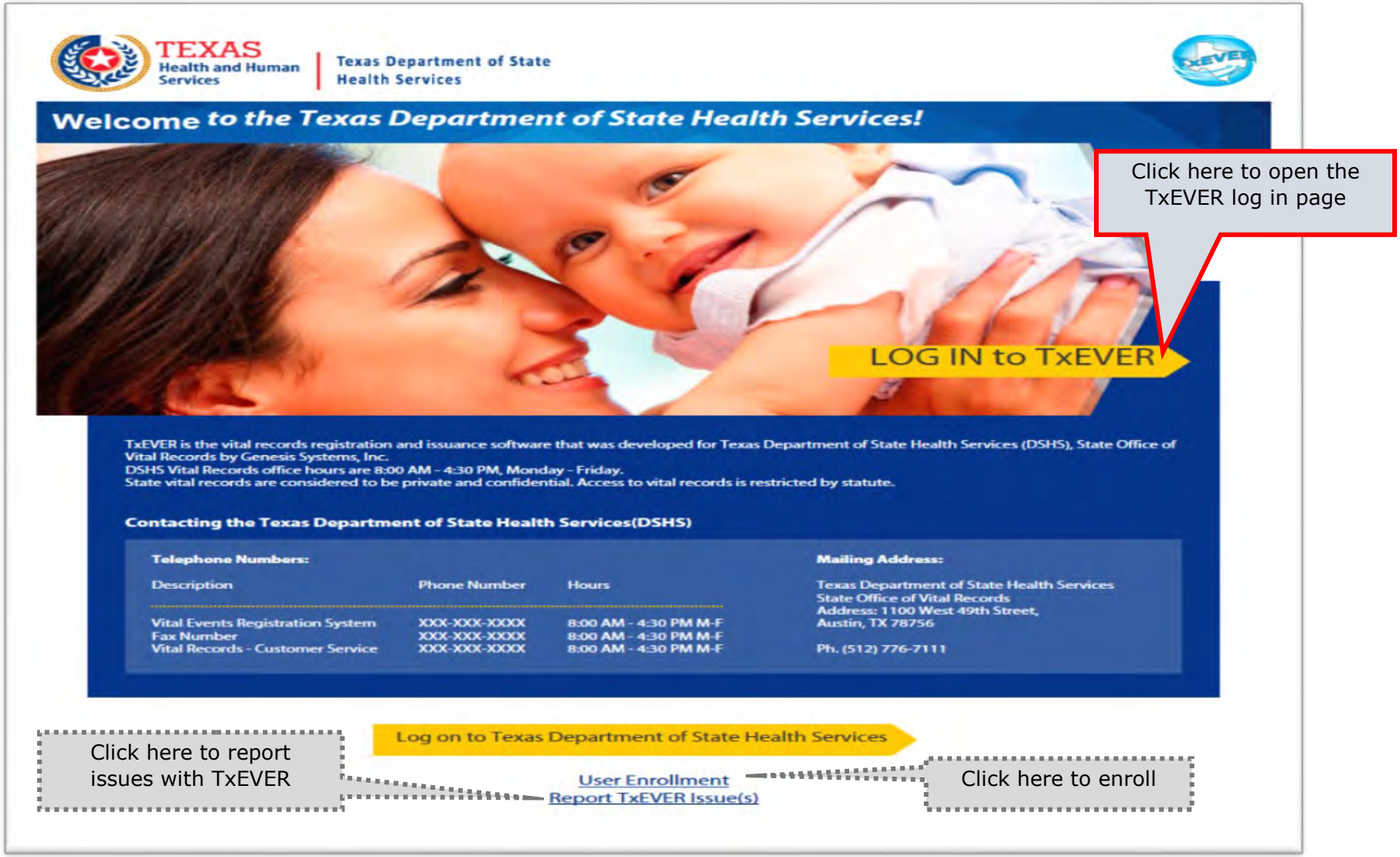
# How to Log into TxEVER

**Log into TxEVER via the web [https://txever.dshs.texas.gov/TxEverUI/](https://txever.dshs.texas.gov/TxEverUI/)**



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# TxEVER Terms of Use

**WARNING:** THIS IS A TEXAS HEALTH AND HUMAN SERVICES INFORMATION RESOURCES SYSTEM THAT CONTAINS STATE AND/OR U.S. GOVERNMENT INFORMATION. BY USING THIS SYSTEM YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE NO RIGHT OF PRIVACY IN CONNECTION WITH YOUR USE OF THE SYSTEM OR YOUR ACCESS TO THE INFORMATION CONTAINED WITHIN IT. BY ACCESSING AND USING THIS SYSTEM YOU ARE CONSENTING TO THE MONITORING OF YOUR USE OF THE SYSTEM, AND TO SECURITY ASSESSMENT AND AUDITING ACTIVITIES THAT MAY BE USED FOR LAW ENFORCEMENT OR OTHER LEGALLY PERMISSIBLE PURPOSES. ANY UNAUTHORIZED USE OR ACCESS, OR ANY UNAUTHORIZED ATTEMPTS TO USE OR ACCESS, THIS SYSTEM MAY SUBJECT YOU TO DISCIPLINARY ACTION, SANCTIONS, CIVIL PENALTIES, OR CRIMINAL PROSECUTION TO THE EXTENT PERMITTED UNDER APPLICABLE LAW.

**Are you in agreement with above stated terms & conditions?**

Yes No

Click Yes to agree to the terms and conditions and gain access TxEVER.

Current Date: 25-Apr-2018 | Build Number: 1.0.0.0

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## Login

User Name: USERNAME

Password: ••••••••

Forgot Password?

Log In

Type your TxEVER user name and password.

Click Login

Forgot your password?

Click here to reset password.

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Skip to main content | LogOut

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## Location

Find important news and updates in the TxEVER broadcast message area.

Message By: STATEUSER1 On 3/27/2018 2:10:32 PM

BROADCAST MESSAGE: LOOK HERE FOR IMPORTANT NEWS OR UPDATES

Select Location:

TEXAS DEPT OF STATE HEALTH SERVICES

OK

Select your user location.

Use dropdown if you have multiple locations/offices. Click OK

Current Date: 25-Apr-2018 | Build Number: 1.0.0.0

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# Create a New User Account with Enrollment Form

The purpose of this document is to provide system users with a detailed step-by-step process for creating and/or updating user accounts and library tables in TxEVER. Following these steps is an essential part of the initial system setup and its continuous maintenance.

The enrollment process for a new user in TxEVER happens in following these easy three steps:

1. a new user completes the system Enrollment Form;
2. a Local Administrator reviews the enrollment form and creates a new user account. Then, a Local Administrator reviews the *User Maintenance* and assigns the facility location(s), and assigns security processes as needed; and
3. a Local Administrator adds a new certifier or attendant/certifier in the *Library Maintenance* table and link the user account to the table entry.

# User Enrollment Form

**Log into TxEVER via the web [https://txever.dshs.texas.gov/TxEverUI/Welcome.htm](https://txever.dshs.texas.gov/TxEverUI/Welcome.htm)**

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**Welcome to the Texas Department of State Health Services!**

Click here to open the TxEVER log in page

LOG IN to TxEVER

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

**Contacting the Texas Department of State Health Services(DSHS)**

**Telephone Numbers:**

| Description | Phone Number | Hours |
|---|---|---|
| Vital Events Registration System | XXX-XXX-XXXX | 8:00 AM - 4:30 PM M-F |
| Fax Number | XXX-XXX-XXXX | 8:00 AM - 4:30 PM M-F |
| Vital Records - Customer Service | XXX-XXX-XXXX | 8:00 AM - 4:30 PM M-F |

**Mailing Address:**

Texas Department of State Health Services
State Office of Vital Records
Address: 1100 West 49th Street,
Austin, TX 78756

Ph. (512) 776-7111

Log on to Texas Department of State Health Services

Click here to report issues with TxEVER

User Enrollment

Report TxEVER Issue(s)

Click here to enroll

## What about the User Enrollment Form?

This section is the first part of the user enrollment process in TxEVER.

This is an essential part of your initial system setup.

This form is used for a TxEVER user to request a new account or change an existing account, such as changing and/or adding a location.

A new user must submit an Enrollment Form. Upon completion and submission, this document will be submitted to the facility/location Local Administrator for review.

The purpose of this document is to provide the user with a detailed step-by-step process for submitting a request for a user account in the system.

Skip to main content

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## TxEVER USER ENROLLMENT FORM

* Indicates a mandatory field

* Type of User

--Select a value--

### Telephone Number and Email Address

* Telephone Number:

(___)___-____

* Email Address:

### Physical Address Information of Office, Facility or Practice

*Address:

Apt/Suite:

*State:

--Select a value--

*County:

--Select a value--

*City/Town:

--Select a value--

*Zip Code:

--SELECT A VALUE--

### Mailing Address Information of Office, Facility or Practice

Mailing Address is the same as Physical Address?

Address:

Apt:

State:

--Select a value--

County:

--Select a value--

City/Town:

--Select a value--

Zip Code:

--SELECT A VALUE--

### Training and Enrollment Type

* Have you had any training regarding the TxEVER System?

--Select a value--

* Is this a new enrollment or are you adding or changing a location to an existing account?

--Select a value--

If this is NOT a new enrollment please provide your current location name

--Select a value--

If this is NOT a new enrollment please provide your current location

Skip to main content

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**Step 1: Select a "Type of User" to start a new enrollment form.**

TxEVER USER ENROLLMENT FORM

* Indicates a mandatory field

* Type of User

--Select a value--

TELEPHONE NUMBER AND EMAIL ADDRESS

* Telephone Number:

(___)___-____

* Email Address:

PHYSICAL ADDRESS INFORMATION OF OFFICE, FACILITY OR PRACTICE

*Address:

Apt/Suite:

*State:

--Select a value--

*City/Town:

--Select a value--

Mailing Address is t

Address:

State:

--Select a value--

City/Town:

--Select a value--

* Have you had any trai

--Select a value--

ging a location to an

--Select a value--

If this is NOT a new enrollment please provide your current location name

--Select a value--

If this is NOT a new enrollment please provide your current location

* Type of User

--Select a value--

LOCAL REGISTRAR

PRACTICE AND PHYSICIAN

JUSTICE OF THE PEACE OR MEDICAL EXAMINER

FUNERAL HOME AND DIRECTOR

HOSPITAL USER

BIRTHING CENTER USER

MIDWIFE

Skip to main content

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**Step 2: After selecting the "Type of User" from the dropdown list, fill in details specific to the location**

TxEVER USER ENROLLMENT FOR

* Indicates a mandatory field

* Type of User

--Select a value--

TELEPHONE NUMBER AND EMAIL ADDRESS

* Telephone Number:

(___)___-____

* Email Address:

PHYSICAL ADDRESS INFORMATION OF OFFICE, FACILITY OR PRACTICE

*Address:

Apt/Suite:

* Type of User

LOCAL REGISTRAR

LOCAL REGISTRAR INFORMATION

* Local Registrar First Name:

* Local Registrar Last Name:

* Local Registrar Office Name: (Example: Dallas County Clerk, Waco-McLennan County Public Health District, McLennan County JP 4)

--Select a value--

* Registration District: (Example: City of Dallas, All of Dawson County, Precinct 4 & 5)

--Select a value--

City/Town:

--Select a value--

--Select a value--

Zip Code:

--SELECT A VALUE--

TRAINING AND ENROLLMENT TYPE

* Is this a new enrollment or are you adding or changing a location to an existing account?

--Select a value--

If this is NOT a new enrollment please provide your current location name

--Select a value--

If this is NOT a new enrollment please provide your current location

Helpful Tip: the information requested will vary based on the selected "Type of User"

Helpful Tip: the information requested will vary based on the selected "Type of User"

* Type of User

JUSTICE OF THE PEACE OR MEDICAL EXAMINER

**JUSTICE OF THE PEACE OR MEDICAL EXAMINER INFORMATION**

* Judge or Head Medical Examiner First Name:

* Judge or Head Medical Examiner Last Name:

* M.E. Office/Justice of the Peace Seat Held (County and Precinct):

--Select a value--

* The date that the term expires:

__/__/____

* Type of User

FUNERAL HOME AND DIRECTOR

**FUNERAL HOME AND DIRECTOR INFORMATION**

* Funeral Home Name:

--Select a value--

Funeral Home Name(Other):

* Texas Funeral Home License Number:

* Funeral Director First Name:

* Funeral Director Last Name:

* Texas Funeral Director License Number:

Helpful Tip: the information requested will vary based on the selected "Type of User"

* Type of User

PRACTICE AND PHYSICIAN

**PRACTICE AND PHYSICIAN INFORMATION**

* Group, Facility, or Practice Name:

--Select a value--

Group, Facility, or Practice Name(Other):

* First Name:

* Last Name:

* Texas Medical Board License Number: (Example: Y1234)

* Physician Title: (Example: M.D., D.O.)

* Type of User

HOSPITAL USER

**HOSPITAL USER INFORMATION**

* Facility Current Name:

--Select a value--

Facility Current Name(Other):

* Hospital User First Name:

* Hospital User Last Name:

AOP Entity Code:

* Medicaid Facility License Provider Number: (Should be 9 digits)

* Local Registrar Office: (This is the office where you file your birth certificates)

--Select a value--

Skip to main content

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**Step 3: Provide a valid phone number and email address**

TxEVER USER ENROLLMENT FORM

* Indicates a mandatory field

* Type of User

--Select a value--

TELEPHONE NUMBER AND EMAIL ADDRESS

* Telephone Number:

(___)___-____

* Email Address:

PHYSICAL ADDRESS INFORMATION OF OFFICE, FACILITY OR PRACTICE

*Address:

Apt/Suite:

*State:

--Select a value--

*County:

--Select a value--

*City/Town:

--Select a value--

*Zip Code:

--SELECT A VALUE--

MAILING ADDRESS INFORMATION OF OFFICE, FACILITY OR PRACTICE

Mailing Address is the same as Physical Address?

Address:

Apt:

State:

--Select a value--

County:

--Select a value--

City/Town:

--Select a value--

Zip Code:

--SELECT A VALUE--

TRAINING AND ENROLLMENT TYPE

* Have you had any training regarding the TxEVER

--Select

* Is this a new e

existing account

--Select a value

If this is NOT a n

--Select a value

If this is NOT a n

**Step 4: Fill in the physical and mailing address information of your office**

Helpful Tip: the information related to the physical and mailing address of the office may already be pre-populated, if the selected office is already known in TxEVER

**Step 5: Fill in the information related to your training on TxEVER**

TEXAS

City/Town:

AUSTIN

TRAVIS

Zip Code:

78704

TRAINING AND ENROLLMENT TYPE

* Have you had any training regarding the TxEVER System?

--Select a value--

* Is this a new enrollment or are you adding or changing a location to an existing account?

--Select a value--

If this is NOT a new enrollment please provide your current location name

--Select a value--

If this is NOT a new enrollment please provide your current location name(other)

If this is NOT a new enrollment please provide your TxEVER User ID

* Have you had any training regarding the TxEVER System?

--Select a value--

NO, I HAVE NOT HAD TRAINING

YES, I TOOK THE ONLINE TRAINING

YES, I WENT TO AN IN PERSON TRAINING

L BE THE PERSON AT YOUR LOCATION WHO WILL RECEIVE THE TxEVER INSTRUCTIONS

2nd TxEVER Facility Contact First Name:

2nd TxEVER Facility Contact Last Name:

2nd TxEVER Facility Contact Telephone Number:

TxEVER ility Administrator Email Address:

* Is this a new enrollment or are you adding or changing a location to an existing account?

NEW ENROLLMENT

NEW ENROLLMENT

ADDING LOCATION

CHANGING LOCATION

tion name

tion

name(other)

* By ty name in the following field you are acknowledging that you/your felony formation on this document. The penalty for knowingly making staten years imprisonment and a fine of up to $10,000. (Health and S

* You

Clear

Submit

Current Date: 01-May-2018 | Build Number: 1.0.0.0

**Step 6: Click the dropdown arrow and select a value from the list**

**Step 7: Click the dropdown arrow and select a value from the list**

**Step 8: If selecting "Adding Location" or "Changing Location," please complete the following three field in selecting a location from the dropdown list and in providing your User ID.**

TEXAS

City/Town:

AUSTIN

TRAVIS

Zip Code:

78704

TRAINING AND ENROLLMENT TYPE

* Have you had any training regarding the TxEVER System?

--Select a value--

* Is this a new enrollment or are you adding or changing a location to an existing account?

--Select a value--

If this is NOT a new enrollment please provide your current location name

--Select a value--

If this is NOT a new enrollment please provide your current location name(other)

If this is NOT a new enrollment please provide your TxEVER User ID

ADMINISTRATOR WILL BE THE PERSON AT YOUR LOCATION WHO WILL RECEIVE THE TxEVER INSTRUCTIONS

2nd TxEVER Facility Contact First Name:

2nd TxEVER Facility Contact Last Name:

2nd TxEVER Facility Contact Telephone Number:

TxEVER Facility Administrator Telephone Number:

(___)___-____

TxEVER Facility Administrator Email Address:

* By typing your name in the following field you are acknowledging that you/your facil
felony to falsify information on this document. The penalty for knowingly making a fal
statement is 2 to 10 years imprisonment and a fine of up to $10,000. (Health and Safety

* Your First Name:

* Your Last Name:

Please expedite this enrollment.

Clear

Submit

Helpful Tip:
If selecting "Other Location" in the dropdown list, this field will activate and allow data entry.

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TEXAS

City/Town:

AUSTIN

TRAVIS

Zip Code:

78704

**TRAINING AND ENROLLMENT TYPE**

* Have you had any training regarding the TxEVER System?

--Select a value--

* Is this a new enrollment or are you adding or changing a location to an existing account?

--Select a value--

If this is NOT a new enrollment please provide your current location name

--Select a value--

If this is NOT a new enrollment please provide your current location name(other)

If this is NOT a new enrollment please provide your TxEVER User ID

**Step 8: Fill in the information for you TxEVER Facility Administrator**

**THE TXEVER ADMINISTRATOR WILL BE THE PERSON AT YOUR LOCATION WHO WILL RECEIVE THE TXEVER INSTRUCTIONS**

TxEVER Facility Administrator First Name:

TxEVER Facility Administrator Last Name:

TxEVER Facility Administrator Telephone Number:

(___)___-____

TxEVER Facility Administrator Email Address:

2nd TxEVER Facility Contact First Name:

2nd TxEVER Facility Contact Last Name:

2nd TxEVER Facility Contact Telephone Number:

(___)___-____

2nd TxEVER Facility Contact Email Address:

*** By typing your name in the following field you are acknowledging that you/your facility will adhere to the procedures stated in the User Agreement. Furthermore, it is a felony to falsify information on this document. The penalty for knowingly making a false statement on this form or for acknowledging a form which contains a false statement is 2 to 10 years imprisonment and a fine of up to $10,000. (Health and Safety code, chapter 195, sec. 195.003)**

* Your First Name:

* Your Last Name:

**Step 9: Type your first and last name**

Please expedite this enrollment.

Clear

Submit

**Step 10: Click on the "SUBMIT" button**

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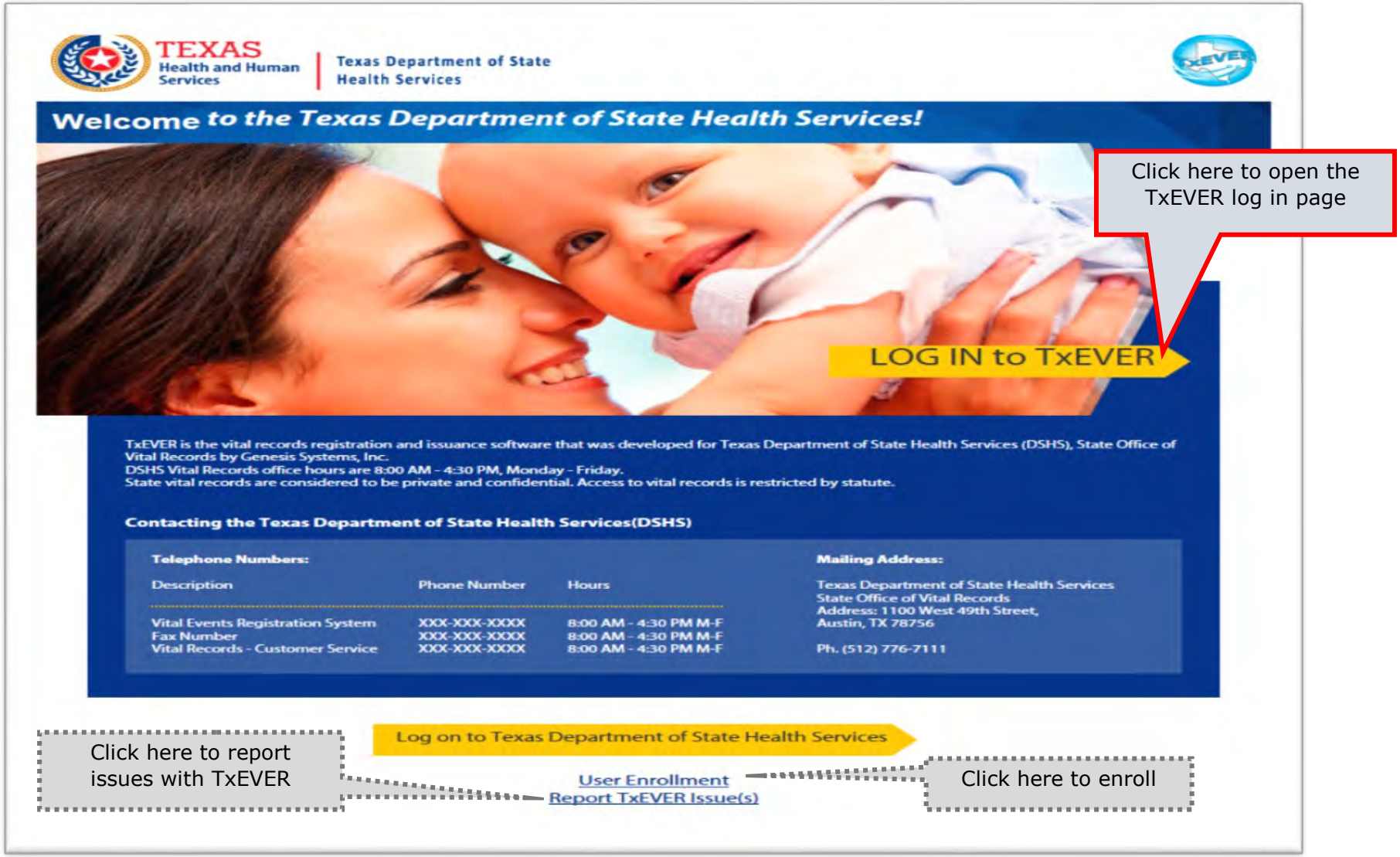
Where does it go after I submitted it?

This form is submitted to a facility local administrator or state administrator for review and action. Upon the administrator's action, the user receives an email with account information and instructions for accessing it.

# Review Enrollment Request - Local Admin

**Log into TxEVER via the web [https://txever.dshs.texas.gov/TxEverUI/](https://txever.dshs.texas.gov/TxEverUI/)**



## What about the Review Enrollment Process?

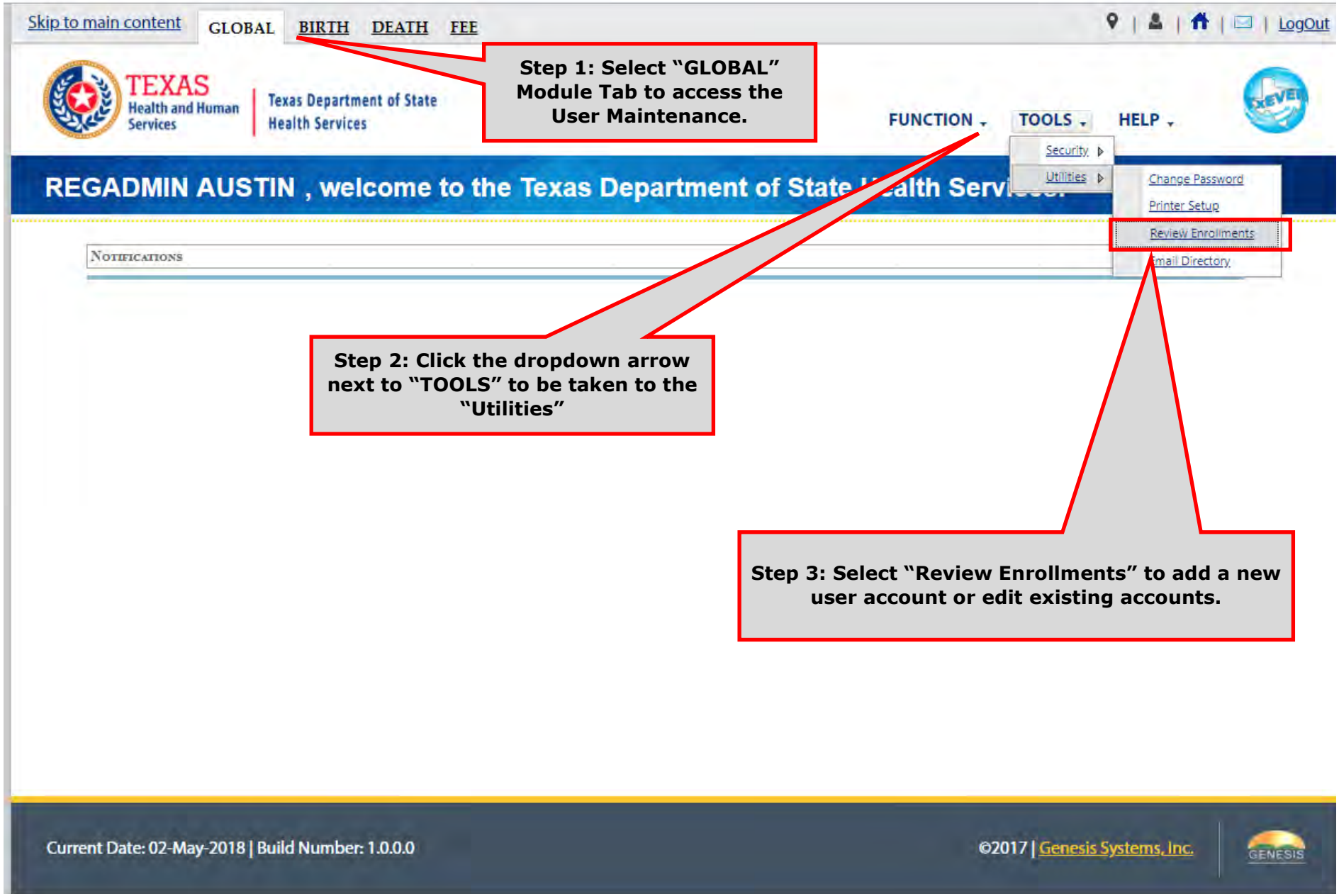
After a user submitted an electronic request for a new account or change to an existing account, such as changing and/or adding a location, a local administrator or state system administrator will review the application.

This section is the second part to the user enrollment process in TxEVER.

This is an essential part of your initial account setup. The facility Local Administrator reviews the enrollment form and creates a new user account. Then, a Local Administrator reviews the *User Maintenance* and assigns the facility location(s), and assigns security processes as needed.

The purpose of this document is to provide the user with a detailed step-by-step process for reviewing an enrollment form, creating or updating a user account, including reviewing, editing, adding location, security processes and library table in the system.

# Review Enrollment - Accept Enrollment



Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

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**Step 4: Click the dropdown arrow and select a value from the list**

Type: *
--Select a value--
NEW ENROLLMENT
ADDING LOCATION
CHANGING LOCATION

REVIEW ENROLLMENTS

**Enrollment Date and Type**

From Date: __/__/____
To Date: __/__/____
Type: * --Select a value--

**User Details**

Location/Facility/Office Name:
First Name:
Last Name:
Email:
Type of User: --Select a value--

Search | Clear

**Step 5: Click on the "Search" button**

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## REVIEW ENROLLMENTS

**Enrollment Date and Type**

From Date: __/__/____ To Date: __/__/____ Type: * NEW ENROLLMENT

**User Details**

Location/Facility/Office Name: First Name: Last Name:

Email: Type of User: --Select a value--

Search Clear

| Create New User | Enrollment Form | Delete Enrollment | Require More Info | Expedited | Is Duplicate | Location Name | First Name | Last I |
|---|---|---|---|---|---|---|---|---|
| Create New User | Get PDF Form | Delete | ☑ | | Yes | REGISTRAR - CITY OF AUSTIN - TRA' | GERALD | BECI |
| Create New User | Get PDF Form | Delete | ☐ | | Yes | REGISTRAR - CITY OF AUSTIN - TRA' | ABEL | ALVA |

Displaying Records 1 - 2 of 2

**Step 6: Select one of the request in the queue list in clicking on "Create New User"**

Helpful Tip: To void a user request for an system account, click the "Delete" button for the account highlighted.

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**Step 7: Create a unique User ID or select one the system has created**

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REVIEW ENROLLMENTS

Type: * NEW ENROLLMENT

User Details

Location/Facility/Office Name:

First Name:

Last Name:

Email:

Type of User:

Search | Clear

| Create New User | Enrollment Form | Delete E | First Name | Last I |
|---|---|---|---|---|
| Create New User | Get PDF Form | De | ITY OF AUSTIN - TRA' GERALD | BECI |
| Create New User | Get PDF Form | De | ITY OF AUSTIN - TRA' ABEL | ALVA |

Page 1 of 1 | Displaying Records 1 - 2 of 2

**Create User ID**

*UserID AAlvarez is NOT available*

Please select from options available

- AbelA
- Abel.Alvarez
- AbAlvarez
- AbeAlvarez

OR

**Enter another User ID**

Submit | Cancel

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REVIEW ENROLLMENTS

**Enrollment Date and Type**

From Date: __/__/____ To Date: __/__/____ Type: * NEW ENROLLMENT

**User Details**

Location/Facility/Office Name: First Name: Last Name:

Email: Type of User:

Search | Clear

Create New User | Enrollment Form | Del | First Name | Last

Create New User | Get PDF Form | F AUSTIN - TRA | GERALD | BECI

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**Message**

**The new user has been successfully created.**

OK

**Step 8: Upon creation of a new User ID, the system will display the following pop-up message. Then, click the "OK" button to complete the process.**

**With this message, the system confirms a new User ID has been created.**

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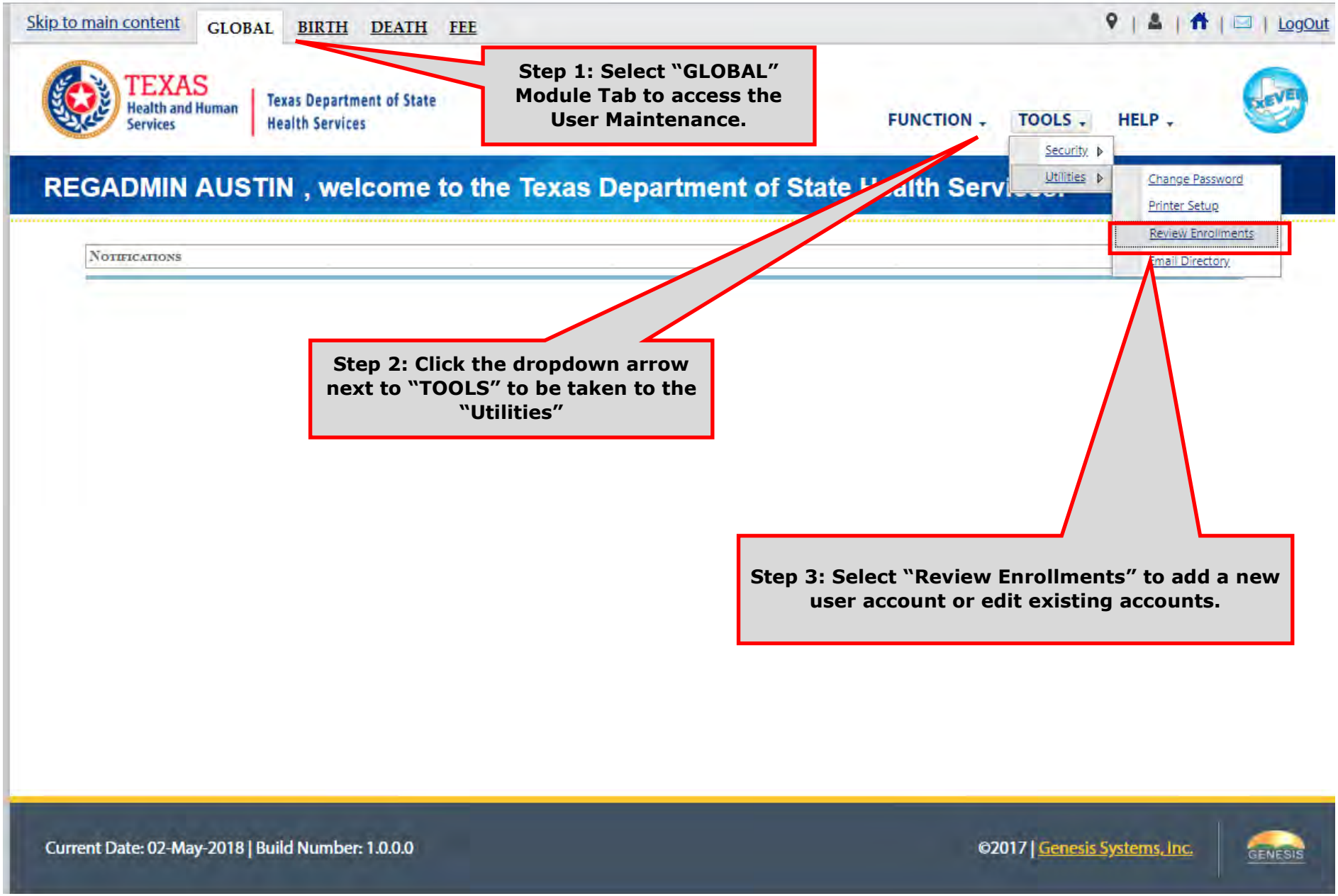
**In the meantime, the new user should receive an email notification containing the User ID, a password, and additional information related to account**

**From:** NO_REPLY@genesisinfo.com
**Sent:** Wednesday, May 2, 2018 8:22:03 AM (UTC-06:00) Central Time (US & Canada)
**To:** Carpentier,Gaetan (DSHS)
**Subject:** TxEVER New User Account Information

Please do not respond to this e-mail. This mailbox is not monitored.
Your TxEVER new account has been successfully created.
Your User ID is: FIELDSERVICE2598
Your password is: Texas@111
If you copy and paste the password to log in, copy it backwords, i.e. right to left, instead of left to right. Sometimes copying and pasting the password left to right creates an invisible space in the box which will cause the system to reject the password and not allow you to log in. If you're still having problems, you can also type the password manually.
The TxEVER User ID is not case sensitive, but the Password is.

# Review Enrollment - Reject Enrollment



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**Step 4: Click the dropdown arrow and select a value from the list**

Type: *
--Select a value--
NEW ENROLLMENT
ADDING LOCATION
CHANGING LOCATION

REVIEW ENROLLMENTS

**Enrollment Date and Type**

From Date: __/__/____
To Date: __/__/____
Type: * --Select a value--

**User Details**

Location/Facility/Office Name:
First Name:
Last Name:
Email:
Type of User: --Select a value--

Search | Clear

**Step 5: Click on the "Search" button**

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## REVIEW ENROLLMENTS

**Enrollment Date and Type**

From Date: __/__/____

To Date: __/__/____

Type: * NEW ENROLLMENT

**User Details**

Location/Facility/Office Name:

First Name:

Last Name:

Email:

Type of User: --Select a value--

Search | Clear

| Create New User | Enrollment Form | Delete Enrollment | Require More Info | Expedited | Is Duplicate | Location Name | First Name | Last I |
|---|---|---|---|---|---|---|---|---|
| Create New User | Get PDF Form | Delete | ☑ | | Yes | REGISTRAR - CITY OF AUSTIN - TRA' | GERALD | BECI |
| Create New User | Get PDF Form | Delete | ☐ | | Yes | REGISTRAR - CITY OF AUSTIN - TRA' | ABEL | ALVA |

Displaying Records 1 - 2 of 2

**Step 6: Select one of the request in the queue list in clicking on "Delete"**

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REVIEW ENROLLMENTS

**Enrollment Date and Type**

From Date: __/__/____ To Date: __/__/____ Type:* NEW ENROLLMENT

**User Details**

Location/Facility/Office Name: First Name: Last Name:

Email:

Search Clear

| Create New User | Enrollment Form | Delete Enrollment | Require | Info | Expedited | Is Duplicate | Location Name | First Name | Last |
|---|---|---|---|---|---|---|---|---|---|
| Create New User | Get PDF Form | Delete | | | | Yes | REGISTRAR - TEST LR AUSTIN | JOHN | DOE |

Displaying Records 1 - 1 of 1

**Review Enrollments**

Are you sure you want to delete this enrollment request?

Yes No

**Step 7: Select "Yes"**

Skip to main content GLOBAL BIRTH DEATH FEE LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION TOOLS HELP

REVIEW ENROLLMENTS

**Enrollment Date and Type**

From Date: __/__/____ To Date: __/__/____ Type: * NEW ENROLLMENT

**User Details**

Location/Facility/Office Name: First Name: Last Name:

Email:

Search Clear

Create New User | Enrollment Form | First Name | Last N

No records to display.

**Message**

**The enrollment has been deleted successfully.**

OK

**Step 8: Select "OK"**

**The enrollment request is now deleted**

What happens after creating the account?

The review process of an electronic request for a new account or change to an existing account, such as changing and/or adding a location, does not end here.

A local administrator and/or system administrator will need to assure that the new or edited account have the accurately selected location(s) and/or security processes.

Please refer to the following section for a step-by-step walk through guide.

# Review the New User Account - Local Admin

Skip to main content | GLOBAL | BIRTH | DEATH | FFE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | TOOLS | HELP

Security | Utilities | User Maintenance

REGADMIN AUSTIN , welcome to the Texas Department of State Health Services.

NOTIFICATIONS

Current Date: 25-Apr-2018 | Build Number: 1.0.0.0

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**Step 1: Select "GLOBAL" Module Tab to access the User Maintenance.**

**Step 2: Click the dropdown arrow next to "TOOLS" to be taken to the "Security"**

**Step 3: Select "User Maintenance" to add a new user account, edit, or de-activate existing accounts.**

How do I search for the user I just created from the enrollment review module?

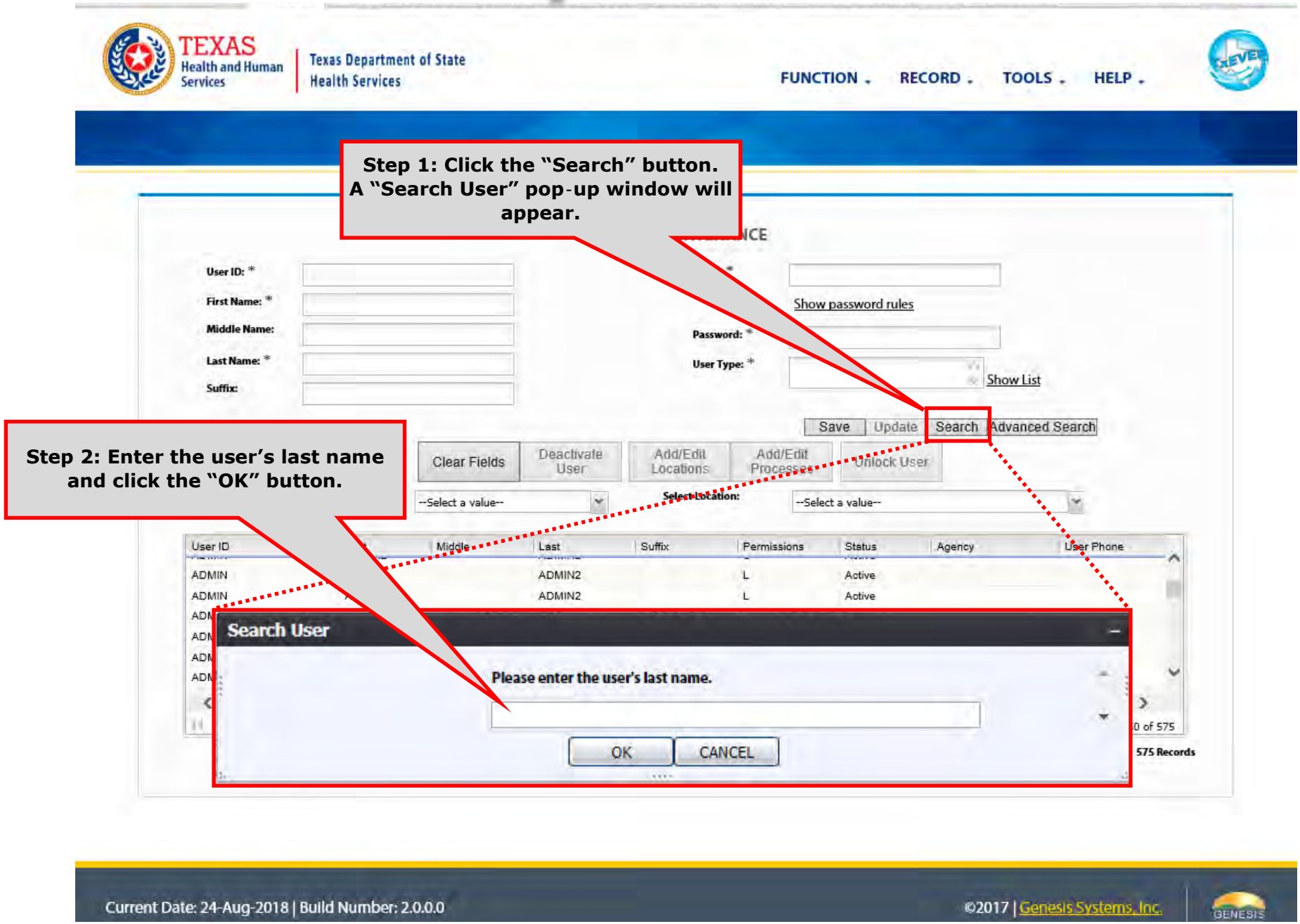
You have two options for searching a user in the system.

The first option is the Simple Search where you input the last name of the user. This option will take you directly to the user in the user maintenance module.

The other option is the Advanced Search where you can narrow your search in completing one or multiple search fields. The result of the search will appear in the bottom part of the pop-up window. This option will permit you to select reviewing locations or security processes.

Please refer to the following section for a step-by-step walk through guide.

# Review an New User Account Simple Search



# Review a New User Account Advanced Search

TEXAS Health and Human Services | Texas Department of State Health Services

**Step 1: Click the "Advanced Search" button.**
**A "Advanced User Search" pop-up window will appear.**

USER MAINTENANCE

User ID: *
First Name: *
Middle Name:
Last Name: *
Email: *
Show password rules
Password: *
User Type: *
Show List
Advanced Search

Advanced User Search

Last Name:
User ID:
Location Type: --Select a value--
Location Name:
License Number:
User Role: --Select a value--

Unlock User | Deactivate User(s) | Reactivate User(s) | Search | Close

Select all

User Phone

Displaying Records 1 - 50 of 575

575 Records

**Step 2: Complete one or several search fields and click the "Search" button.**

Current Date: 24-Aug-2018 | Build Number: 2.0.0.0

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# Review a New User Account Advanced Search

**Step 3: Select one of the user in the list and click on any function you want to perform (manage location, manage processes, unlock user, deactivate user, and reactivate user). The system will then take you to the location were you can complete your edit)**

TEXAS Health and Human | Texas Department of State

FUNCTION . RECORD . TOOLS . HELP .

USER MAINTENANCE

Email: *

Show password rules

Password: *

User Type: *

Show List

Advanced Search

User Phone

Displaying Records 1 - 50 of 575

575 Records

Search

User ID: ADMIN

Location Name:

User Role: --Select a value--

--Select a value--

Unlock User | Deactivate User(s) | Reactivate User(s) | Search | Close

Select all

| Select | Manage Locations | Manage Processes | User ID | First | Middle | Last |
|---|---|---|---|---|---|---|
| ☑ | Manage locations | Manage processes | ADMIN | ADMIN2 | | ADMIN |
| ☐ | Manage locations | Manage processes | ADMIN | ADMIN2 | | ADMIN |
| ☐ | Manage locations | Manage processes | ADMIN | ADMIN2 | | ADMIN |
| ☐ | Manage locations | Manage processes | ADMIN | ADMIN2 | | ADMIN |
| ☐ | Manage locations | Manage processes | ADMIN | ADMIN2 | | ADMIN |
| ☐ | Manage locations | Manage processes | ADMIN | ADMIN2 | | ADMIN |

Page 1 of 3

Displaying Records 1 - 20 of 48

Current Date: 24-Aug-2018 | Build Number: 2.0.0.0

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# Review New User Account - Location

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | HELP

User ID: * FIELDSERVICE2598

First Name: * GAETAN

Middle Name:

Last Name: * CARPENTIER

Suffix:

Email: * gaetan.carpentier@dshs.texas.gov

Show password rules

Password: * ••••••••

User Type: * LOCAL REGISTRAR

Show List

Save | Update | Search

Clear Fields | Deactivate User | Add/Edit Locations | Add/Edit Processes | Unlock User

Select User Status: --Select a value--

Select Location: --Select a value--

| User ID | First | Mid | Last | Suffix | Permissions | Status | Agency | User Phone |
|---|---|---|---|---|---|---|---|---|
| ADMIN | ADMIN2 | | ADMIN2 | | L | Active | | |
| | | | AUSTINREG1USE | | L | Active | REGISTRAR - CITY OF | (512)555-1234 |
| | | | AUSTINREG2USE | | L | Active | REGISTRAR - CITY OF | (737)555-3215 |
| | | | CARPENTIER | | U | Active | | |
| | | | HEMINGWAY | | U | Active | | (512)555-2585 |
| | | | DEAN | | U | Inactive | | (999)999-9999 |
| | | | DERRICK | | U | Active | | |

Page 1 of 1 Displaying Records 1 - 9 of 9

9 Records

**Step 1: Click the "Add/Edit Locations" button.**

Current Date: 02-May-2018 | Build Number: 1.0.0.0

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Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | TOOLS | HELP

UserID: FIELDSERVICE2598
First Name: GAETAN
Last Name: CARPENTIER
Title:
Agency:
Department:
Method of Contact:

Phone#:
Ext#:
Alt Phone#:
E-mail Address:
Fax#:
Special Permission:
Pin:

Location Type: --Select a value--

Available Locations:

Assigned Locations:

Birth Facility

- State Department of Health
- County Office
- Funeral Home
- Medical Office
- JP/ME Office
- Birth Facility
- Local Registrar Office
- Midwife
- Attorney Office
- Office Of Attorney General
- Other Entities

Save

**Step 2: If no location appear in the "Assigned Locations" window, then click the dropdown arrow and select a value from the list**

Helpful Tip: According to the type of user, several "Location Type" may be available.

Skip to main content | GLOBAL | BIRTH | DEATH | FETAL DEATH | ITOP | FEE | MARRIAGE | ADOPTION REGISTRY | IMAGING | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | TOOLS | HELP

UserID: GCARPENTIER18
First Name: GAETAN
Last Name: CARPENTIER
Title:
Agency:
Department:
Method of Contact:

Phone#:
Ext#:
Alt Phone#:
E-mail Address:
Fax#:
Special Permission:
Pin:

Location Type: Birth Facility

PARKLAND

**Available Locations:**

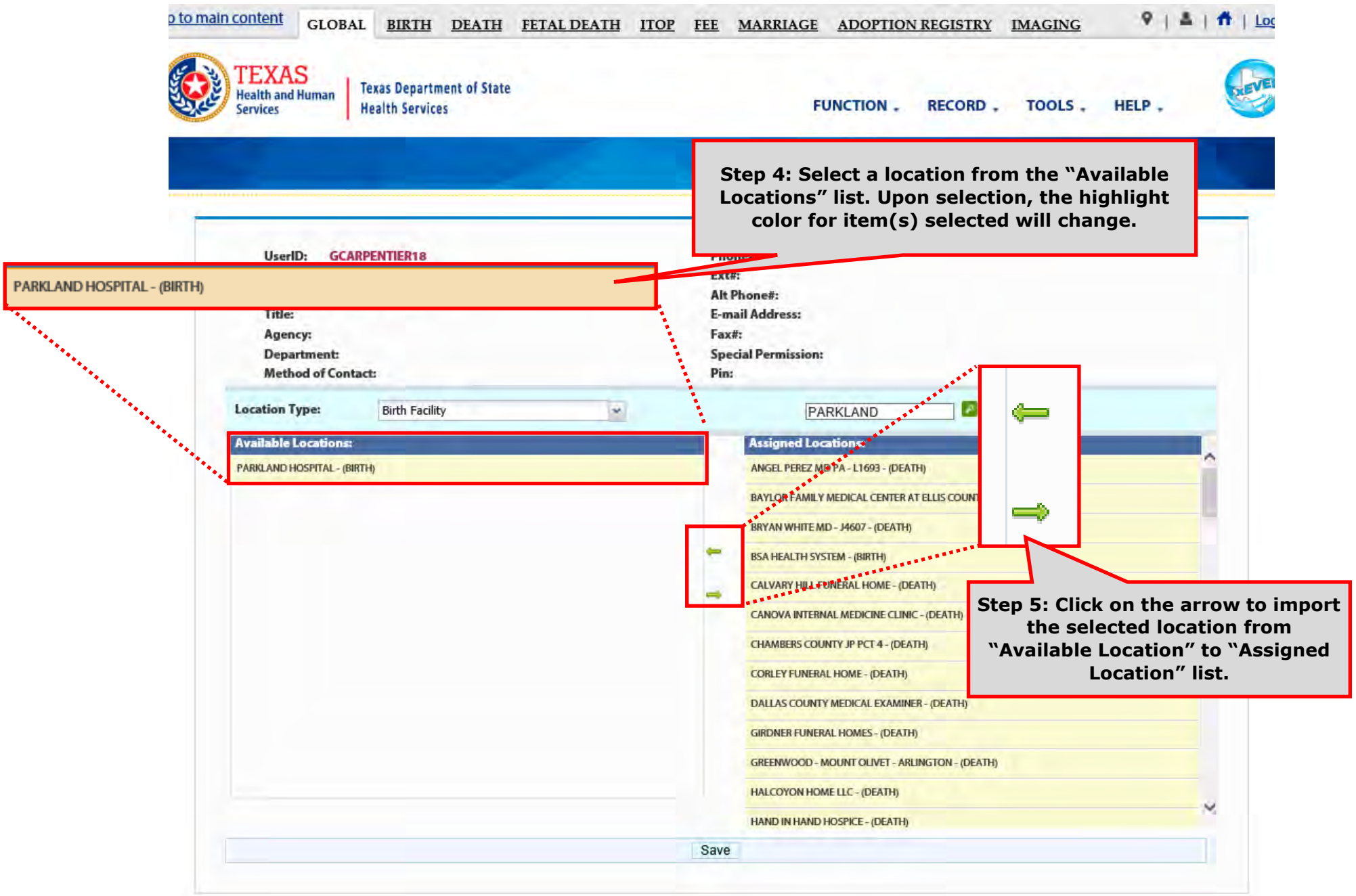
**Assigned Locations:**

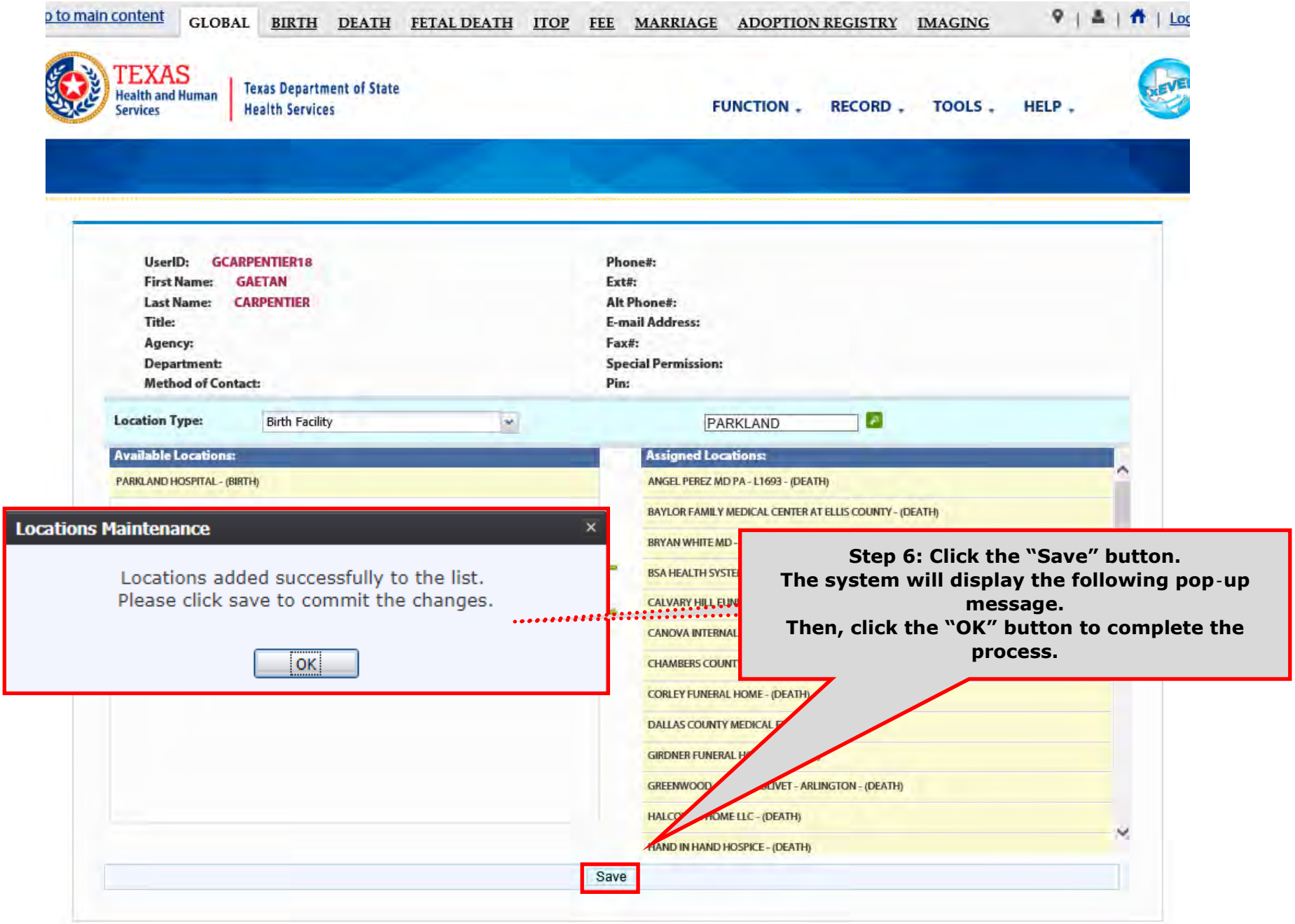
- ANGEL PEREZ MD PA - L1693 - (DEATH)
- BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY - (DEATH)
- BRYAN WHITE MD - J4607 - (DEATH)
- BSA HEALTH SYSTEM - (BIRTH)
- CALVARY HILL FUNERAL HOME - (DEATH)
- CANOVA INTERNAL MEDICINE CLINIC - (DEATH)
- CHAMBERS COUNTY JP PCT 4 - (DEATH)
- CORLEY FUNERAL HOME - (DEATH)
- DALLAS COUNTY MEDICAL EXAMINER - (DEATH)
- GIRDNER FUNERAL HOMES - (DEATH)
- GREENWOOD - MOUNT OLIVET - ARLINGTON - (DEATH)
- HALCOYON HOME LLC - (DEATH)
- HAND IN HAND HOSPICE - (DEATH)

Save

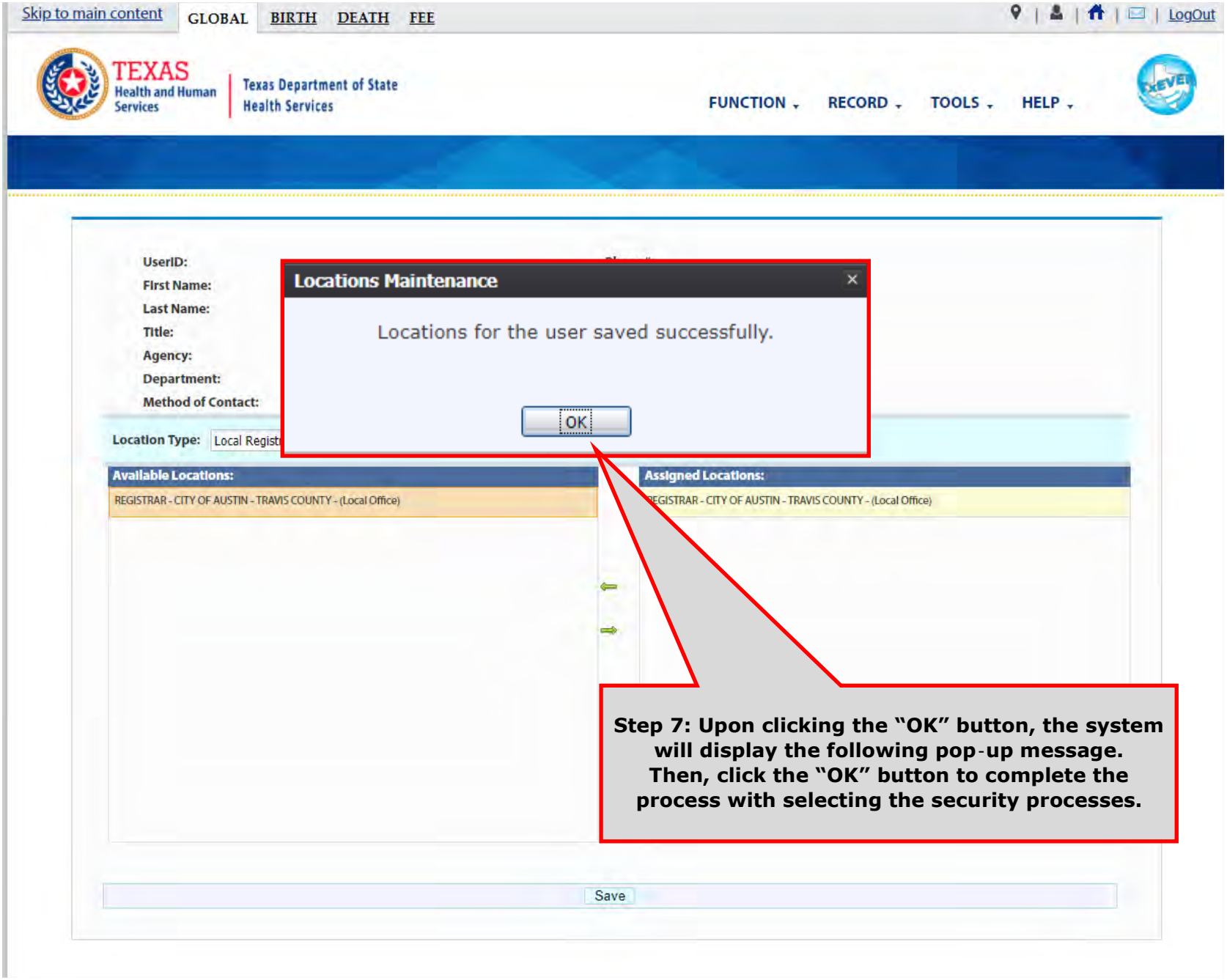
**Step 3: Enter the name of the facility**

**Then, click on**


o to main content
GLOBAL
BIRTH
DEATH
FETAL DEATH
ITOP
FEE
MARRIAGE
ADOPTION REGISTRY
IMAGING
TEXAS
Health and Human Services
Texas Department of State Health Services
FUNCTION
RECORD
TOOLS
HELP
Step 4: Select a location from the "Available Locations" list. Upon selection, the highlight color for item(s) selected will change.
UserID: GCARPENTIER18
PARKLAND HOSPITAL - (BIRTH)
Title:
Agency:
Department:
Method of Contact:
Ext#:
Alt Phone#:
E-mail Address:
Fax#:
Special Permission:
Pin:
Location Type:
Birth Facility
PARKLAND
Available Locations:
PARKLAND HOSPITAL - (BIRTH)
Assigned Locations:
ANGEL PEREZ MD PA - L1693 - (DEATH)
BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNT
BRYAN WHITE MD - J4607 - (DEATH)
BSA HEALTH SYSTEM - (BIRTH)
CALVARY HILL FUNERAL HOME - (DEATH)
CANOVA INTERNAL MEDICINE CLINIC - (DEATH)
CHAMBERS COUNTY JP PCT 4 - (DEATH)
CORLEY FUNERAL HOME - (DEATH)
DALLAS COUNTY MEDICAL EXAMINER - (DEATH)
GIRDNER FUNERAL HOMES - (DEATH)
GREENWOOD - MOUNT OLIVET - ARLINGTON - (DEATH)
HALCOYON HOME LLC - (DEATH)
HAND IN HAND HOSPICE - (DEATH)
Save
Step 5: Click on the arrow to import the selected location from "Available Location" to "Assigned Location" list.




**Step 6: Click the "Save" button.**
**The system will display the following pop-up message.**
**Then, click the "OK" button to complete the process.**




**Step 7: Upon clicking the "OK" button, the system will display the following pop-up message. Then, click the "OK" button to complete the process with selecting the security processes.**

# Review New User Account - Security Processes

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | HELP

User ID: * FIELDSERVICE2598

First Name: * GAETAN

Middle Name:

Last Name: * CARPENTIER

Suffix:

Email: * gaetan.carpentier@dshs.texas.gov

Show password rules

Password: * ••••••••

User Type: * LOCAL REGISTRAR

Show List

Save | Update | Search

Clear Fields | Deactivate User | Add/Edit Locations | Add/Edit Processes | Unlock User

Select User Status: --Select a value--

Select Location: --Select a value--

| User ID | First | Middle | Last | Suffix | Permissions | Status | Agency | User Phone |
|---|---|---|---|---|---|---|---|---|
| ADMIN | ADMIN2 | | ADMIN2 | | L | Active | | |
| | | | AUSTINREG1USE | | L | Active | REGISTRAR - CITY OF | (512)555-1234 |
| | | | AUSTINREG2USE | | L | Active | REGISTRAR - CITY OF | (737)555-3215 |
| | | | CARPENTIER | | U | Active | | |
| | | | HEMINGWAY | | U | Active | | (512)555-2585 |
| | | | DEAN | | U | Inactive | | (999)999-9999 |
| | | | DERRICK | | U | Active | | |

Page 1 of 1 Displaying Records 1 - 9 of 9

9 Records

**Step 1: Click the "Add/Edit Processes" button.**

Current Date: 02-May-2018 | Build Number: 1.0.0.0

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Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services

--Select a value--
EMAIL
FAX
MAIL
PHONE

**Step 2: Click the dropdown arrow and select a value from the list.**
**The value selected in this list will make the corresponding field mandatory.**

Location: * REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)
UserID: FIELDSERVICE2598
First Name: GAETAN
Last Name: CARPENTIER
Title:
Agency:
Department: Show List
Method of Contact: * --Select a value--
Email Subscription (for mass emailing): * --Select a value--

Phone #: * (__)__-____
Ext #:
Alt Phone #: (__)__-____
E-mail Address: *
Fax #: * (__)__-____
Special Permission: User Local Admin Sys Admin
Pin: Email Pin Generate Pin
Is Supervisor:
Fee Allocation Indicator
OVRA Allocation Indicator
DCOA Allocation Indicator
TDCJ Allocation Indicator

What Method of Contact should I choose?

Email is a preferred method of contact, but a user may elect any other method.

Groups And Processes:
- DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN )
- DEATH LOCAL (ADMIN ,SYSADMIN,ADMIN )
- LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN )
- LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN )
- BIRTH ABANDON
- BIRTH BLANK WORKSHEET
- BIRTH CERTIFICATION
- BIRTH DE-CERTIFY
- BIRTH DENIAL OF PATERNITY SIGNATURE
- BIRTH LEGAL VIEW
- BIRTH LOCAL ACCEPTANCE
- BIRTH LOCAL BATCH FILE
- BIRTH LOCAL BATCH FILE DOWNLOADER
- BIRTH LOCAL PRINT QUEUE
- BIRTH LOCAL REGISTRATION
- BIRTH PATERNITY ACKNOWLEDGMENT FORM
- BIRTH PATERNITY ACKNOWLEDGMENT SIGNATURE
- BIRTH PRE/POST BIRTH AOP
- BIRTH RELEASE
- BIRTH SEARCH AOP RECORD

Process Assigned:

BIRTH CLERKS/CERTIFIERS
BIRTH CLERKS/CERTIFIERS
AOP USERS

Save

**Step 3: Click the dropdown arrow and select a value from the list.**

Helpful Tip: fields marked with a red asterisk (*) are mandatory

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | TOOLS | HELP

**Step 4: Click the "Generate Pin" button to create a PIN for the User.**

Location: * REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

Phone #: * (__)__-____
Ext #:
Alt Phone #: (__)__-____
E-mail Address: *
Fax #: * (__)__-____
Special Permission: User Local Admin Sys Admin
Pin: Email Pin Generate Pin
Is Supervisor:
Fee Allocation Indicator
OVRA Allocation Indicator
DCOA Allocation Indicator
TDCJ Allocation Indicator

Show List

Contact: *
Email Subscription (for mass emailing): *

Process Assigned:

**Step 5: Upon clicking the "Generate Pin" button, the system will display the following pop-up message.**
**Click the "Yes" or "No" button to complete the process.**

**Process Maintenance**

Are you sure you want to generate new pin?

Yes | No

BIRTH DENIAL OF PATERNITY SIGNATURE
BIRTH LEGAL VIEW
BIRTH LOCAL ACCEPTANCE
BIRTH LOCAL BATCH FILE
BIRTH LOCAL BATCH FILE DOWNLOADER
BIRTH LOCAL PRINT QUEUE
GISTRATION
ACKNOWLEDGMENT FORM
ACKNOWLEDGMENT SIGNATURE
BIRTH AOP
OP RECORD

Save

**Step 6: Upon clicking the "Yes" button, the system will display the following pop-up message.**
**Click the "OK" button to complete the process.**

**Process Maintenance**

New pin generated and email sent successfully.

OK

What is the purpose for a PIN?

Throughout the system, the PIN is used as a user's electronic signature and will be required prior to certifying, submitting, and releasing a record.

**In the meantime, the new user should receive an email notification containing the User ID and a PIN #.**

**Below are examples of emails the system issues. The first image shows the initial email generated by the system, and the second image shows the notification after a PIN is reset.**

---

**From:** NO_REPLY@genesisinfo.com
**Sent:** Wednesday, May 2, 2018 8:47:03 AM (UTC-06:00) Central Time (US & Canada)
**To:** Carpentier,Gaetan (DSHS)
**Subject:** User Pin

User: FIELDSERVICE2598
Location: REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)
Pin: 883817

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

---

**From:** NO_REPLY@genesisinfo.com
**Sent:** Wednesday, May 2, 2018 8:48:03 AM (UTC-06:00) Central Time (US & Canada)
**To:** Carpentier,Gaetan (DSHS)
**Subject:** User Pin

User: FIELDSERVICE2598
Pin: 770238

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | TOOLS | HELP

Location: * REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

Phone #: (__)__-____
Ext #:
Alt Phone #: (__)__-____
E-mail Address: * gaetan.carpentier@dshs.texas.gov
Fax #: (__)__-____
Special Permission: User Local Admin Sys Admin
Pin: ••••••  Email Pin  Generate Pin
Is Supervisor:
Fee Allocation Indicator  OVRA Allocation Indicator
DCOA Allocation Indicator  Allocation Indicator

Show List
Method of Contact: *
Email Subscription (for mass emailing): *

**Groups And Processes:**

- DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN )
- DEATH LOCAL (ADMIN ,SYSADMIN,ADMIN )
  - DEATH DE-VERIFY
  - DEATH LOCAL ACCEPTANCE QUEUE
  - DEATH LOCAL BATCH PRINT
  - DEATH LOCAL BURIAL TRANSIT PERMIT QUEUE
  - DEATH LOCAL PROCESSES
  - DEATH REQUEST DISINTERMENT PERMIT
- LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN )
- LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN )
  - BIRTH ABANDON
  - BIRTH BLANK WORKSHEET
  - BIRTH CERTIFICATION
  - BIRTH DE-CERTIFY
  - BIRTH DENIAL OF PATERNITY SIGNATURE
  - BIRTH LEGAL VIEW
  - BIRTH LOCAL ACCEPTANCE
  - BIRTH LOCAL BATCH FILE
  - BIRTH LOCAL BATCH FILE DOWNLOADER
  - BIRTH LOCAL PRINT QUEUE

**Process Assigned:**

Save

**Step 7: Select one folder ( ) from the "Groups And Processes" list. Upon selection, the highlight color for item(s) selected will change.**

**Step 8: Click on the arrow to import the selected groups and processes from "Groups And Processes" to "Process Assigned" list.**

**Step 9: Click the "Save" button.**
**The system will display the following pop-up message.**
**Then, click the "OK" button to complete the process.**

***Note: Repeat these steps for each Security Process folder.***

Helpful Tip: Please see Appendix IV for Security Processes for your type of user

# List of Security Processes by User Role

Birth Facility (Hospital and Birthing Center) – Local Administrator:

BIRTH - LOCAL ADMINISTRATOR (ADMIN ,SYSADMIN,ADMIN )
- ADVANCE USER SEARCH
- AOP USER MANAGEMENT
- BIRTH ATTENDANT MAINTENANCE
- GLOBAL INVALID LOGIN ATTEMPTS DISABLE REPORT
- GLOBAL SYSTEM USAGE REPORT
- GLOBAL USER INACTIVITY REPORT
- GLOBAL USER MAINTENANCE HISTORY REPORT
- REVIEW ENROLLMENTS
- USER MAINTENANCE

Birth Facility (Hospital and Birthing Center – Birth Clerk:

BIRTH - CLERK (STATEUSER1 ,SYSADMIN,STATEUSER1 )
- BIRTH ABANDON
- BIRTH AOP SIGNATURE HISTORY FOR LINKED AOPS
- BIRTH AOP VIEW
- BIRTH DENIAL OF PATERNITY SIGNATURE
- BIRTH FACILITY STATISTICAL CORRECTION
- BIRTH HOSPITAL AOP REPORT
- BIRTH PATERNITY ACKNOWLEDGMENT FORM
- BIRTH PATERNITY ACKNOWLEDGMENT REPORT
- BIRTH PATERNITY ACKNOWLEDGMENT SIGNATURE
- BIRTH PRE/POST BIRTH AOP
- BIRTH RECORDS RELEASED BUT PENDING AOP REPORT
- BIRTH SEARCH AOP RECORD
- BIRTH SIGNATURE HISTORY
- BIRTH UNRESOLVED RECORD REPORT
- BIRTH UPLOAD AOP FORMS

Birth Facility (Hospital and Birthing Center – Birth Certifier:

- BIRTH - CERTIFIER (ADMIN ,SYSADMIN,ADMIN )
  - BIRTH BLANK WORKSHEET
  - BIRTH CERTIFICATION
  - BIRTH CERTIFIED BY CERTIFIER REPORT
  - BIRTH DE-CERTIFY
  - BIRTH FACILITY HELP
  - BIRTH FACILITY PRODUCTIVITY REPORT
  - BIRTH FACILITY REGISTRATION
  - BIRTH HOSPITAL VERIFICATION FORM
  - BIRTH HOSPITAL VERIFICATION SIGNATURE
  - BIRTH INSTITUTION REGISTRATION AND TIMELINESS AUDIT
  - BIRTH LISTING OF UNMATCHED BIRTHS WITH HIGH PROBAE
  - BIRTH MULTIPLE BIRTH EXCEPTION REPORT
  - BIRTH MULTIPLE BIRTH REPORT
  - BIRTH RECORD STATUS REPORT
  - BIRTH REJECTED RECORDS REPORT
  - BIRTH RELEASE
  - BIRTH UNCERTIFIED BY CERTIFIER REPORT
  - BIRTH VIEW SSN
  - BIRTH WORKSHEET
  - DOWNLOAD BLANK ENROLLMENT FORM - BIRTHING CENTE
  - EMAIL DIRECTORY
  - GENERIC FORM
  - SWITCH LOCATION
  - UPDATE PROFILE
  - USER PARAMETERS

Helpful Tip: Some of the security processes may only be available to certain users depending on their "Special Permission".
If a process is selected and does not qualify for assignment to the user, the following pop-up message will appear.
To permit the assignment of the selected process, change the user's special permission or contact TxEVER Helpdesk.

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human | Texas Department of State

FUNCTION | RECORD | TOOLS | HELP

STIN - TRAVIS COUNTY - (Local Office)

Special Permission: User Local Admin Sys Admin

E-mail Address: * gaetan.carpentier@dshs.texas.gov

Fax #: (__)__-____

Show List

Special Permission: User Local Admin Sys Admin

Pin: •••••• Email Pin Generate Pin

Is Supervisor:

Fee Allocation Indicator OVRA Allocation Indicator

DCOA Allocation Indicator TDCJ Allocation Indicator

(for mass emailing): *

DEATH GENERAL DATA ENTRY
DEATH LOCAL ACCEPTANCE QUEUE
DEATH LOCAL BATCH PRINT
DEATH LOCAL BURIAL TRANSIT PERMIT QUEUE
DEATH LOCAL PROCESSES
DEATH REFER TO JP/MEDICAL EXAMINER GDE
DEATH RELEASE GDE
DEATH RELINQUISH
DEATH REMINDER TO MEDICAL CERTIFIER
DEATH REQUEST DISINTERMENT PERMIT
EMAIL DIRECTORY
FEE LOCAL REGISTRAR PAPER INVENTORY
FEE NEW REQUEST
FEE NEW TRANACTION
FEE NEW TRANSACTION
FEE REGISTRATION
FEE SEARCH INPROGRESS VITAL RECORDS
FEE SEARCH TRANSACTION
FEE TRANSACTION COMPLETE
REVIEW ENROLLMENTS
USER MAINTENANCE

Process Assigned:
DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN )
LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN )
LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN )
REVIEW ENROLLMENTS

Save

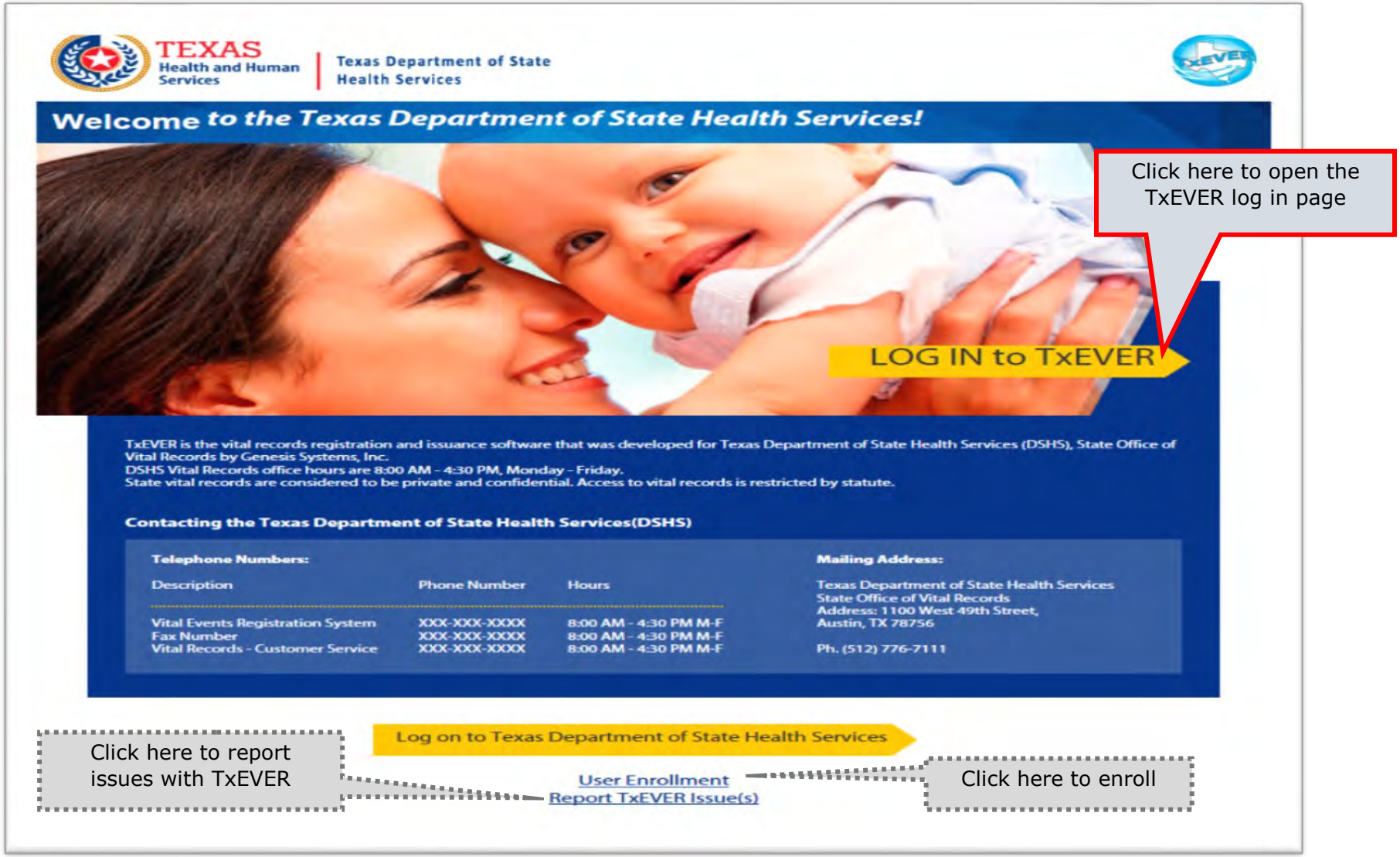
**Process Maintenance**

**The following processes are not eligible for this permission type:**
USER MAINTENANCE

OK

# Library Tables Maintenance

**Log into TxEVER via the web [https://txever.dshs.texas.gov/TxEverUI/](https://txever.dshs.texas.gov/TxEverUI/)**



This section is the third and final part of the user enrollment process in TxEVER.

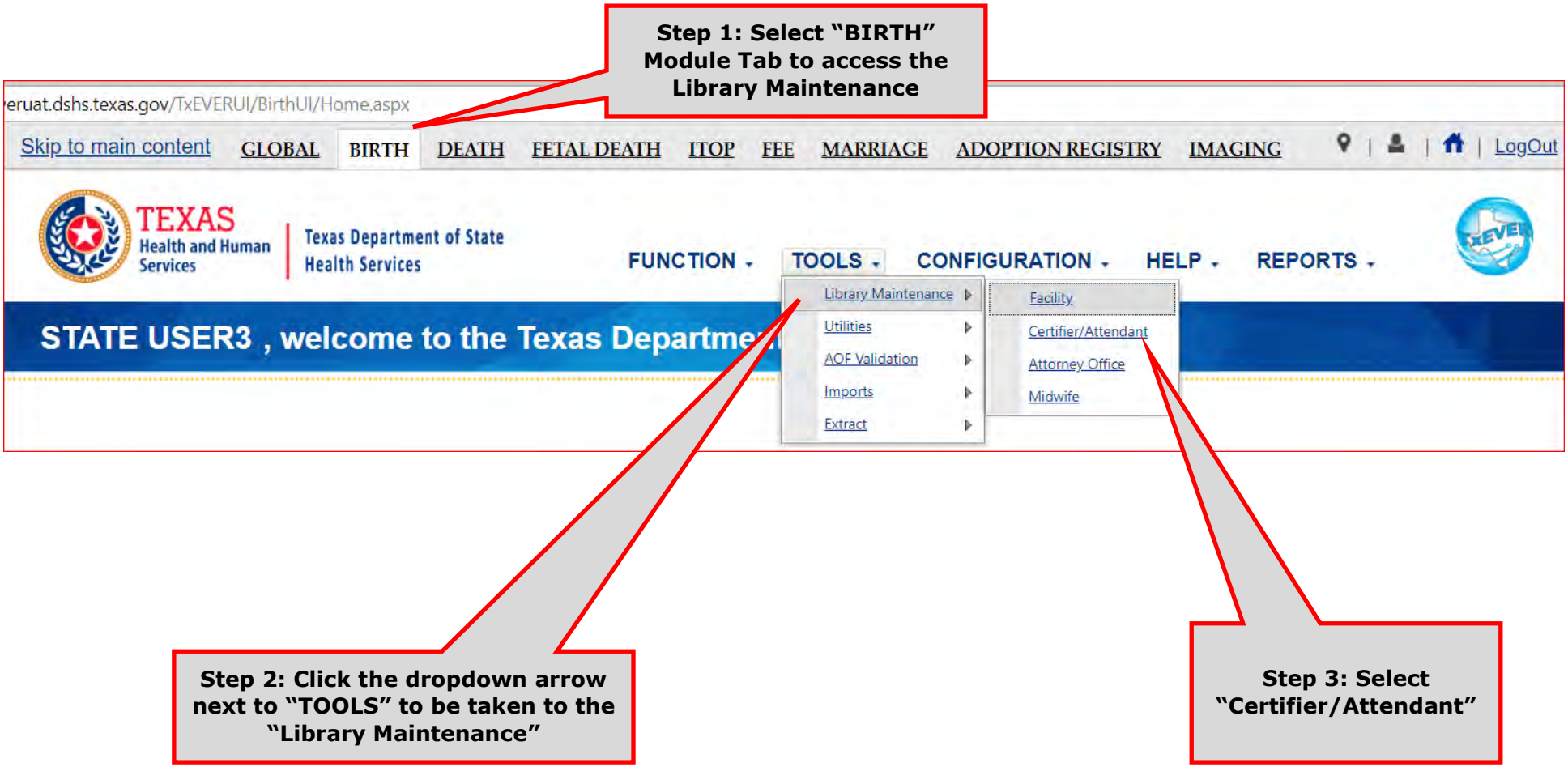
This is an essential part of your initial system setup.

It is also the section a local administrator will maintain to add new attendants, certifiers, and attendants/certifiers; this section will also serves to deactivate attendants, certifiers, attendants/certifiers who are no longer employed at the facility location.

Library tables are essential for the creation of event records because they hold the information for individuals involved in the registration process, such as birth attendant, birth certifiers, and birth attendant/certifiers. Information for these individuals will be part of the birth record.

The purpose of this document is to provide the user with a detailed step-by-step process for creating and/or updating library tables in the system.

# Add a New User to the Certifier/Attendant Library Table



Helpful Tip: fields marked with a red asterisk (*) are mandatory

TEXAS Health and Human Services | Texas Department Health Services

FUNCTIONS RECORD TOOLS

--Select a value--
ATTENDANT ONLY
CERTIFIER ONLY
BOTH ATTENDANT AND CERTIFIER

--Select a value--
CNM
DO
MD
MIDWIFE
ATTENDENT
FACILITY ADMINISTRATOR/DESIGNEE
OTHER

**Step 5: Fill in all available fields and select a value from dropdown lists**

## CERTIFIER/ATTENDANT

* Indicates a mandatory field

| | | | |
|---|---|---|---|
| Facility Name: * | --Select a value-- | Zip: * | --Select a value-- |
| Role: * | --Select a value-- | Zip Ext: | |
| Prefix: | --Select a value-- | Title: * | --Select a value-- |
| First Name: * | | Other Title: | |
| Middle Name: | | License: | |
| Last Name: * | | NPI: | |
| Suffix: | --Select a value-- | PIN: | |
| Address: * | | TO Email: | |
| Apt: | | CC Email: | |
| State: * | TEXAS | Fax#: | (___)___-____ |
| County: * | --Select a value-- | Method of Contact: | FAX |
| City/Town: * | --Select a value-- | Display in List: * | ALWAYS |
| | | User: * | --Select a value-- |

New Edit Save Clear Delete Search Undo

**Step 4: Click on the "NEW" button**

Select a facility to filter the grid below: PARKLAND HOSPITAL

Select a role to filter the grid below: ATTENDANT ONLY

Helpful Tip: fields marked with a red asterisk (*) are mandatory

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

CERTIFIER/ATTENDANT

Indicates a mandatory field

Facility Name

Role: *

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix: --Select a value--

Address: *

Apt:

State: * TEXAS

County: * --Select a value--

City/Town: * --Select a value--

Zip: * --Select a value--

Zip Ext:

Title: * --Select a value--

Other Title:

License:

NPI:

PIN:

Email:

CC

Fax#: (___)___-____

Method of Contact: FAX

Display in List: * ALWAYS

User: * --Select a value--

New Edit Save Clear Delete Search Undo

Select a facility to filter the below: PARKLAND HOSPITAL

Select a role to filter the low: ATTENDANT ONLY

**Step 6: Select "ALWAYS" in the dropdown list. This will assure this Certifier/Attendant will populate during the registration process.**

**Step 7: Select from dropdown list a User ID associated with the user's role.**

**Step 8: Click on the "SAVE" button. The new facility has been created.**

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# Create a New User Account
# Local Admin Process

The purpose of this document is to provide system users with a detailed step-by-step process for creating user accounts and library tables in TxEVER. Following these steps is an essential part of the initial system setup and its continuous maintenance.

The creation of a New User Account for a new user in TxEVER happens in following these easy steps:

1. a Local Administrator creates a new user account in the *User Maintenance*, assigns the facility location(s), and assigns security processes as needed; and
2. a Local Administrator adds a new certifier or attendant/certifier in the *Library Maintenance* table and link the user account to the table entry.

## What about the Review Enrollment Process?

After a user submitted an electronic request for a new account or change to an existing account, such as changing and/or adding a location, a local administrator or state system administrator will review the application.

This section is the first part to the *Create a New User Account-Local Admin Process* in TxEVER.

This is an essential part of the initial account setup. The facility local administrator creates a new user account, assigns the facility location(s), and assigns security processes as needed. Then the facility local administrator create the user account in the Certifier/Attendant library table.

The purpose of this document is to provide the user with a detailed step-by-step process for creating and/or updating the user account in the system.

# Add a New User Account in User Maintenance - Local Admin

**Log into TxEVER via the web [https://txever.dshs.texas.gov/TxEverUI/](https://txever.dshs.texas.gov/TxEverUI/)**

TEXAS Health and Human Services | Texas Department of State Health Services

**Welcome to the Texas Department of State Health Services!**

Click here to open the TxEVER log in page

LOG IN to TxEVER

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

**Contacting the Texas Department of State Health Services(DSHS)**

**Telephone Numbers:**

| Description | Phone Number | Hours |
|---|---|---|
| Vital Events Registration System | XXX-XXX-XXXX | 8:00 AM - 4:30 PM M-F |
| Fax Number | XXX-XXX-XXXX | 8:00 AM - 4:30 PM M-F |
| Vital Records - Customer Service | XXX-XXX-XXXX | 8:00 AM - 4:30 PM M-F |

**Mailing Address:**

Texas Department of State Health Services
State Office of Vital Records
Address: 1100 West 49th Street,
Austin, TX 78756

Ph. (512) 776-7111

Log on to Texas Department of State Health Services

Click here to report issues with TxEVER

User Enrollment

Report TxEVER Issue(s)

Click here to enroll

Skip to main content | GLOBAL | BIRTH | DEATH | FFF | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | TOOLS | HELP

Security | Utilities | User Maintenance

REGADMIN AUSTIN , welcome to the Texas Department of State Health Services.

NOTIFICATIONS

**Step 1: Select "GLOBAL" Module Tab to access the User Maintenance.**

**Step 2: Click the dropdown arrow next to "TOOLS" to be taken to the "Security"**

**Step 3: Select "User Maintenance" to add a new user account, edit, or de-activate existing accounts.**

Current Date: 25-Apr-2018 | Build Number: 1.0.0.0

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# Add a New User Account

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

**Step 1: Click the "Clear Fields" button to clear any data on the form**
**OR**
**Click the dropdown arrow next to "RECORD" to be taken to the "Clear Fields"**

FUNCTION | RECORD | HELP

- Save
- Search
- Update
- Clear Fields
- Deactivate User
- Add/Edit Locations
- Add/Edit Processes

User ID: * AUSTINREGADMIN
First Name: *
Middle Name:
Last Name: *
Suffix:
Email: *
Show password rules
Password:
User Type: *
Show List

Save | Update | Search

Clear Fields | Deactivate User | Add/Edit Locations | Add/Edit Processes | Unlock User

Select User Status: --Select a value--
Select Location: --Select a value--

| User ID | First | Middle | Last | Suffix | Permissions | Status |
|---|---|---|---|---|---|---|
| ADMIN | ADMIN2 | | ADMIN2 | | L | Active |
| AUSTINREG1USER | | | AUSTINREG1USE | | L | Active |
| AUSTINREG2USER | ABBY | | AUSTINREG2USE | | L | Active |
| FIELDSERVICE2598 | GAETAN | | CARPENTIER | | U | Active |
| GHEMINGWAY | GEORGE | | HEMINGWAY | | U | Active |
| JIDEAN | JIMMY | | DEAN | | U | Inactive |
| SDERRICK | | | DERRICK | | U | Active |

Page 1 of 1

RECORD | HELP

- Save
- Search
- Update
- Clear Fields
- Deactivate User
- Add/Edit Locations
- Add/Edit Processes

Helpful Tip: Using "Clear Fields" may help prevent a local administrator to edit data for a not selected user.

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Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

**Step 2: Enter data in each field below.**

**Step 3: Select one or multiple types in the list under "Selected User Types." To display the list, click on "Show List."**

User ID: * FIELDSERVICE2598

First Name: * GAETAN

Middle Name:

Last Name: * CARPENTIER

Suffix:

Email: * gaetan.carpentier@dshs.texas.gov

Show password rules

Password: * ••••••••

User Type: * LOCAL REGISTRAR Show List

Save | Update | Search

Clear Fields | Deactivate User | Add/Edit Locations | Add/Edit Processes | Unlock User

Select User Status: --Select a

Select Location: REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Loc

**Step 4: Click on the "Save" button**

| User ID | | Middle | Last | Suffix | Permissions | Status | Agency | User Ph |
|---|---|---|---|---|---|---|---|---|
| | | | AUSTINREG1USE | | L | Active | REGISTRAR - CITY OF | (512)555 34 |
| | | | AUSTINREG2USE | | L | Active | REGISTRAR - CITY OF | (737)555 215 |
| GHEMINGWAY | GEORGE | | HEMINGWAY | | | | | |
| JIDEAN | JIMMY | | DEAN | | | | | |
| SDERRICK | | | DERRICK | | | | | |
| TAITRAN | TAI | | TEST | | | | | |
| VBUTTS | VENESSA | | BUTTS | | | | | |

Page 1 of 1

r Type: * ATTENDANTS, BIRTH CLERKS, CERTIFIERS Hide

**Selected User Types:**

- ATTENDANTS
- BIRTH CLERKS
- CERTIFIERS

Helpful Tip: fields marked with a red asterisk (*) are mandatory

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**In the meantime, the new user should receive an email notification containing the User ID, a password, and additional information related to account**

**From:** NO_REPLY@genesisinfo.com
**Sent:** Wednesday, May 2, 2018 8:22:03 AM (UTC-06:00) Central Time (US & Canada)
**To:** Carpentier,Gaetan (DSHS)
**Subject:** TxEVER New User Account Information

Please do not respond to this e-mail. This mailbox is not monitored.
Your TxEVER new account has been successfully created.
Your User ID is: FIELDSERVICE2598
Your password is: Texas@111
If you copy and paste the password to log in, copy it backwords, i.e. right to left, instead of left to right. Sometimes copying and pasting the password left to right creates an invisible space in the box which will cause the system to reject the password and not allow you to log in. If you're still having problems, you can also type the password manually.
The TxEVER User ID is not case sensitive, but the Password is.

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | HELP

User ID: * FIELDSERVICE2598

First Name: * GAETAN

Middle Name:

Last Name: * CARPENTIER

Suffix:

Email: * gaetan.carpentier@dshs.texas.gov

Show password rules

Password: * ••••••••

User Type: * LOCAL REGISTRAR Show List

Save | Update | Search

Clear Fields | Deactivate User | Add/Edit Locations | Add/Edit Processes | Unlock User

Select User Status:

**User Maintenance**

You will be re-directed to location maintenance. Please assign locations and save to complete the process.

OK

| User ID | First | | | User Phone |
|---|---|---|---|---|
| AUSTINREG1USER | | | AR - CITY OF | (512)555-1234 |
| AUSTINREG2USER | ABBY | | AR - CITY OF | (737)555-3215 |
| GHEMINGWAY | GEORGE | | | (512)555-2585 |
| JIDEAN | JIMMY | | | (999)999-9999 |
| SDERRICK | | | | |
| TAITRAN | TAI | TEST | Active | |
| VBUTTS | VENESSA | | Active | |

Page 1 of 1 — Displaying Records 1 - 8 of 8

8 Records

**Step 5: Upon clicking the "Save" button, the system will display the following pop-up message.**
**Then, click the "OK" button to complete the process with selecting the location(s).**

Current Date: 02-May-2018 | Build Number: 1.0.0.0

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Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | TOOLS | HELP

UserID: FIELDSERVICE2598
First Name: GAETAN
Last Name: CARPENTIER
Title:
Agency:
Department:
Method of Contact:

Phone#:
Ext#:
Alt Phone#:
E-mail Address:
Fax#:
Special Permission:
Pin:

Location Type: --Select a value--

Available Locations:

Assigned Locations:

Birth Facility

- State Department of Health
- County Office
- Funeral Home
- Medical Office
- JP/ME Office
- Birth Facility
- Local Registrar Office
- Midwife
- Attorney Office
- Office Of Attorney General
- Other Entities

Save

**Step 6: Click the dropdown arrow and select a value from the list**

Helpful Tip: According to the type of user, several "Location Type" may be available.

Skip to main content | GLOBAL | BIRTH | DEATH | FETAL DEATH | ITOP | FEE | MARRIAGE | ADOPTION REGISTRY | IMAGING | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | TOOLS | HELP

UserID: GCARPENTIER18
First Name: GAETAN
Last Name: CARPENTIER
Title:
Agency:
Department:
Method of Contact:

Phone#:
Ext#:
Alt Phone#:
E-mail Address:
Fax#:
Special Permission:
Pin:

Location Type: Birth Facility

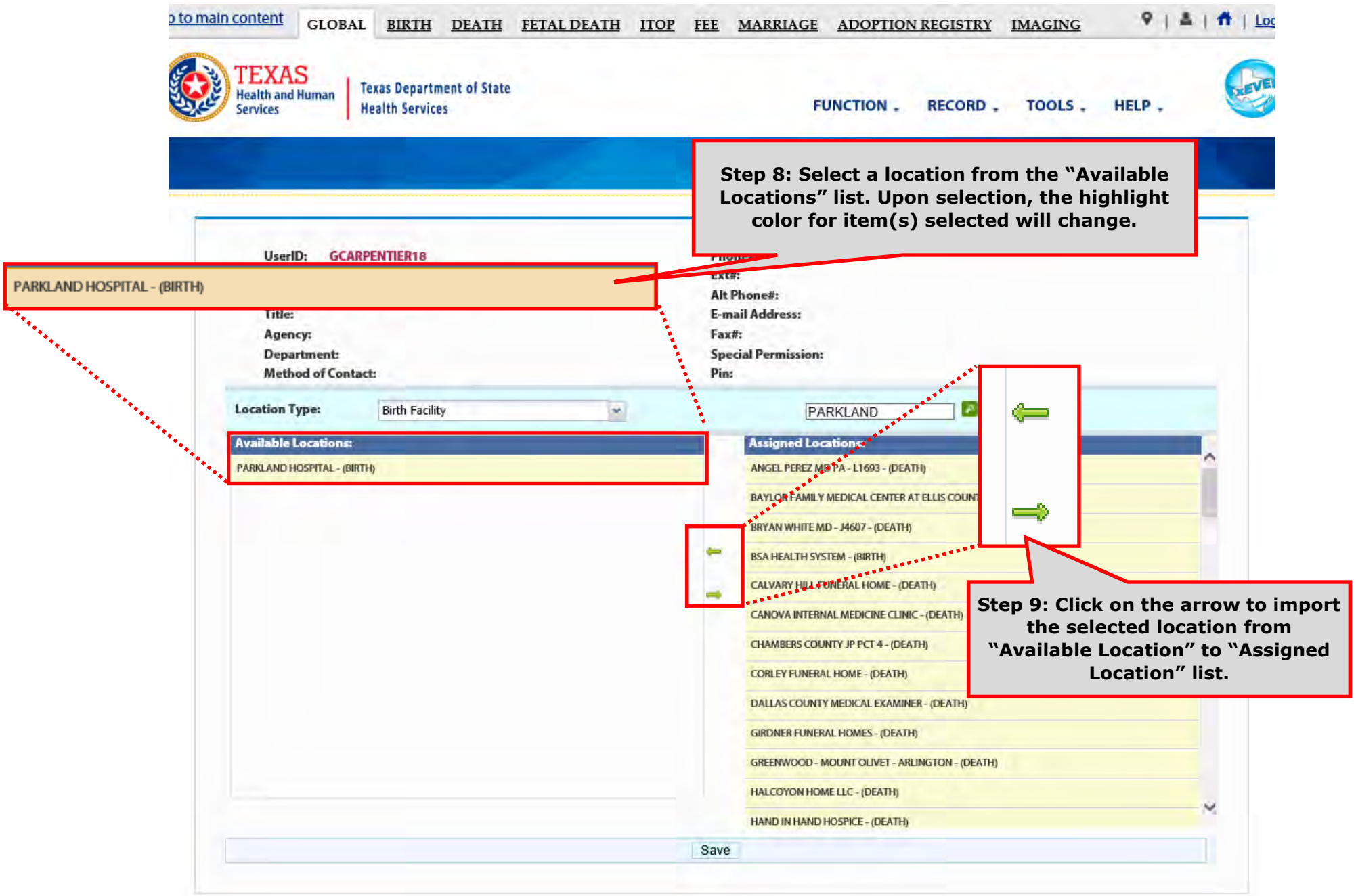
PARKLAND

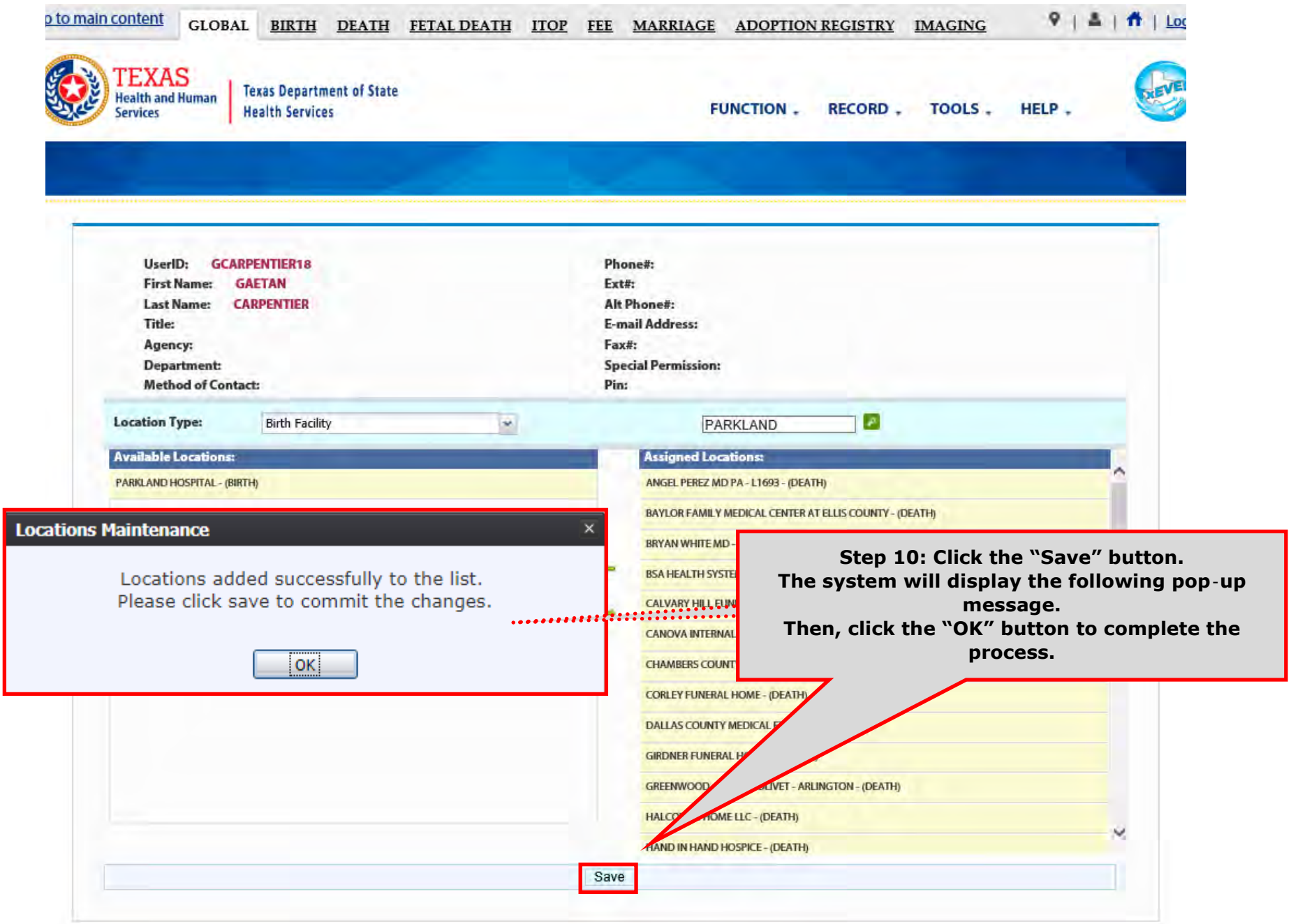
**Step 7: Enter the name of the facility**

**Then, click on**

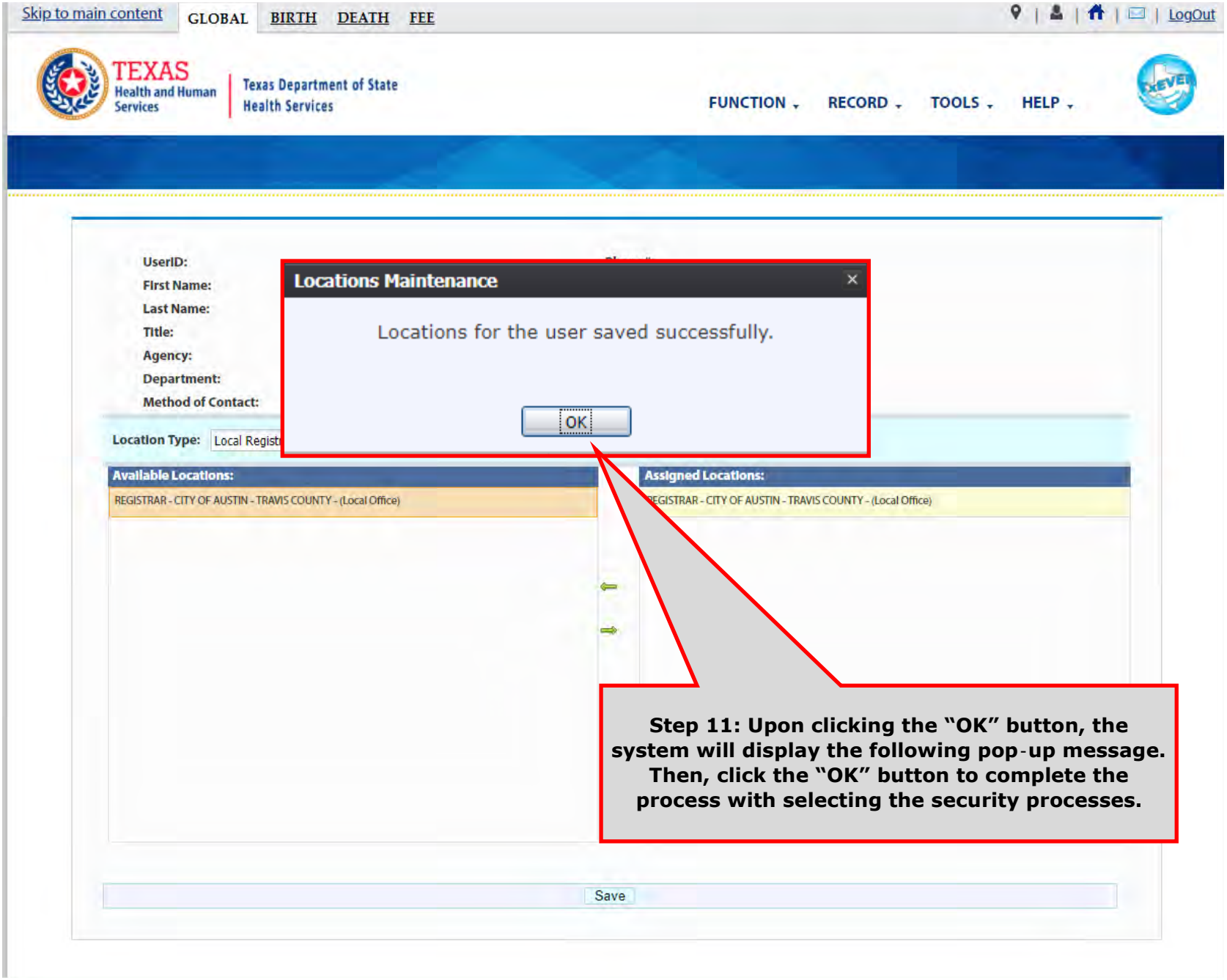
| Available Locations: | Assigned Locations: |
|---|---|
| | ANGEL PEREZ MD PA - L1693 - (DEATH) |
| | BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY - (DEATH) |
| | BRYAN WHITE MD - J4607 - (DEATH) |
| | BSA HEALTH SYSTEM - (BIRTH) |
| | CALVARY HILL FUNERAL HOME - (DEATH) |
| | CANOVA INTERNAL MEDICINE CLINIC - (DEATH) |
| | CHAMBERS COUNTY JP PCT 4 - (DEATH) |
| | CORLEY FUNERAL HOME - (DEATH) |
| | DALLAS COUNTY MEDICAL EXAMINER - (DEATH) |
| | GIRDNER FUNERAL HOMES - (DEATH) |
| | GREENWOOD - MOUNT OLIVET - ARLINGTON - (DEATH) |
| | HALCOYON HOME LLC - (DEATH) |
| | HAND IN HAND HOSPICE - (DEATH) |

Save


o to main content
GLOBAL
BIRTH
DEATH
FETAL DEATH
ITOP
FEE
MARRIAGE
ADOPTION REGISTRY
IMAGING
TEXAS
Health and Human Services
Texas Department of State Health Services
FUNCTION
RECORD
TOOLS
HELP
Step 8: Select a location from the "Available Locations" list. Upon selection, the highlight color for item(s) selected will change.
UserID: GCARPENTIER18
PARKLAND HOSPITAL - (BIRTH)
Title:
Agency:
Department:
Method of Contact:
Ext#:
Alt Phone#:
E-mail Address:
Fax#:
Special Permission:
Pin:
Location Type:
Birth Facility
PARKLAND
Available Locations:
PARKLAND HOSPITAL - (BIRTH)
Assigned Locations:
ANGEL PEREZ MD PA - L1693 - (DEATH)
BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNT
BRYAN WHITE MD - J4607 - (DEATH)
BSA HEALTH SYSTEM - (BIRTH)
CALVARY HILL FUNERAL HOME - (DEATH)
CANOVA INTERNAL MEDICINE CLINIC - (DEATH)
CHAMBERS COUNTY JP PCT 4 - (DEATH)
CORLEY FUNERAL HOME - (DEATH)
DALLAS COUNTY MEDICAL EXAMINER - (DEATH)
GIRDNER FUNERAL HOMES - (DEATH)
GREENWOOD - MOUNT OLIVET - ARLINGTON - (DEATH)
HALCOYON HOME LLC - (DEATH)
HAND IN HAND HOSPICE - (DEATH)
Save
Step 9: Click on the arrow to import the selected location from "Available Location" to "Assigned Location" list.




**Step 10: Click the "Save" button.**
**The system will display the following pop-up message.**
**Then, click the "OK" button to complete the process.**




**Step 11: Upon clicking the "OK" button, the system will display the following pop-up message. Then, click the "OK" button to complete the process with selecting the security processes.**

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services

--Select a value--
EMAIL
FAX
MAIL
PHONE

**Step 12: Click the dropdown arrow and select a value from the list.**
**The value selected in this list will make the corresponding field mandatory.**

Location: * REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)
UserID: FIELDSERVICE2598
First Name: GAETAN
Last Name: CARPENTIER
Title:
Agency:
Department: Show List
Method of Contact: * --Select a value--
Email Subscription (for mass emailing): * --Select a value--

Phone #: * (__)__-____
Ext #:
Alt Phone #: (__)__-____
E-mail Address: *
Fax #: * (__)__-____
Special Permission: User Local Admin Sys Admin
Pin: Email Pin Generate Pin
Is Supervisor:
Fee Allocation Indicator
OVRA Allocation Indicator
DCOA Allocation Indicator
TDCJ Allocation Indicator

What Method of Contact should I choose?

Email is a preferred method of contact, but a user may elect any other method.

Groups And Processes:
- DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN )
- DEATH LOCAL (ADMIN ,SYSADMIN,ADMIN )
- LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN )
- LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN )
- BIRTH ABANDON
- BIRTH BLANK WORKSHEET
- BIRTH CERTIFICATION
- BIRTH DE-CERTIFY
- BIRTH DENIAL OF PATERNITY SIGNATURE
- BIRTH LEGAL VIEW
- BIRTH LOCAL ACCEPTANCE
- BIRTH LOCAL BATCH FILE
- BIRTH LOCAL BATCH FILE DOWNLOADER
- BIRTH LOCAL PRINT QUEUE
- BIRTH LOCAL REGISTRATION
- BIRTH PATERNITY ACKNOWLEDGMENT FORM
- BIRTH PATERNITY ACKNOWLEDGMENT SIGNATURE
- BIRTH PRE/POST BIRTH AOP
- BIRTH RELEASE
- BIRTH SEARCH AOP RECORD

Process Assigned:

BIRTH CLERKS/CERTIFIERS
BIRTH CLERKS/CERTIFIERS
AOP USERS

Save

**Step 13: Click the dropdown arrow and select a value from the list.**

Helpful Tip: fields marked with a red asterisk (*) are mandatory

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | TOOLS | HELP

**Step 14: Click the "Generate Pin" button to create a PIN for the User.**

Location: * REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

Phone #: * (__)__-____
Ext #:
Alt Phone #: (__)__-____
E-mail Address: *
Fax #: * (__)__-____
Special Permission: User Local Admin Sys Admin
Pin: Email Pin Generate Pin
Is Supervisor:
Fee Allocation Indicator
OVRA Allocation Indicator
DCOA Allocation Indicator
TDCJ Allocation Indicator

Show List

Contact: *
Email Subscription (for mass emailing): *

Process Assigned:

**Step 15: Upon clicking the "Generate Pin" button, the system will display the following pop-up message.**
**Click the "Yes" or "No" button to complete the process.**

**Process Maintenance**

Are you sure you want to generate new pin?

Yes | No

BIRTH DENIAL OF PATERNITY SIGNATURE
BIRTH LEGAL VIEW
BIRTH LOCAL ACCEPTANCE
BIRTH LOCAL BATCH FILE
BIRTH LOCAL BATCH FILE DOWNLOADER
BIRTH LOCAL PRINT QUEUE
GISTRATION
ACKNOWLEDGMENT FORM
ACKNOWLEDGMENT SIGNATURE
BIRTH AOP
OP RECORD

Save

**Step 16: Upon clicking the "Yes" button, the system will display the following pop-up message.**
**Click the "OK" button to complete the process.**

**Process Maintenance**

New pin generated and email sent successfully.

OK

What is the purpose for a PIN?

Throughout the system, the PIN is used as a user's electronic signature and will be required prior to certifying, submitting, and releasing a record.

**In the meantime, the new user should receive an email notification containing the User ID and a PIN #.**

**Below are examples of emails the system issues. The first image shows the initial email generated by the system, and the second image shows the notification after a PIN is reset.**

---

**From:** NO_REPLY@genesisinfo.com
**Sent:** Wednesday, May 2, 2018 8:47:03 AM (UTC-06:00) Central Time (US & Canada)
**To:** Carpentier,Gaetan (DSHS)
**Subject:** User Pin

User: FIELDSERVICE2598
Location: REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)
Pin: 883817

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

---

**From:** NO_REPLY@genesisinfo.com
**Sent:** Wednesday, May 2, 2018 8:48:03 AM (UTC-06:00) Central Time (US & Canada)
**To:** Carpentier,Gaetan (DSHS)
**Subject:** User Pin

User: FIELDSERVICE2598
Pin: 770238

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | TOOLS | HELP

Location: * REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

Phone #: (__)__-____
Ext #:
Alt Phone #: (__)__-____
E-mail Address: * gaetan.carpentier@dshs.texas.gov
Fax #: (__)__-____
Special Permission: User Local Admin Sys Admin
Pin: ••••••  Email Pin  Generate Pin
Is Supervisor:
Fee Allocation Indicator  OVRA Allocation Indicator
DCOA Allocation Indicator  Allocation Indicator

Show List
Method of Contact: *
Email Subscription (for mass emailing): *

**Groups And Processes:**

- DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN )
- DEATH LOCAL (ADMIN ,SYSADMIN,ADMIN )
  - DEATH DE-VERIFY
  - DEATH LOCAL ACCEPTANCE QUEUE
  - DEATH LOCAL BATCH PRINT
  - DEATH LOCAL BURIAL TRANSIT PERMIT QUEUE
  - DEATH LOCAL PROCESSES
  - DEATH REQUEST DISINTERMENT PERMIT
- LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN )
- LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN )
  - BIRTH ABANDON
  - BIRTH BLANK WORKSHEET
  - BIRTH CERTIFICATION
  - BIRTH DE-CERTIFY
  - BIRTH DENIAL OF PATERNITY SIGNATURE
  - BIRTH LEGAL VIEW
  - BIRTH LOCAL ACCEPTANCE
  - BIRTH LOCAL BATCH FILE
  - BIRTH LOCAL BATCH FILE DOWNLOADER
  - BIRTH LOCAL PRINT QUEUE

**Process Assigned:**

Save

**Step 17: Select one folder ( 🗀 ) from the "Groups And Processes" list. Upon selection, the highlight color for item(s) selected will change.**

**Step 18: Click on the arrow to import the selected groups and processes from "Groups And Processes" to "Process Assigned" list.**

**Step 19: Click the "Save" button.**
**The system will display the following pop-up message.**
**Then, click the "OK" button to complete the process.**

***Note: Repeat these steps for each Security Process folder.***

Helpful Tip: Please see Appendix IV for Security Processes for your type of user

# List of Security Processes by User Role

Birth Facility (Hospital and Birthing Center) – Local Administrator:

BIRTH - LOCAL ADMINISTRATOR (ADMIN ,SYSADMIN,ADMIN )
- ADVANCE USER SEARCH
- AOP USER MANAGEMENT
- BIRTH ATTENDANT MAINTENANCE
- GLOBAL INVALID LOGIN ATTEMPTS DISABLE REPORT
- GLOBAL SYSTEM USAGE REPORT
- GLOBAL USER INACTIVITY REPORT
- GLOBAL USER MAINTENANCE HISTORY REPORT
- REVIEW ENROLLMENTS
- USER MAINTENANCE

Birth Facility (Hospital and Birthing Center – Birth Clerk:

BIRTH - CLERK (STATEUSER1 ,SYSADMIN,STATEUSER1 )
- BIRTH ABANDON
- BIRTH AOP SIGNATURE HISTORY FOR LINKED AOPS
- BIRTH AOP VIEW
- BIRTH DENIAL OF PATERNITY SIGNATURE
- BIRTH FACILITY STATISTICAL CORRECTION
- BIRTH HOSPITAL AOP REPORT
- BIRTH PATERNITY ACKNOWLEDGMENT FORM
- BIRTH PATERNITY ACKNOWLEDGMENT REPORT
- BIRTH PATERNITY ACKNOWLEDGMENT SIGNATURE
- BIRTH PRE/POST BIRTH AOP
- BIRTH RECORDS RELEASED BUT PENDING AOP REPORT
- BIRTH SEARCH AOP RECORD
- BIRTH SIGNATURE HISTORY
- BIRTH UNRESOLVED RECORD REPORT
- BIRTH UPLOAD AOP FORMS

Birth Facility (Hospital and Birthing Center – Birth Certifier:

- BIRTH - CERTIFIER (ADMIN ,SYSADMIN,ADMIN )
  - BIRTH BLANK WORKSHEET
  - BIRTH CERTIFICATION
  - BIRTH CERTIFIED BY CERTIFIER REPORT
  - BIRTH DE-CERTIFY
  - BIRTH FACILITY HELP
  - BIRTH FACILITY PRODUCTIVITY REPORT
  - BIRTH FACILITY REGISTRATION
  - BIRTH HOSPITAL VERIFICATION FORM
  - BIRTH HOSPITAL VERIFICATION SIGNATURE
  - BIRTH INSTITUTION REGISTRATION AND TIMELINESS AUDIT
  - BIRTH LISTING OF UNMATCHED BIRTHS WITH HIGH PROBAE
  - BIRTH MULTIPLE BIRTH EXCEPTION REPORT
  - BIRTH MULTIPLE BIRTH REPORT
  - BIRTH RECORD STATUS REPORT
  - BIRTH REJECTED RECORDS REPORT
  - BIRTH RELEASE
  - BIRTH UNCERTIFIED BY CERTIFIER REPORT
  - BIRTH VIEW SSN
  - BIRTH WORKSHEET
  - DOWNLOAD BLANK ENROLLMENT FORM - BIRTHING CENTE
  - EMAIL DIRECTORY
  - GENERIC FORM
  - SWITCH LOCATION
  - UPDATE PROFILE
  - USER PARAMETERS

Helpful Tip: Some of the security processes may only be available to certain users depending on their "Special Permission".
If a process is selected and does not qualify for assignment to the user, the following pop-up message will appear.
To permit the assignment of the selected process, a local administrator may need to change the user's special permission or contact TxEVER Helpdesk.

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human | Texas Department of State

FUNCTION | RECORD | TOOLS | HELP

STIN - TRAVIS COUNTY - (Local Office)

Special Permission: User Local Admin Sys Admin

E-mail Address: * gaetan.carpentier@dshs.texas.gov

Fax #: (__)__-____

Show List

Special Permission: User Local Admin Sys Admin

Pin: •••••• Email Pin Generate Pin

Is Supervisor:

Fee Allocation Indicator OVRA Allocation Indicator

DCOA Allocation Indicator TDCJ Allocation Indicator

(for mass emailing): *

DEATH GENERAL DATA ENTRY
DEATH LOCAL ACCEPTANCE QUEUE
DEATH LOCAL BATCH PRINT
DEATH LOCAL BURIAL TRANSIT PERMIT QUEUE
DEATH LOCAL PROCESSES
DEATH REFER TO JP/MEDICAL EXAMINER GDE
DEATH RELEASE GDE
DEATH RELINQUISH
DEATH REMINDER TO MEDICAL CERTIFIER
DEATH REQUEST DISINTERMENT PERMIT
EMAIL DIRECTORY
FEE LOCAL REGISTRAR PAPER INVENTORY
FEE NEW REQUEST
FEE NEW TRANACTION
FEE NEW TRANSACTION
FEE REGISTRATION
FEE SEARCH INPROGRESS VITAL RECORDS
FEE SEARCH TRANSACTION
FEE TRANSACTION COMPLETE
REVIEW ENROLLMENTS
USER MAINTENANCE

Process Assigned:
DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN )
LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN )
LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN )
REVIEW ENROLLMENTS

Save

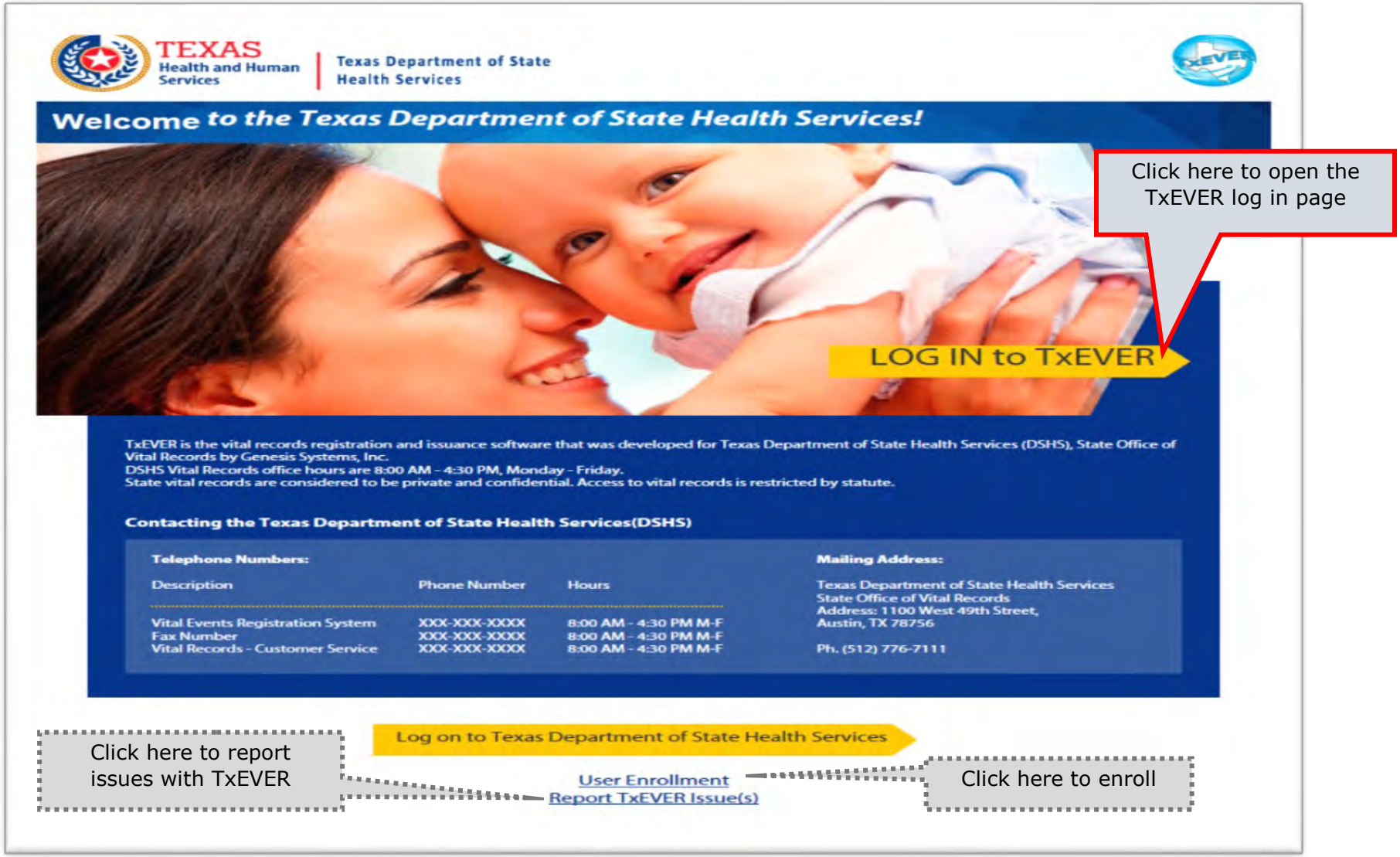
**Process Maintenance**

**The following processes are not eligible for this permission type:**
USER MAINTENANCE

OK

# Library Tables Maintenance

**Log into TxEVER via the web [https://txever.dshs.texas.gov/TxEverUI/](https://txever.dshs.texas.gov/TxEverUI/)**



This section is the second and final part of the *Create a New User Account-Local Admin Process* in TxEVER.

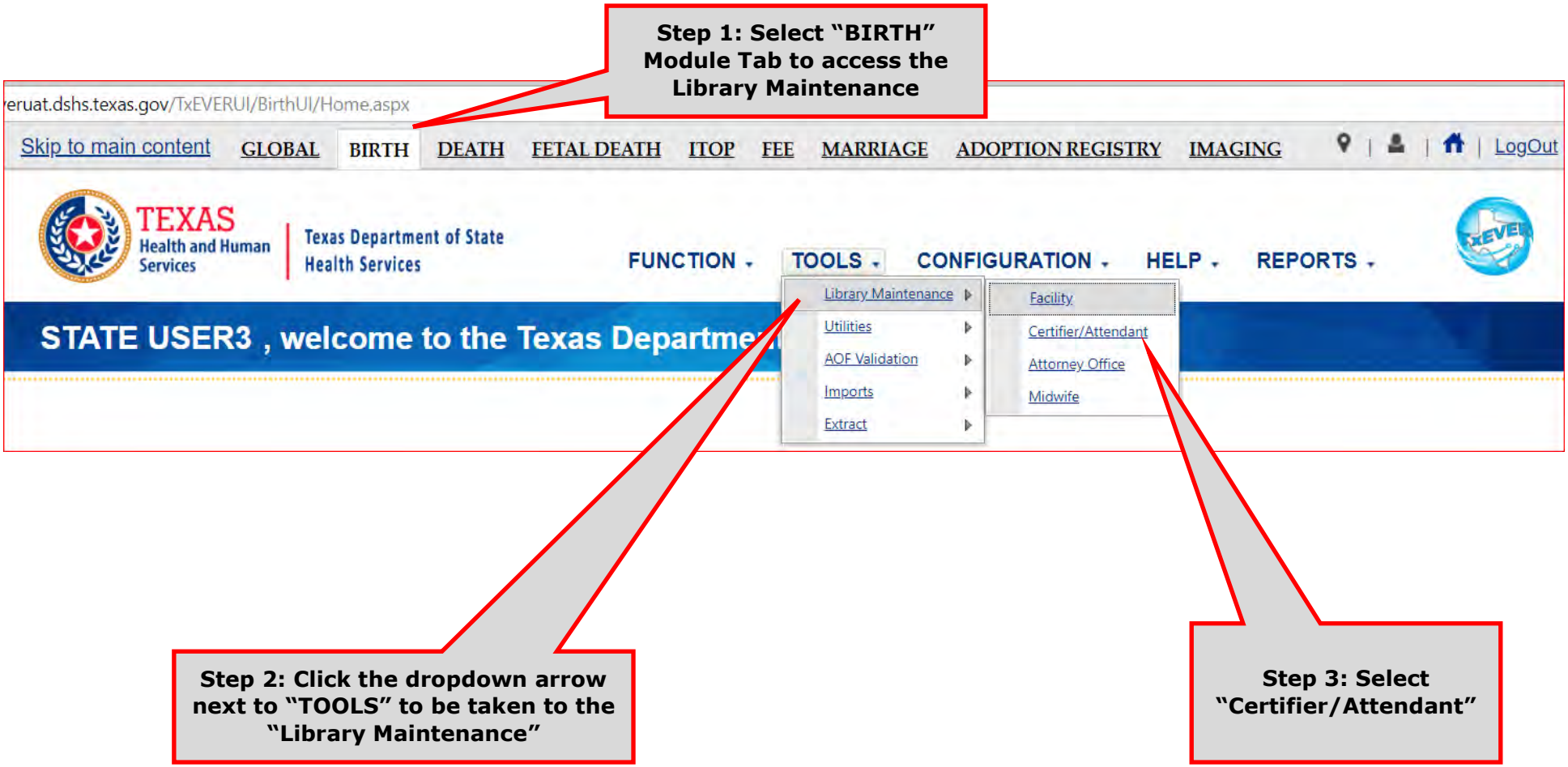
This is an essential part of your initial system setup.

It is also the section a local administrator will maintain to add new attendants, certifiers, and attendants/certifiers; this section will also serves to de-activate attendants, certifiers, attendants/certifiers who are no longer employed at the facility location.

Library tables are essential for the creation of event records because they hold the information for individuals involved in the registration process, such as birth attendant, birth certifiers, and birth attendant/certifiers. Information for these individuals will be part of the birth record.

The purpose of this document is to provide the user with a detailed step-by-step process for creating and/or updating library tables in the system.

# Add a New User to the Certifier/Attendant Library Table



Helpful Tip: fields marked with a red asterisk (*) are mandatory

TEXAS Health and Human Services | Texas Department Health Services

FUNCTIONS RECORD TOOLS

--Select a value--
ATTENDANT ONLY
CERTIFIER ONLY
BOTH ATTENDANT AND CERTIFIER

--Select a value--
CNM
DO
MD
MIDWIFE
ATTENDENT
FACILITY ADMINISTRATOR/DESIGNEE
OTHER

**Step 5: Fill in all available fields and select a value from dropdown lists**

## CERTIFIER/ATTENDANT

* Indicates a mandatory field

| | | | |
|---|---|---|---|
| Facility Name: * | --Select a value-- | Zip: * | --Select a value-- |
| Role: * | --Select a value-- | Zip Ext: | |
| Prefix: | --Select a value-- | Title: * | --Select a value-- |
| First Name: * | | Other Title: | |
| Middle Name: | | License: | |
| Last Name: * | | NPI: | |
| Suffix: | --Select a value-- | PIN: | |
| Address: * | | TO Email: | |
| Apt: | | CC Email: | |
| State: * | TEXAS | Fax#: | (___)___-____ |
| County: * | --Select a value-- | Method of Contact: | FAX |
| City/Town: * | --Select a value-- | Display in List: * | ALWAYS |
| | | User: * | --Select a value-- |

New Edit Save Clear Delete Search Undo

**Step 4: Click on the "NEW" button**

Select a facility to filter the grid below: PARKLAND HOSPITAL

Select a role to filter the grid below: ATTENDANT ONLY

Helpful Tip: fields marked with a red asterisk (*) are mandatory

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

CERTIFIER/ATTENDANT

Indicates a mandatory field

Facility Name

Role: *

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix: --Select a value--

Address: *

Apt:

State: * TEXAS

County: * --Select a value--

City/Town: * --Select a value--

Zip: * --Select a value--

Zip Ext:

Title: * --Select a value--

Other Title:

License:

NPI:

PIN:

Email:

CC

Fax#: (___)___-____

Method of Contact: FAX

Display in List: * ALWAYS

User: * --Select a value--

New Edit Save Clear Delete Search Undo

Select a facility to filter the below: PARKLAND HOSPITAL

Select a role to filter the low: ATTENDANT ONLY

**Step 6: Select "ALWAYS" in the dropdown list. This will assure this Certifier/Attendant will populate during the registration process.**

**Step 7: Select from dropdown list a User ID associated with the user's role.**

**Step 8: Click on the "SAVE" button. The new facility has been created.**

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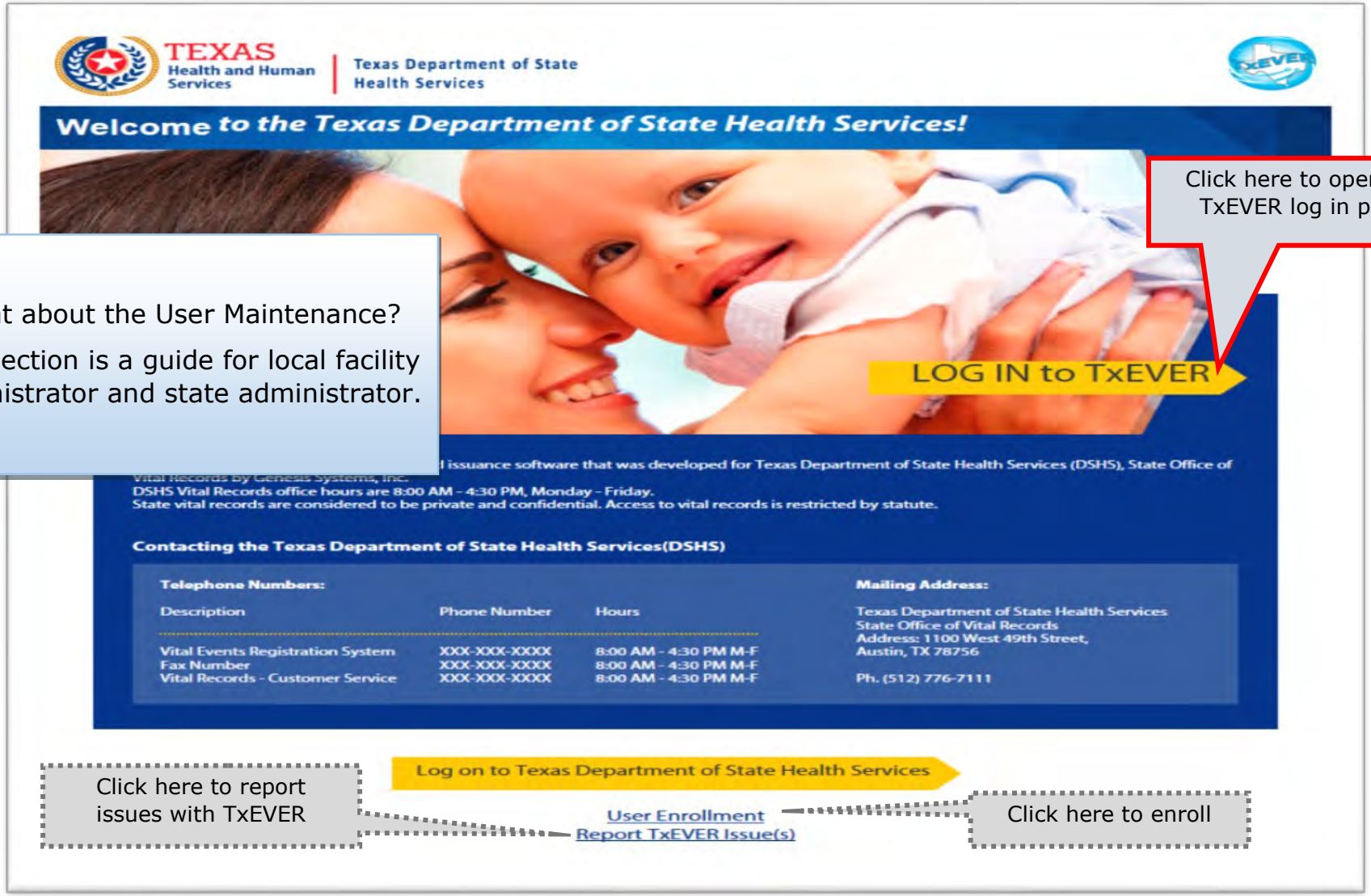
# User Account Maintenance

The purpose of this document is to provide system users with a detailed step-by-step process for updating user accounts and library tables in TxEVER. Following these steps is an essential part of the continuous maintenance in TxEVER.

# USER MAINTENANCE - LOCAL ADMIN

**Log into TxEVER via the web [https://txever.dshs.texas.gov/TxEverUI/](https://txever.dshs.texas.gov/TxEverUI/)**




Click here to open the TxEVER log in page

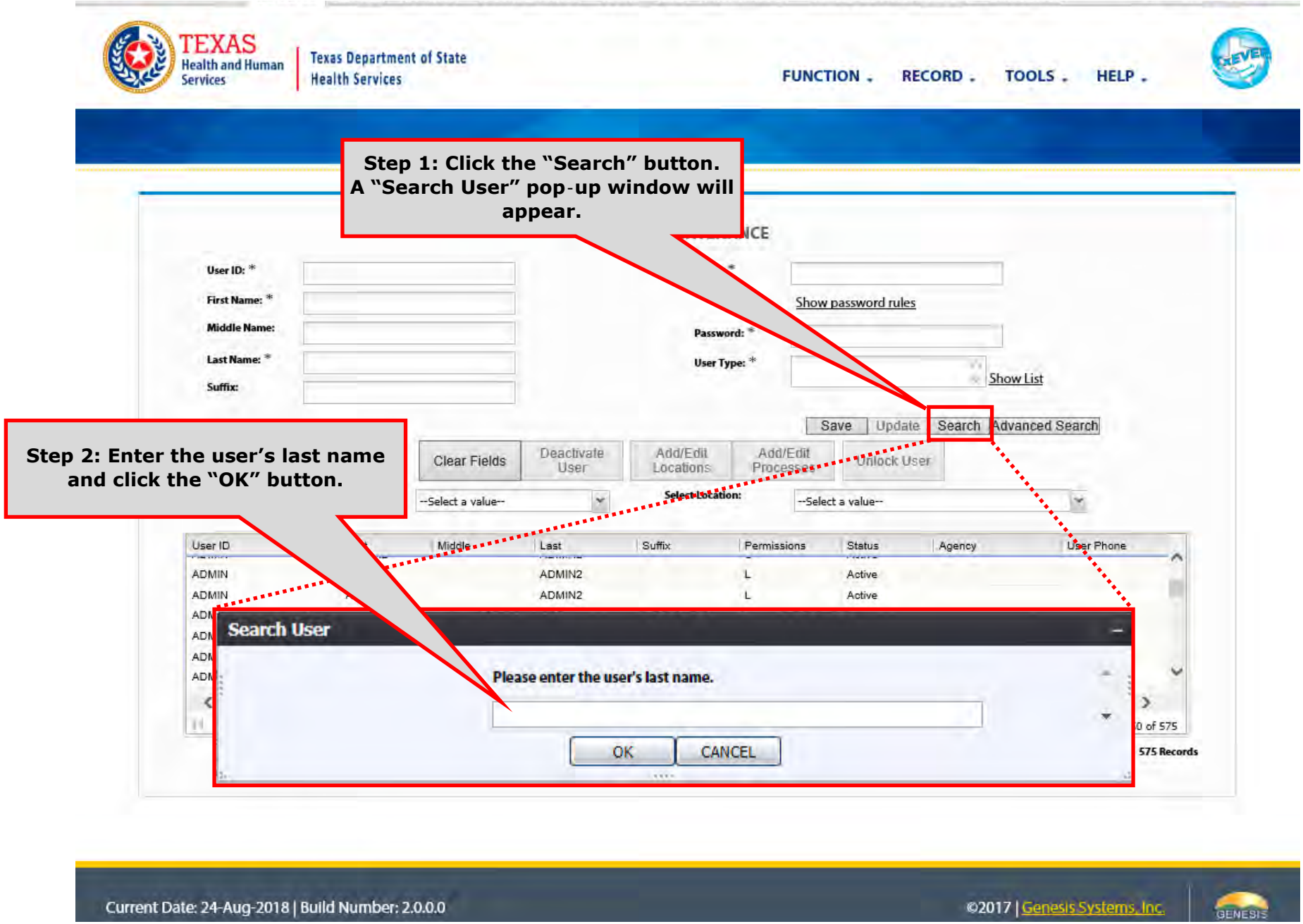
What about the User Maintenance?

This section is a guide for local facility administrator and state administrator.

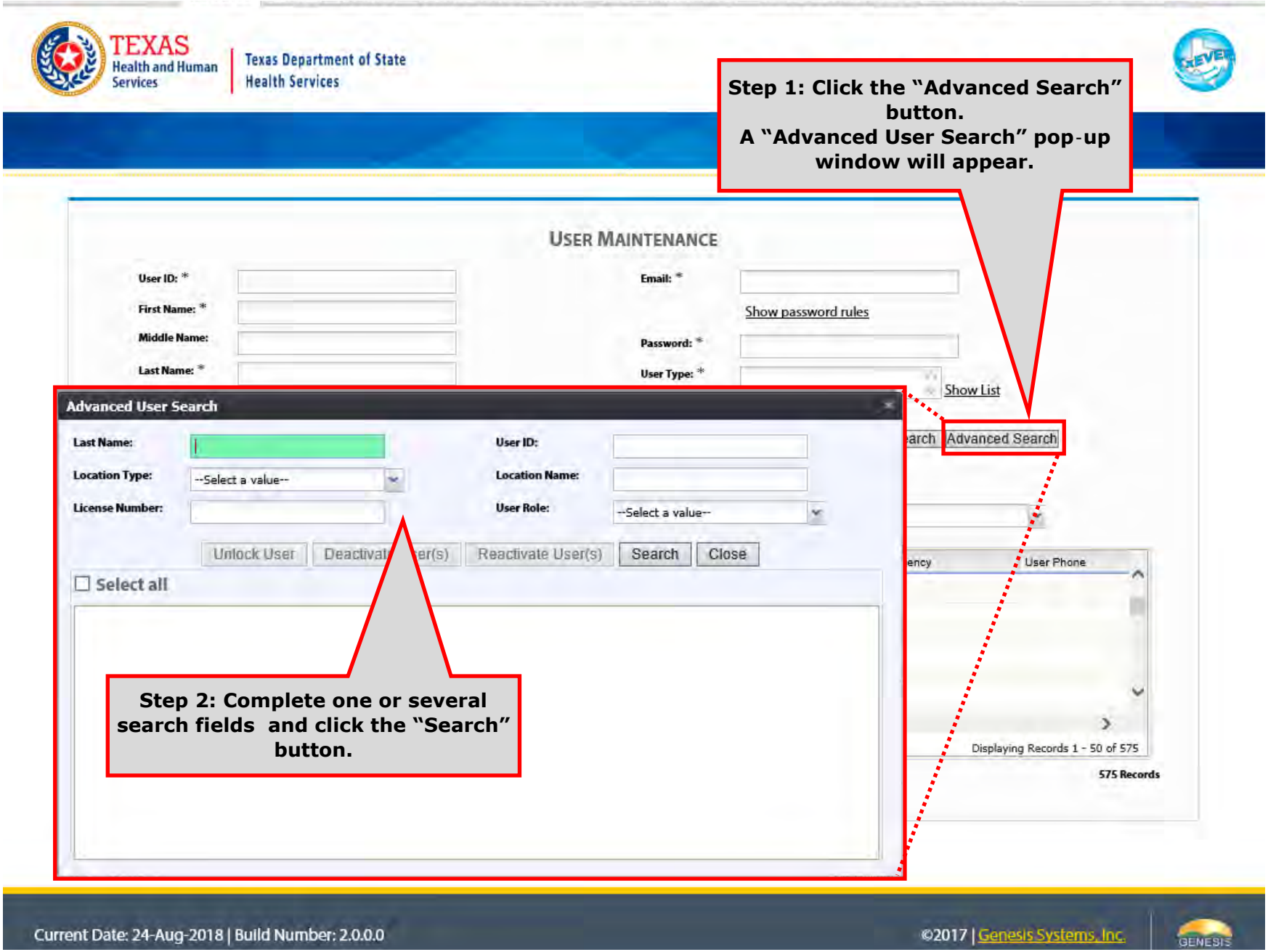
Click here to report issues with TxEVER

Click here to enroll

# EDIT AN EXISTING USER ACCOUNT
## Simple Search



# EDIT AN EXISTING USER ACCOUNT
## Advanced Search



# EDIT AN EXISTING USER ACCOUNT
## Advanced Search

**Step 3: Select one of the user in the list and click on any function you want to perform (manage location, manage processes, unlock user, deactivate user, and reactivate user). The system will then take you to the location were you can complete your edit)**

TEXAS Health and Human | Texas Department of State

FUNCTION . RECORD . TOOLS . HELP .

USER MAINTENANCE

Email: *

Show password rules

Password: *

User Type: *

Show List

Search | Advanced Search

User ID: ADMIN

Location Name:

User Role: --Select a value--

--Select a value--

Unlock User | Deactivate User(s) | Reactivate User(s) | Search | Close

Select all

| Select | Manage Locations | Manage Processes | User ID | First | Middle | Last |
|---|---|---|---|---|---|---|
| ☑ | Manage locations | Manage processes | ADMIN | ADMIN2 | | ADMIN |
| ☐ | Manage locations | Manage processes | ADMIN | ADMIN2 | | ADMIN |
| ☐ | Manage locations | Manage processes | ADMIN | ADMIN2 | | ADMIN |
| ☐ | Manage locations | Manage processes | ADMIN | ADMIN2 | | ADMIN |
| ☐ | Manage locations | Manage processes | ADMIN | ADMIN2 | | ADMIN |
| ☐ | Manage locations | Manage processes | ADMIN | ADMIN2 | | ADMIN |

Page 1 of 3

Displaying Records 1 - 20 of 48

User Phone

Displaying Records 1 - 50 of 575

575 Records

Current Date: 24-Aug-2018 | Build Number: 2.0.0.0

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# EDIT/CHANGE LOCATIONS

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | HELP

User ID: * FIELDSERVICE2598
First Name: * GAETAN
Middle Name:
Last Name: * CARPENTIER
Suffix:

Email: * gaetan.carpentier@dshs.texas.gov
Show password rules
Password: * ••••••••
User Type: * LOCAL REGISTRAR
Show List

Save | Update | Search

Clear Fields | Deactivate User | Add/Edit Locations | Add/Edit Processes | Unlock User

Select User Status: --Select a value--
Select Location: --Select a value--

| User ID | First | Last | Suffix | Permissions | Status | Agency | User Phone |
|---|---|---|---|---|---|---|---|
| ADMIN | ADMIN2 | ADMIN2 | | L | Active | | |
| | | AUSTINREG1USE | | L | Active | REGISTRAR - CITY OF | (512)555-1234 |
| | | AUSTINREG2USE | | L | Active | REGISTRAR - CITY OF | (737)555-3215 |
| | | CARPENTIER | | U | Active | | |
| | | HEMINGWAY | | U | Active | | (512)555-2585 |
| | | DEAN | | U | Inactive | | (999)999-9999 |
| | | DERRICK | | U | Active | | |

Page 1 of 1 — Displaying Records 1 - 9 of 9

9 Records

**Step 1: Click the "Add/Edit Locations" button.**

Current Date: 02-May-2018 | Build Number: 1.0.0.0

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Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | TOOLS | HELP

UserID: FIELDSERVICE2598
First Name: GAETAN
Last Name: CARPENTIER
Title:
Agency:
Department:
Method of Contact:

Phone#:
Ext#:
Alt Phone#:
E-mail Address:
Fax#:
Special Permission:
Pin:

Location Type: --Select a value--

Available Locations:

Assigned Locations:

Birth Facility

- State Department of Health
- County Office
- Funeral Home
- Medical Office
- JP/ME Office
- Birth Facility
- Local Registrar Office
- Midwife
- Attorney Office
- Office Of Attorney General
- Other Entities

Save

**Step 2: Click the dropdown arrow and select a value from the list**

Helpful Tip: According to the type of user, several "Location Type" may be available.

Skip to main content | GLOBAL | BIRTH | DEATH | FETAL DEATH | ITOP | FEE | MARRIAGE | ADOPTION REGISTRY | IMAGING | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | TOOLS | HELP

UserID: GCARPENTIER18
First Name: GAETAN
Last Name: CARPENTIER
Title:
Agency:
Department:
Method of Contact:

Phone#:
Ext#:
Alt Phone#:
E-mail Address:
Fax#:
Special Permission:
Pin:

Location Type: Birth Facility

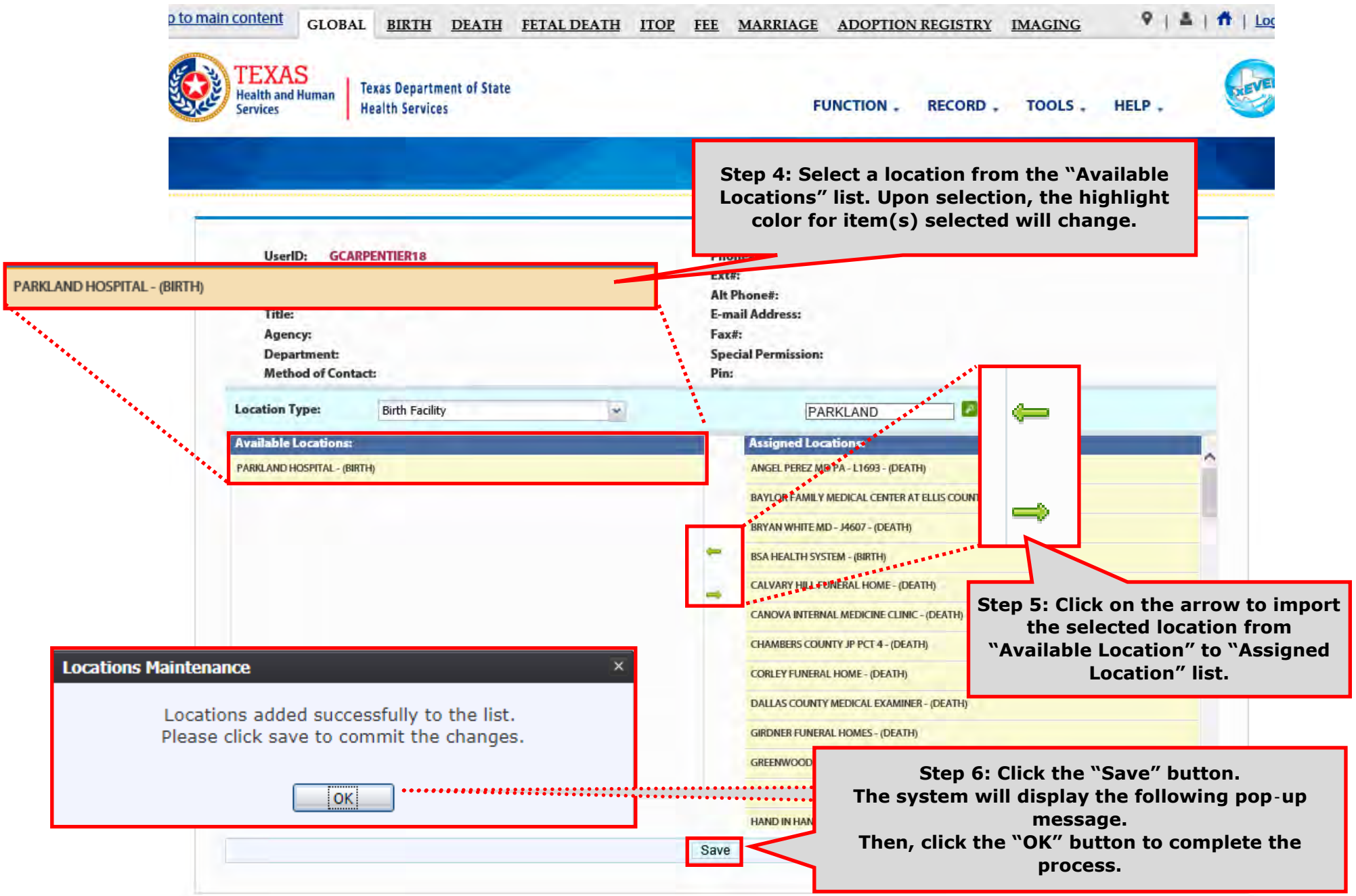
PARKLAND

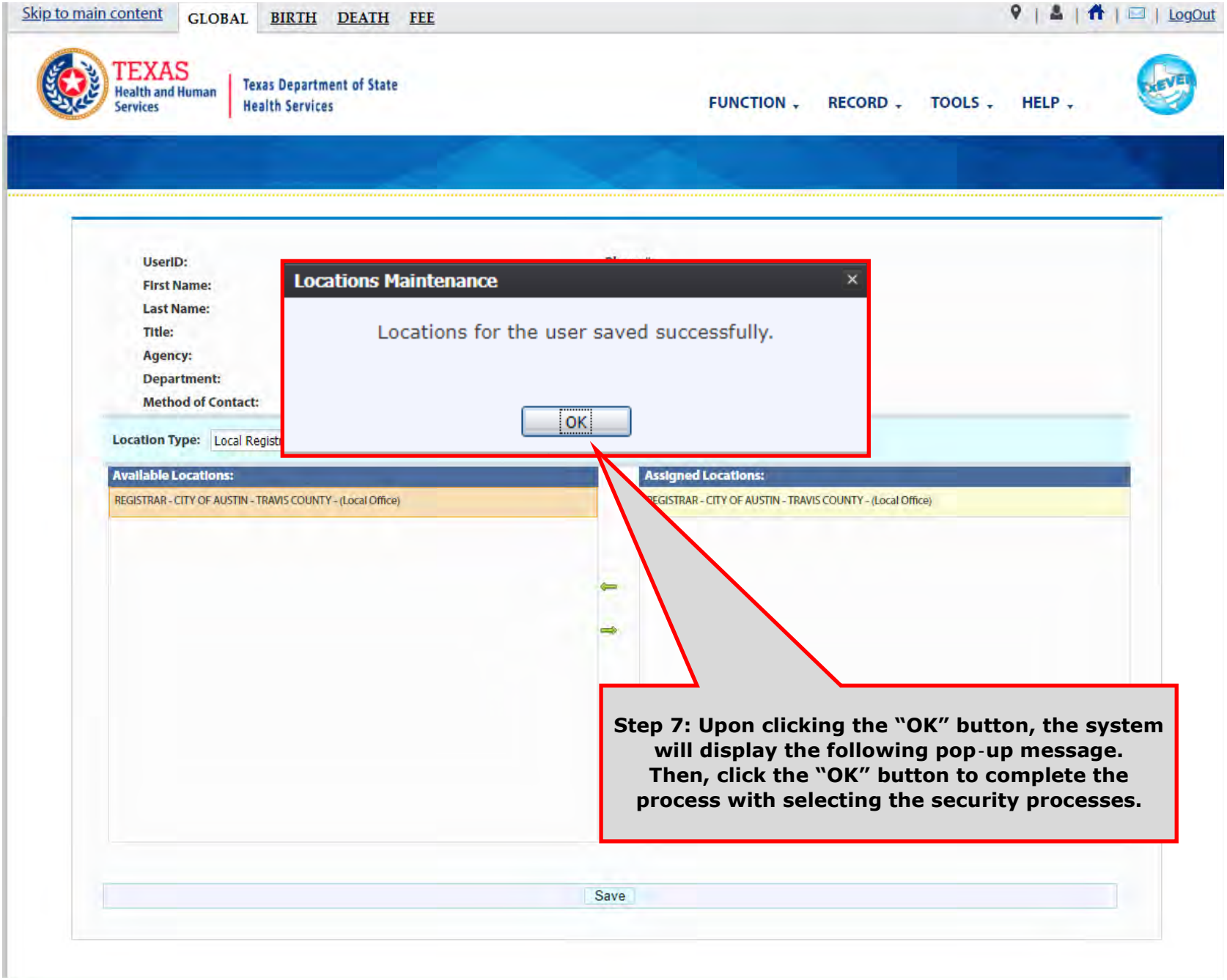
**Step 3: Enter the name of the facility**

**Then, click on**

| Available Locations: | Assigned Locations: |
|---|---|
| | ANGEL PEREZ MD PA - L1693 - (DEATH) |
| | BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY - (DEATH) |
| | BRYAN WHITE MD - J4607 - (DEATH) |
| | BSA HEALTH SYSTEM - (BIRTH) |
| | CALVARY HILL FUNERAL HOME - (DEATH) |
| | CANOVA INTERNAL MEDICINE CLINIC - (DEATH) |
| | CHAMBERS COUNTY JP PCT 4 - (DEATH) |
| | CORLEY FUNERAL HOME - (DEATH) |
| | DALLAS COUNTY MEDICAL EXAMINER - (DEATH) |
| | GIRDNER FUNERAL HOMES - (DEATH) |
| | GREENWOOD - MOUNT OLIVET - ARLINGTON - (DEATH) |
| | HALCOYON HOME LLC - (DEATH) |
| | HAND IN HAND HOSPICE - (DEATH) |

Save


Step 4: Select a location from the "Available Locations" list. Upon selection, the highlight color for item(s) selected will change.
Step 5: Click on the arrow to import the selected location from "Available Location" to "Assigned Location" list.
Step 6: Click the "Save" button.
The system will display the following pop-up message.
Then, click the "OK" button to complete the process.
GLOBAL
BIRTH
DEATH
FETAL DEATH
ITOP
FEE
MARRIAGE
ADOPTION REGISTRY
IMAGING
TEXAS Health and Human Services
Texas Department of State Health Services
FUNCTION
RECORD
TOOLS
HELP
UserID: GCARPENTIER18
PARKLAND HOSPITAL - (BIRTH)
Title:
Agency:
Department:
Method of Contact:
Alt Phone#:
E-mail Address:
Fax#:
Special Permission:
Pin:
Location Type:
Birth Facility
PARKLAND
Available Locations:
PARKLAND HOSPITAL - (BIRTH)
Assigned Locations:
ANGEL PEREZ MD PA - L1693 - (DEATH)
BRYAN WHITE MD - J4607 - (DEATH)
BSA HEALTH SYSTEM - (BIRTH)
CANOVA INTERNAL MEDICINE CLINIC - (DEATH)
CHAMBERS COUNTY JP PCT 4 - (DEATH)
CORLEY FUNERAL HOME - (DEATH)
DALLAS COUNTY MEDICAL EXAMINER - (DEATH)
GIRDNER FUNERAL HOMES - (DEATH)
Save
Locations Maintenance
Locations added successfully to the list.
Please click save to commit the changes.
OK




**Step 7: Upon clicking the "OK" button, the system will display the following pop-up message. Then, click the "OK" button to complete the process with selecting the security processes.**

# EDIT/CHANGE PROCESSES

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | HELP

User ID: * FIELDSERVICE2598
First Name: * GAETAN
Middle Name:
Last Name: * CARPENTIER
Suffix:

Email: * gaetan.carpentier@dshs.texas.gov
Show password rules
Password: * ••••••••
User Type: * LOCAL REGISTRAR
Show List

Save | Update | Search

Clear Fields | Deactivate User | Add/Edit Locations | Add/Edit Processes | Unlock User

Select User Status: --Select a value--
Select Location: --Select a value--

| User ID | First | Middle | Suffix | Permissions | Status | Agency | User Phone |
|---|---|---|---|---|---|---|---|
| ADMIN | ADMIN2 | | ADMIN2 | L | Active | | |
| | | | AUSTINREG1USE | L | Active | REGISTRAR - CITY OF | (512)555-1234 |
| | | | AUSTINREG2USE | L | Active | REGISTRAR - CITY OF | (737)555-3215 |
| | | | CARPENTIER | U | Active | | |
| | | | HEMINGWAY | U | Active | | (512)555-2585 |
| | | | DEAN | U | Inactive | | (999)999-9999 |
| | | | DERRICK | U | Active | | |

Page 1 of 1 Displaying Records 1 - 9 of 9

9 Records

**Step 1: Click the "Add/Edit Processes" button.**

Current Date: 02-May-2018 | Build Number: 1.0.0.0

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Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services

--Select a value--
EMAIL
FAX
MAIL
PHONE

**Step 2: Click the dropdown arrow and select a value from the list.**
**The value selected in this list will make the corresponding field mandatory.**

Location: * REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)
UserID: FIELDSERVICE2598
First Name: GAETAN
Last Name: CARPENTIER
Title:
Agency:
Department: Show List
Method of Contact: * --Select a value--
Email Subscription (for mass emailing): * --Select a value--

Phone #: * (__)__-____
Ext #:
Alt Phone #: (__)__-____
E-mail Address: *
Fax #: * (__)__-____
Special Permission: User Local Admin Sys Admin
Pin: Email Pin Generate Pin
Is Supervisor:
Fee Allocation Indicator
OVRA Allocation Indicator
DCOA Allocation Indicator
TDCJ Allocation Indicator

What Method of Contact should I choose?

Email is a preferred method of contact, but a user may elect any other method.

Groups And Processes:
- DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN )
- DEATH LOCAL (ADMIN ,SYSADMIN,ADMIN )
- LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN )
- LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN )
- BIRTH ABANDON
- BIRTH BLANK WORKSHEET
- BIRTH CERTIFICATION
- BIRTH DE-CERTIFY
- BIRTH DENIAL OF PATERNITY SIGNATURE
- BIRTH LEGAL VIEW
- BIRTH LOCAL ACCEPTANCE
- BIRTH LOCAL BATCH FILE
- BIRTH LOCAL BATCH FILE DOWNLOADER
- BIRTH LOCAL PRINT QUEUE
- BIRTH LOCAL REGISTRATION
- BIRTH PATERNITY ACKNOWLEDGMENT FORM
- BIRTH PATERNITY ACKNOWLEDGMENT SIGNATURE
- BIRTH PRE/POST BIRTH AOP
- BIRTH RELEASE
- BIRTH SEARCH AOP RECORD

Process Assigned:

BIRTH CLERKS/CERTIFIERS
BIRTH CLERKS/CERTIFIERS
AOP USERS

Save

**Step 3: Click the dropdown arrow and select a value from the list.**

Helpful Tip: fields marked with a red asterisk (*) are mandatory

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | TOOLS | HELP

**Step 4: Click the "Generate Pin" button to create a PIN for the User.**

Location: * REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

Phone #: * (__)__-____
Ext #:
Alt Phone #: (__)__-____
E-mail Address: *
Fax #: * (__)__-____
Special Permission: User Local Admin Sys Admin
Pin: Email Pin Generate Pin
Is Supervisor:
Fee Allocation Indicator
OVRA Allocation Indicator
DCOA Allocation Indicator
TDCJ Allocation Indicator

Show List

Contact: *
Email Subscription (for mass emailing): *

Process Assigned:

**Step 5: Upon clicking the "Generate Pin" button, the system will display the following pop-up message.**
**Click the "Yes" or "No" button to complete the process.**

**Process Maintenance**

Are you sure you want to generate new pin?

Yes | No

BIRTH DENIAL OF PATERNITY SIGNATURE
BIRTH LEGAL VIEW
BIRTH LOCAL ACCEPTANCE
BIRTH LOCAL BATCH FILE
BIRTH LOCAL BATCH FILE DOWNLOADER
BIRTH LOCAL PRINT QUEUE
GISTRATION
ACKNOWLEDGMENT FORM
ACKNOWLEDGMENT SIGNATURE
BIRTH AOP
OP RECORD

Save

**Step 6: Upon clicking the "Yes" button, the system will display the following pop-up message.**
**Click the "OK" button to complete the process.**

**Process Maintenance**

New pin generated and email sent successfully.

OK

What is the purpose for a PIN?

Throughout the system, the PIN is used as a user's electronic signature and will be required prior to certifying, submitting, and releasing a record.

**In the meantime, the new user should receive an email notification containing the User ID and a PIN #.**

**Below are examples of emails the system issues. The first image shows the initial email generated by the system, and the second image shows the notification after a PIN is reset.**

---

**From:** NO_REPLY@genesisinfo.com
**Sent:** Wednesday, May 2, 2018 8:47:03 AM (UTC-06:00) Central Time (US & Canada)
**To:** Carpentier,Gaetan (DSHS)
**Subject:** User Pin

User: FIELDSERVICE2598
Location: REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)
Pin: 883817

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

---

**From:** NO_REPLY@genesisinfo.com
**Sent:** Wednesday, May 2, 2018 8:48:03 AM (UTC-06:00) Central Time (US & Canada)
**To:** Carpentier,Gaetan (DSHS)
**Subject:** User Pin

User: FIELDSERVICE2598
Pin: 770238

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | TOOLS | HELP

Location: * REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

Phone #: (__)__-____
Ext #:
Alt Phone #: (__)__-____
E-mail Address: * gaetan.carpentier@dshs.texas.gov
Fax #: (__)__-____
Special Permission: User Local Admin Sys Admin
Pin: •••••• Email Pin Generate Pin
Is Supervisor:
Fee Allocation Indicator
DCOA Allocation Indicator
OVRA Allocation Indicator
Allocation Indicator

Show List
Method of Contact: *
Email Subscription (for mass emailing): *

Groups And Processes:
- DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN )
- DEATH LOCAL (ADMIN ,SYSADMIN,ADMIN )
  - DEATH DE-VERIFY
  - DEATH LOCAL ACCEPTANCE QUEUE
  - DEATH LOCAL BATCH PRINT
  - DEATH LOCAL BURIAL TRANSIT PERMIT QUEUE
  - DEATH LOCAL PROCESSES
  - DEATH REQUEST DISINTERMENT PERMIT
- LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN )
- LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN )
  - BIRTH ABANDON
  - BIRTH BLANK WORKSHEET
  - BIRTH CERTIFICATION
  - BIRTH DE-CERTIFY
  - BIRTH DENIAL OF PATERNITY SIGNATURE
  - BIRTH LEGAL VIEW
  - BIRTH LOCAL ACCEPTANCE
  - BIRTH LOCAL BATCH FILE
  - BIRTH LOCAL BATCH FILE DOWNLOADER
  - BIRTH LOCAL PRINT QUEUE

Process Assigned:

Save

**Step 7: Select one or multiple items from the "Groups And Processes" list. Upon selection, the highlight color for item(s) selected will change.**

**Step 8: Click on the arrow to import the selected groups and processes from "Groups And Processes" to "Process Assigned" list.**

**Step 9: Click the "Save" button.**
**The system will display the following pop-up message.**
**Then, click the "OK" button to complete the process.**

Helpful Tip: Please see Appendix IV for Security Processes for your type of user

Birth Facility (Hospital and Birthing Center) – Local Administrator:

- BIRTH - LOCAL ADMINISTRATOR (ADMIN ,SYSADMIN,ADMIN )
  - ADVANCE USER SEARCH
  - AOP USER MANAGEMENT
  - BIRTH ATTENDANT MAINTENANCE
  - GLOBAL INVALID LOGIN ATTEMPTS DISABLE REPORT
  - GLOBAL SYSTEM USAGE REPORT
  - GLOBAL USER INACTIVITY REPORT
  - GLOBAL USER MAINTENANCE HISTORY REPORT
  - REVIEW ENROLLMENTS
  - USER MAINTENANCE

Birth Facility (Hospital and Birthing Center – Birth Clerk:

- BIRTH - CLERK (STATEUSER1 ,SYSADMIN,STATEUSER1 )
  - BIRTH ABANDON
  - BIRTH AOP SIGNATURE HISTORY FOR LINKED AOPS
  - BIRTH AOP VIEW
  - BIRTH DENIAL OF PATERNITY SIGNATURE
  - BIRTH FACILITY STATISTICAL CORRECTION
  - BIRTH HOSPITAL AOP REPORT
  - BIRTH PATERNITY ACKNOWLEDGMENT FORM
  - BIRTH PATERNITY ACKNOWLEDGMENT REPORT
  - BIRTH PATERNITY ACKNOWLEDGMENT SIGNATURE
  - BIRTH PRE/POST BIRTH AOP
  - BIRTH RECORDS RELEASED BUT PENDING AOP REPORT
  - BIRTH SEARCH AOP RECORD
  - BIRTH SIGNATURE HISTORY
  - BIRTH UNRESOLVED RECORD REPORT
  - BIRTH UPLOAD AOP FORMS

Birth Facility (Hospital and Birthing Center – Birth Certifier:

- BIRTH - CERTIFIER (ADMIN ,SYSADMIN,ADMIN )
  - BIRTH BLANK WORKSHEET
  - BIRTH CERTIFICATION
  - BIRTH CERTIFIED BY CERTIFIER REPORT
  - BIRTH DE-CERTIFY
  - BIRTH FACILITY HELP
  - BIRTH FACILITY PRODUCTIVITY REPORT
  - BIRTH FACILITY REGISTRATION
  - BIRTH HOSPITAL VERIFICATION FORM
  - BIRTH HOSPITAL VERIFICATION SIGNATURE
  - BIRTH INSTITUTION REGISTRATION AND TIMELINESS AUDIT
  - BIRTH LISTING OF UNMATCHED BIRTHS WITH HIGH PROBAE
  - BIRTH MULTIPLE BIRTH EXCEPTION REPORT
  - BIRTH MULTIPLE BIRTH REPORT
  - BIRTH RECORD STATUS REPORT
  - BIRTH REJECTED RECORDS REPORT
  - BIRTH RELEASE
  - BIRTH UNCERTIFIED BY CERTIFIER REPORT
  - BIRTH VIEW SSN
  - BIRTH WORKSHEET
  - DOWNLOAD BLANK ENROLLMENT FORM - BIRTHING CENTE
  - EMAIL DIRECTORY
  - GENERIC FORM
  - SWITCH LOCATION
  - UPDATE PROFILE
  - USER PARAMETERS

Helpful Tip: Some of the security processes may only be available to certain users depending on their "Special Permission".
If a process is selected and does not qualify for assignment to the user, the following pop-up message will appear.
To permit the assignment of the selected process, change the user's special permission or contact TxEVER Helpdesk.

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human | Texas Department of State

FUNCTION | RECORD | TOOLS | HELP

STIN - TRAVIS COUNTY - (Local Office)

Special Permission: User Local Admin Sys Admin

E-mail Address: * gaetan.carpentier@dshs.texas.gov

Fax #: (__)__-____

Show List

Special Permission: User Local Admin Sys Admin

Pin: •••••• Email Pin Generate Pin

Is Supervisor:

Fee Allocation Indicator OVRA Allocation Indicator

DCOA Allocation Indicator TDCJ Allocation Indicator

(for mass emailing): *

DEATH GENERAL DATA ENTRY
DEATH LOCAL ACCEPTANCE QUEUE
DEATH LOCAL BATCH PRINT
DEATH LOCAL BURIAL TRANSIT PERMIT QUEUE
DEATH LOCAL PROCESSES
DEATH REFER TO JP/MEDICAL EXAMINER GDE
DEATH RELEASE GDE
DEATH RELINQUISH
DEATH REMINDER TO MEDICAL CERTIFIER
DEATH REQUEST DISINTERMENT PERMIT
EMAIL DIRECTORY
FEE LOCAL REGISTRAR PAPER INVENTORY
FEE NEW REQUEST
FEE NEW TRANACTION
FEE NEW TRANSACTION
FEE REGISTRATION
FEE SEARCH INPROGRESS VITAL RECORDS
FEE SEARCH TRANSACTION
FEE TRANSACTION COMPLETE
REVIEW ENROLLMENTS
USER MAINTENANCE

Process Assigned:
DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN )
LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN )
LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN )
REVIEW ENROLLMENTS

Save

**Process Maintenance**

**The following processes are not eligible for this permission type:**
USER MAINTENANCE

OK

# DEACTIVATE USER

What happens when an employee/user leave?

The process discuss in this section refers to the steps a local administrator or system administrator needs to take for deactivating an existing user account in TxEVER.

This section is a step-by-step walk through guide.

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | HELP

User ID: * FIELDSERVICE2598

First Name: * GAETAN

Middle Name:

Last Name: * CARPENTIER

Suffix:

Email: * gaetan.carpentier@dshs.texas.gov

Show password rules

Password: * ••••••••

User Type: * LOCAL REGISTRAR

Show List

Clear Fields | Deactivate User | Add/Edit Locations

Select User Status: --Select a value--

Select Location:

| User ID | First | Last | Suffix | | | | Phone |
|---|---|---|---|---|---|---|---|
| ADMIN | ADMIN2 | ADMIN2 | | L | | | |
| | | AUSTINREG1USE | | L | Active | REGISTRAR - CITY | (512)555-1234 |
| | | AUSTINREG2USE | | L | Active | REGISTRAR - CITY | (737)555-3215 |
| | | CARPENTIER | | U | Active | | |
| | | HEMINGWAY | | U | Active | | 555-2585 |
| | | DEAN | | U | Inactive | | 9-9999 |
| | | DERRICK | | U | Active | | |

Page 1 of 1 | 9 of 9 records

**User Maintenance**

User deactivated successfully.

OK

**Step 1: Click the "Deactivate User" button.**

**Step 2: Upon clicking the "Deactivate User" button, the system will display the following pop-up message. Then, click the "OK" button to complete the process.**

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Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | HELP

**Step 3: Verify the User ID's Status is set to "Inactive"**

Email: *

Show password rules

Password: *

User Type: * Show List

Last Name: *

Suffix:

Save | Update | Search

Clear Fields | Deactivate User | Add/Edit Locations | Add/Edit Processes | Unlock User

| | | | | | | |
|---|---|---|---|---|---|---|
| FIELDSERVICE2598 | GAETAN | | CARPENTIER | | U | Inactive |

| User ID | First | Middle | Last | Suffix | Permissions | Status | Agency | User Phone |
|---|---|---|---|---|---|---|---|---|
| ADMIN | ADMIN2 | | ADMIN2 | | L | Active | | |
| AUSTINREG1USER | | | AUSTINREG1USE | | L | Active | REGISTRAR - CITY OF | (512)555-1234 |
| AUSTINREG2USER | ABBY | | AUSTINREG2USE | | L | Active | REGISTRAR - CITY OF | (737)555-3215 |
| FIELDSERVICE2598 | GAETAN | | CARPENTIER | | U | Inactive | | |
| GHEMINGWAY | GEORGE | | HEMINGWAY | | U | Active | | (512)555-2555 |
| JIDEAN | JIMMY | | DEAN | | U | Inactive | | (999)999-9999 |
| SDERRICK | | | DERRICK | | U | Active | | |

Page 1 of 1 Displaying Records 1 - 9 of 9

9 Records

Current Date: 02-May-2018 | Build Number: 1.0.0.0

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# REACTIVATE USER

What happens when an employee/user had his/her account de-activated and needs re-activation?

The process discuss in this section refers to the steps a local administrator or system administrator needs to take for reactivating a user account in TxEVER.

This section is a step-by-step walk through guide.

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

FUNCTION | RECORD | HELP

**Step 1: Search for the deactivated User ID and select it.**

**Step 2: Click the "Reactivate User" button.**

User ID: * FIELDSERVICE2598

First Name: * GAETAN

Middle Name:

Last Name: * CARPENTIER

Suffix:

User T LOCAL REGISTRAR Show List

Save | Update | Search

Clear Fields | Reactivate User | Add/Edit Locations | Add/Edit Processes | Unlock User

Select User Status: --Select a value--

Select Location: --Select a value--

| User ID | First | Middle | Last | Suffix | Permissions | Status | Agency | User Phone |
|---|---|---|---|---|---|---|---|---|
| ADMIN | ADMIN2 | | ADMIN2 | | L | Active | | |
| AUSTINREG1USER | | | AUSTINREG1USE | | L | Active | REGISTRAR - CITY OF | (512)555-1234 |
| AUSTINREG2USER | ABBY | | AUSTINREG2USE | | L | Active | REGISTRAR - CITY OF | (737)555-3215 |
| FIELDSERVICE2598 | GAETAN | | CARPENTIER | | U | Inactive | | |
| GHEMINGWAY | GEORGE | | HEMINGWAY | | U | Active | | (512)555-2585 |
| JIDEAN | JIMMY | | DEAN | | U | | | |
| SDERRICK | | | DERRICK | | U | | | |

Page 1 of 1 | of 9 | Records

**User Maintenance**

Are you sure you wish to reactivate this user account?

OK | Cancel

**Step 3: Upon clicking the "Reactivate User" button, the system will display the following pop-up message. Then, click the "OK" button to complete the process.**

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Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | HELP

**Step 4: Upon clicking the "OK" button, the system will display the following pop-up message. Then, click the "OK" button to complete the process.**

User ID: * FIELDSERVICE2598

First Name: * GAETAN

Middle Name:

Last Name: * CARPENTIER

Suffix:

Email: * gaetan.carpentier@dshs.texas.gov

Show password rules

Password: * ••••••••

User Type: * LOCAL REGISTRAR

Show List

**User Maintenance**

User reactivated successfully.

OK

Update | Search

Clear Fields | Unlock User

Select User Status: --Select a value--

Select Location: --Select a value--

| User ID | First | Middle | Last | Suffix | Permissions | Status | Agency | User Phone |
|---|---|---|---|---|---|---|---|---|
| ADMIN | ADMIN2 | | ADMIN2 | | L | Active | | |
| AUSTINREG1USER | | | AUSTINREG1USE | | L | Active | REGISTRAR - CITY OF | (512)555-1234 |
| AUSTINREG2USER | ABBY | | AUSTINREG2USE | | L | Active | REGISTRAR - CITY OF | (737)555-3215 |
| FIELDSERVICE2598 | GAETAN | | CARPENTIER | | U | Active | | |
| GHEMINGWAY | GEORGE | | HEMINGWAY | | U | Active | | (512)555-2585 |
| JIDEAN | JIMMY | | DEAN | | U | Inactive | | (999)999-9999 |
| SDERRICK | | | DERRICK | | U | Active | | |

Page 1 of 1 — Displaying Records 1 - 9 of 9

**Step 5: Verify the User ID's Status is set to "Active"**

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# USER ACCOUNT PASSWORD

What about password management?

The process discuss in this section refers to the steps a user, a local administrator and/or a system administrator needs to take for managing a user password in TxEVER.

This section is a step-by-step walk through guide.

## Log into TxEVER via the web https://txever.dshs.texas.gov/TxEverUI/

TEXAS Health and Human Services | Texas Department of State Health Services

**Welcome to the Texas Department of State Health Services!**

Click here to open the TxEVER log in page

LOG IN to TxEVER

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

**Contacting the Texas Department of State Health Services(DSHS)**

**Telephone Numbers:**

| Description | Phone Number | Hours |
|---|---|---|
| Vital Events Registration System | XXX-XXX-XXXX | 8:00 AM - 4:30 PM M-F |
| Fax Number | XXX-XXX-XXXX | 8:00 AM - 4:30 PM M-F |
| Vital Records - Customer Service | XXX-XXX-XXXX | 8:00 AM - 4:30 PM M-F |

**Mailing Address:**

Texas Department of State Health Services
State Office of Vital Records
Address: 1100 West 49th Street,
Austin, TX 78756

Ph. (512) 776-7111

Log on to Texas Department of State Health Services

Click here to report issues with TxEVER

User Enrollment

Report TxEVER Issue(s)

Click here to enroll

# RESET PASSWORD - LOCAL ADMIN

Step 1: Select "GLOBAL" Module Tab to access the User Maintenance.

Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | TOOLS | HELP

Security | User Maintenance | Utilities

REGADMIN AUSTIN , welcome to the Texas Department of State Health Services.

NOTIFICATIONS

Step 2: Click the dropdown arrow next to "TOOLS" to be taken to the "Security"

Step 3: Select "User Maintenance" to add a new user account, edit, or de-activate existing accounts.

Helpful Tip: Follow this procedure if a User is locked out from the application.

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Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | HELP

User ID: * FIELDSERVICE2598

First Name: * GAETAN

Middle Name:

Last Name: * CARPENTIER

Suffix:

Email: * gaetan.carpentier@dshs.texas.gov

Show password rules

Password: *

User Type: * LOCAL REGISTRAR

Show List

Save | Update | Search

Clear Fields | Dea | Add/Edit Locations | Add/Edit Processes | Unlock User

Select User Status: --Select a value--

Select Location: --Select a value--

| User ID | First | Middle | | Suffix | Permissions | Status | Agency | User Phone |
|---|---|---|---|---|---|---|---|---|
| ADMIN | ADMIN2 | | MIN2 | | L | Active | | |
| AUSTI | | | 1USE | | L | Active | REGISTRAR - CITY OF | (512)555-1234 |
| AUSTI | | | 2USE | | L | Active | REGISTRAR - CITY OF | (737)555-3215 |
| FIELD | | | R | | U | Active | | |
| GHEM | | | Y | | U | Active | | (512)555-2585 |
| JIDEA | | | | | U | Inactive | | (999)999-9999 |
| SDER | | | | | U | Active | | |

Page 1 of 1 Displaying Records 1 - 9 of 9

9 Records

**Step 1: Select the User needing a password reset, then click on the "Password" field.**

Current Date: 02-May-2018 | Build Number: 1.0.0.0

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Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | HELP

**Step 2: Enter a new password in respecting the rules as describe below:**

User ID: * FIELDSERVICE2598

First Name: * GAETAN

Middle Name:

Last Name: * CARPENTIER

Email: * gaetan.carpentier@dshs.texas.gov

Show password rules

Password: *

User Type: * LOCAL REGISTRAR

Show List

Save | Update | Search

Add/Edit Processes | Unlock User

**User Maintenance**

Password must meet the following criteria:
- Must have at least one numeric character
- Must contain uppercase and lowercase characters
- Must contain at least one of the [*_%$#@!~+/|-=`?., ] symbols
- Must be a minimum of 9 characters long

OK

**Step 3: Re-enter the same new password**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | Permissions | | | |
| | | | | L | | | |
| | | | | L | Active | RAR - CITY OF | (512)555-1234 |
| AUSTINREG2USER | ABBY | | AUSTINREG2USE | L | Active | STRAR - CITY OF | (737)555-3215 |
| FIELDSERVICE2598 | GAETAN | | CARPENTIER | U | Active | | |
| GHEMINGWAY | GEORGE | | HEMINGWAY | | | | |
| JIDEAN | JIMMY | | DEAN | | | | |
| SDERRICK | | | DERRICK | | | | |

Page 1 of 1

**Double Data Entry**

This field is required double data entry. Please re-enter the value.

Re-enter Value:

OK

Current Date: 02-May-2018 | Build Number: 1.0.0.0

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Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | RECORD | HELP

User ID: * FIELDSERVICE2598

First Name: * GAETAN

Middle Name:

Last Name: * CARPENTIER

Suffix:

Email: * gaetan.carpentier@dshs.texas.gov

Show password rules

Password: *

User Type: * LOCAL REGISTRAR

Show List

Save | Update | Search

Clear Fields | Deactivate | Add/Edit | Add/Edit | Unlock User

Select User Status: --Select a value--

**User Maintenance**

User information saved successfully.

OK

| User ID | First | Middle | | | | Agency | User Phone |
|---|---|---|---|---|---|---|---|
| ADMIN | ADMIN2 | | | | | | |
| AUSTINREG1USER | | | | | | REGISTRAR - CITY OF | (512)555-1234 |
| AUSTINREG2USER | ABBY | | AUSTINREG2USE | L | Active | REGISTRAR - CITY OF | (737)555-3215 |
| FIELDSERVICE2598 | GAETAN | | CARPENTIER | | Active | | |
| GHEMINGWAY | GEORGE | | HEMINGWAY | | Active | | (512)555-2585 |
| JIDEAN | JIMMY | | DEAN | | Inactive | | (999)999-9999 |
| SDERRICK | | | DERRICK | | Active | | |

Page 1 of 1 — Displaying Records 1 - 9 of 9

9 Records

**Step 4: Upon clicking the "OK" button in the double data entry pop-up window, the system will display the following pop-up message.**
**Then, click the "OK" button to complete the process.**

Current Date: 02-May-2018 | Build Number: 1.0.0.0

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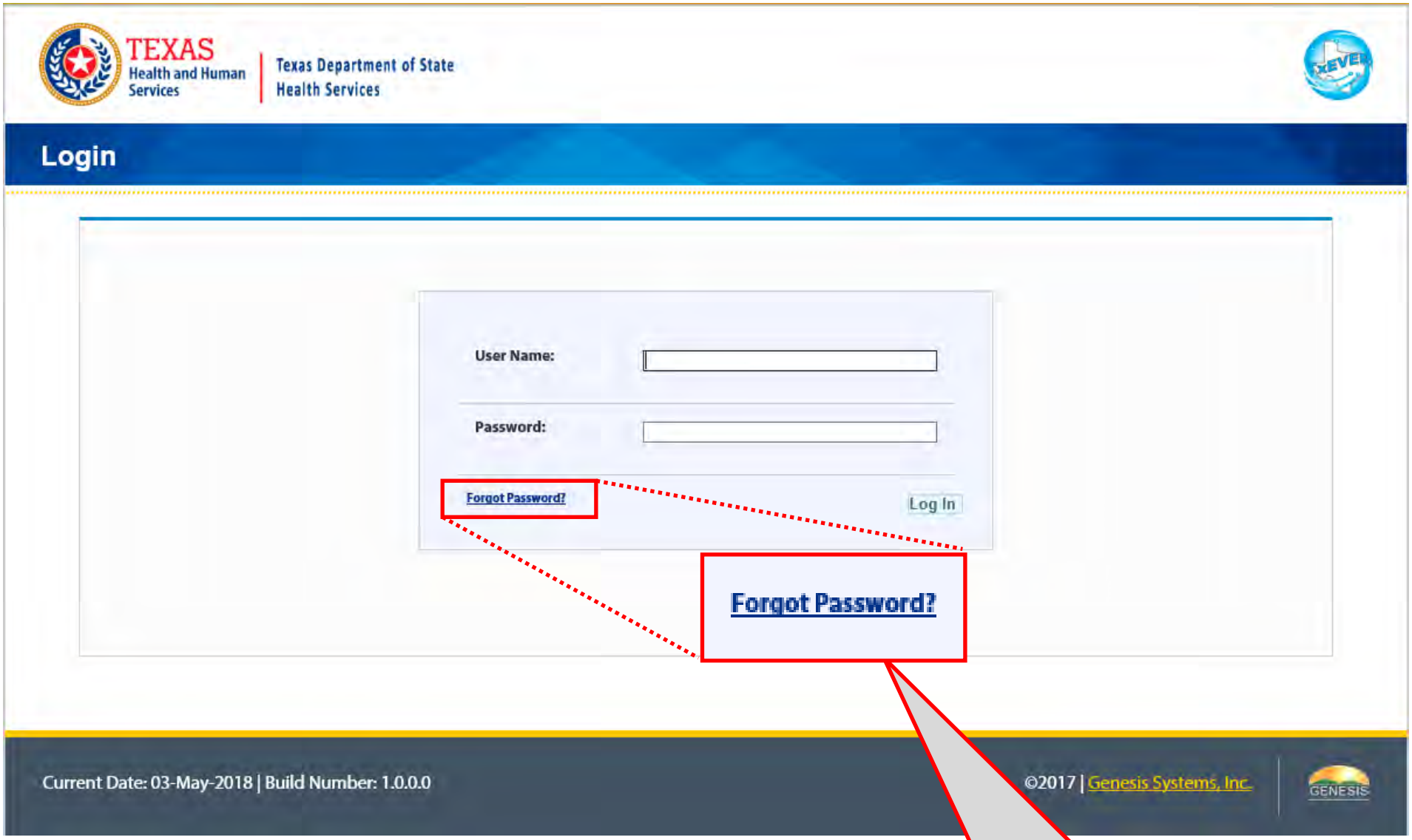
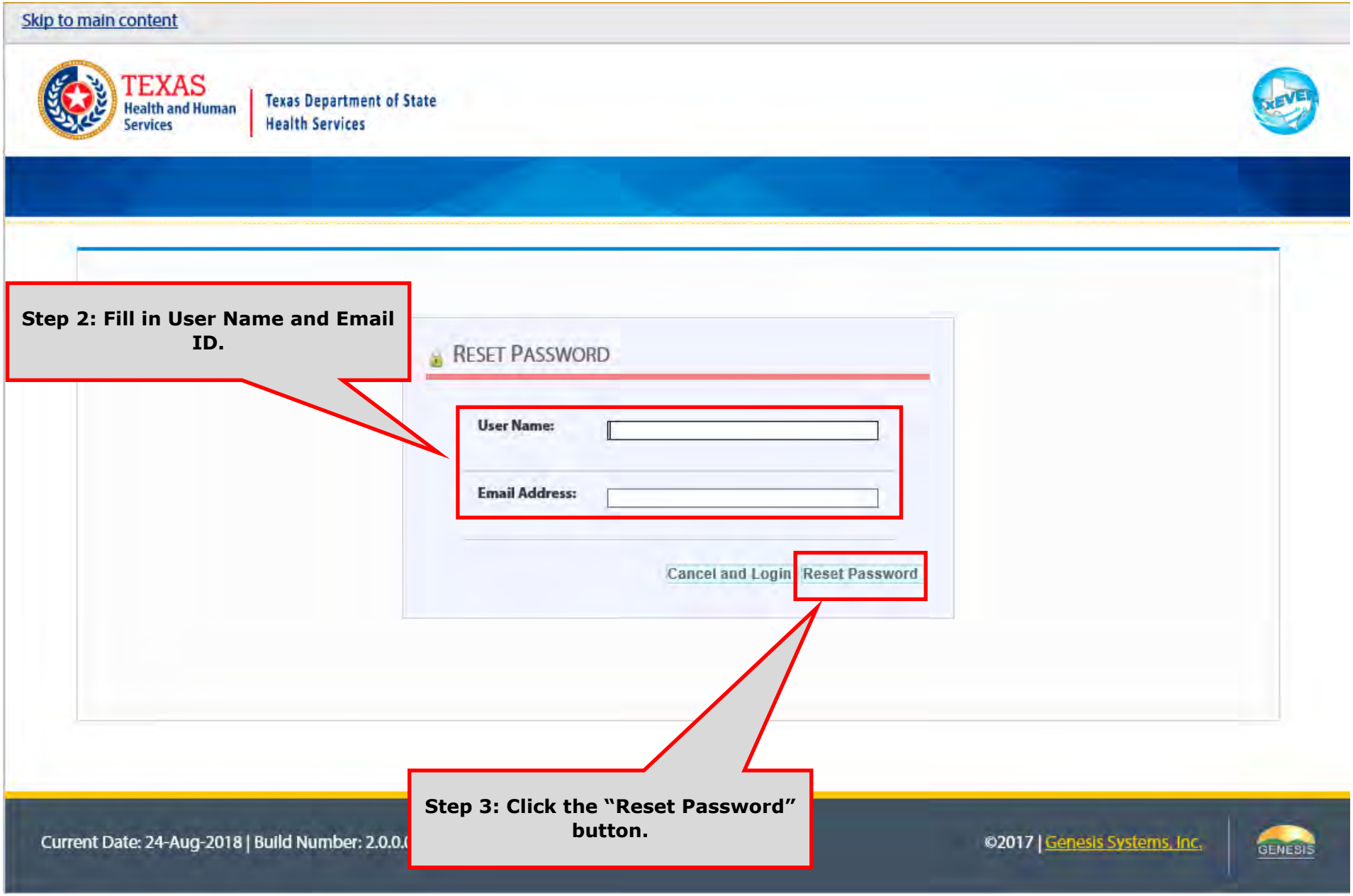
# RESET FORGOTTEN PASSWORD - USER




**Step 1: Click on the "Forgot Password?" link.**


Skip to main content
TEXAS
Health and Human Services
Texas Department of State Health Services
Step 2: Fill in User Name and Email ID.
RESET PASSWORD
User Name:
Email Address:
Cancel and Login
Reset Password
Step 3: Click the "Reset Password" button.
Current Date: 24-Aug-2018 | Build Number: 2.0.0.
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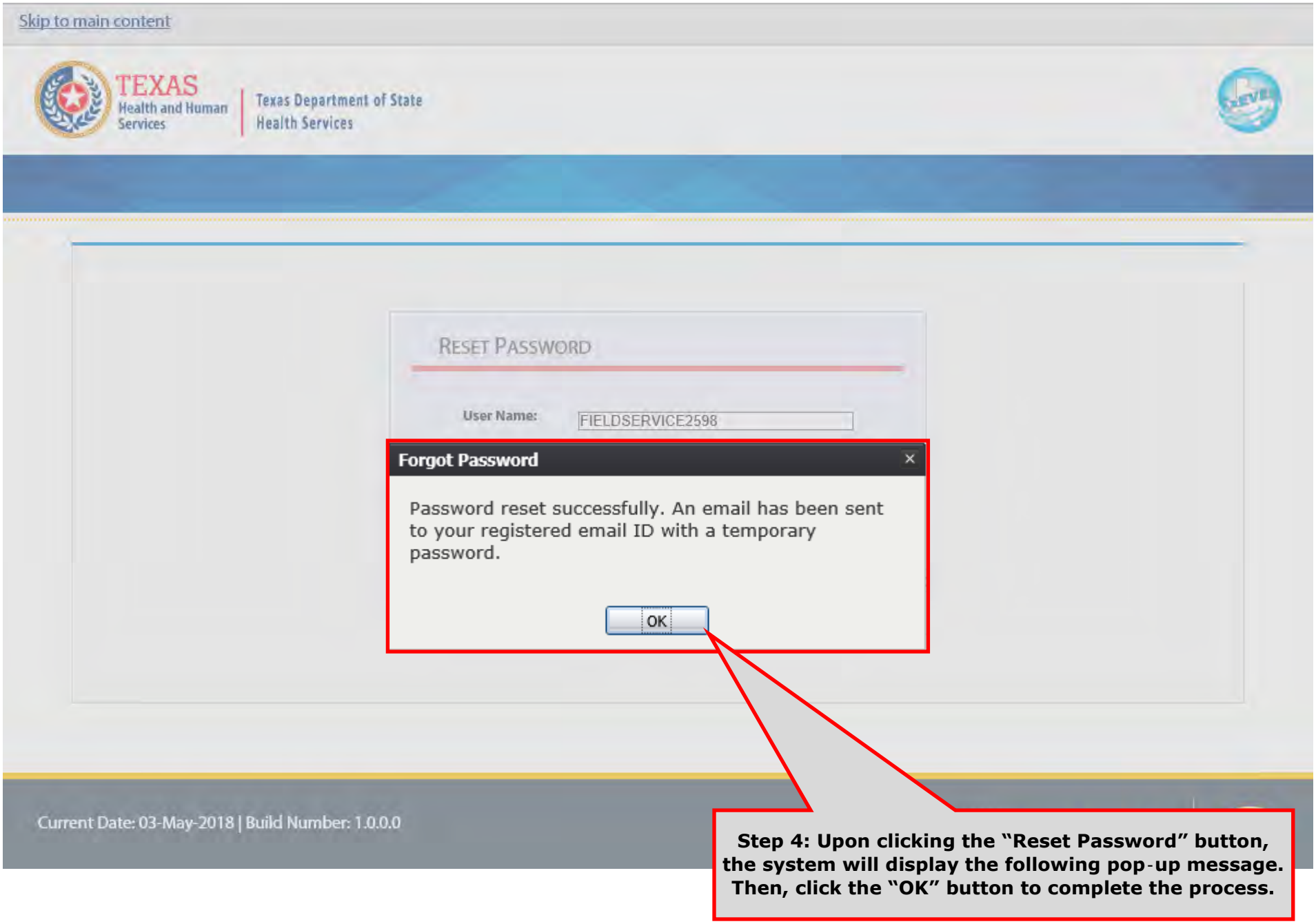
GENESIS




**Step 4: Upon clicking the "Reset Password" button, the system will display the following pop-up message. Then, click the "OK" button to complete the process.**

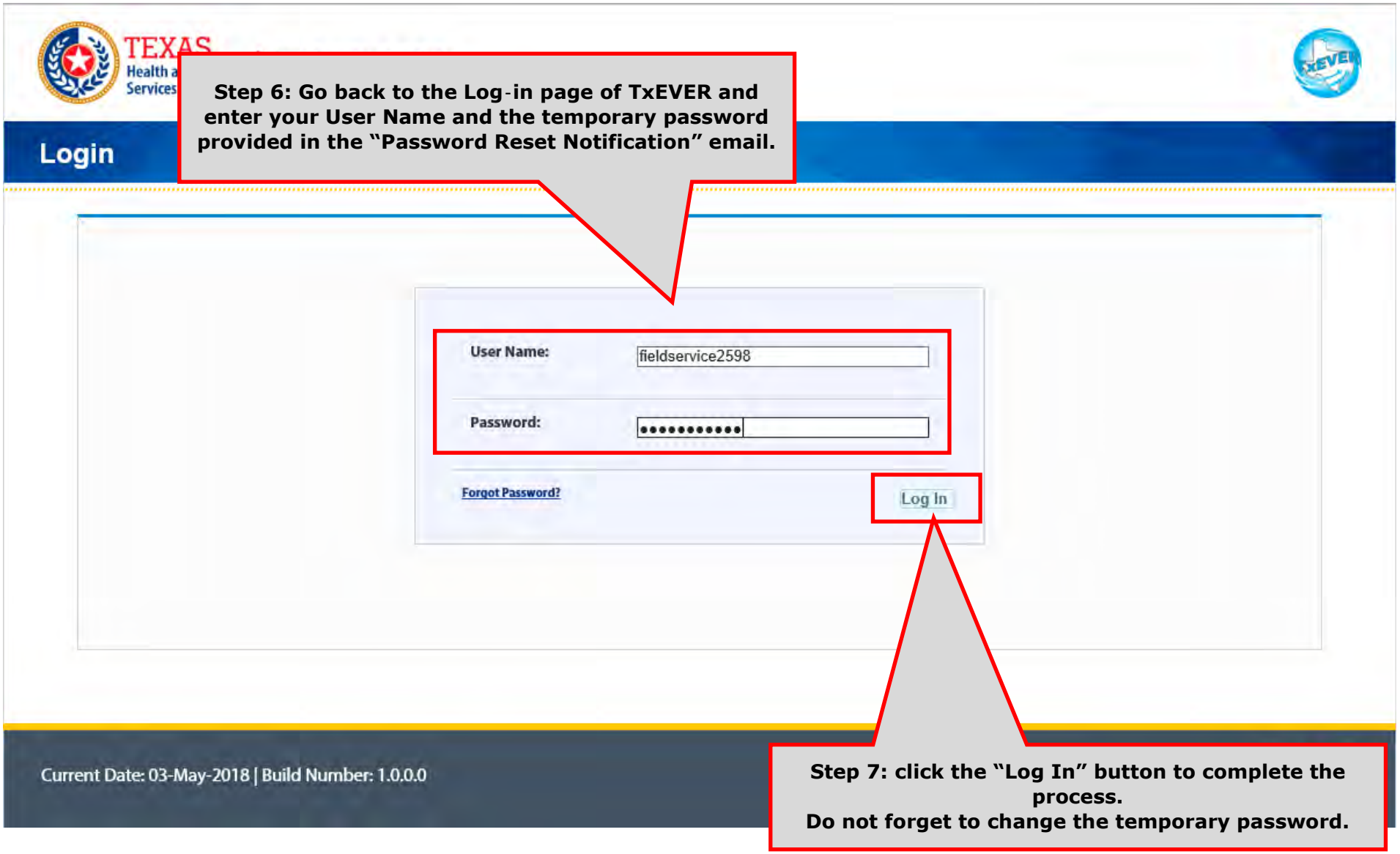
**Step 5: Check your desktop or webmail mail application for the "Password Reset Notification" email.**
**This email contains a temporary password.**

---

**From:** NO_REPLY@genesisinfo.com
**Sent:** Thursday, May 3, 2018 10:46:03 AM (UTC-06:00) Central Time (US & Canada)
**To:** Carpentier,Gaetan (DSHS)
**Subject:** Password Reset Notification

**WARNING:** This email is from outside the HHS system. Do not click on links or attachments unless you expect them from the sender and know the content is safe.

Please do not respond to this e-mail. This mailbox is not monitored.
Your password has been successfully reset in our system. Your temporary password is: 5Pg!q7#M2
Please login with temporary password and set password of your choice.
If you copy and paste the computer generated temporary password to log in, copy it backwords, i.e. right to left, instead of left to right. Sometimes copying and pasting the password left to right creates an invisible space in the box which will cause the system to reject the temporary password and not allow you to log in. If you're still having problems, you can also type the password manually.




**Step 6: Go back to the Log-in page of TxEVER and enter your User Name and the temporary password provided in the "Password Reset Notification" email.**

**Step 7: click the "Log In" button to complete the process.**
**Do not forget to change the temporary password.**

# CHANGE PASSWORD - USER

Skip to main content | GLOBAL | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | TOOLS | HELP

Utilities | Change Password | Printer Setup

GAETAN CARPENTIER , welcome to the Texas Department of State Health Services!

NOTIFICATIONS

**Step 1: Select "GLOBAL" Module Tab to access the User Maintenance**

**Step 2: Click the dropdown arrow next to "TOOLS" to be taken to the "Utilities"**

**Step 3: Select "Change Password"**

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Skip to main content | GLOBAL | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS | RECORD | TOOLS | HELP

**Step 4: Enter the current password.**

**Change Password**

Password must meet the following criteria:
- Must have at least one numeric character
- Must contain uppercase and lowercase characters
- Must contain at least one of the [*_%$#@!~+/|=`?., ] symbols
- Must be a minimum of 9 characters long

Old Password:

New Password:

Confirm New Password:

Save

**WARNING!**

BY ACCESSING AND USING THE DEPARTMENT OF HEALTH REGISTRATION SYSTEM YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF OR ACCESS TO THIS COMPUTER SYSTEM MAY SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PROSECUTION AND PENALTIES, AS WELL AS CIVIL PENALTIES.

**Step 5: Enter the new password (twice).**

**Step 6: Click the "Save" button.**

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GENESIS

Skip to main content GLOBAL | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

Change Password

Password must meet the following criteria:
- Must have at least one numeric character
- Must contain uppercase and lowercase characters
- Must contain at least one of the [*_%$#@!~+/|-=`?., ] symbols
- Must be a minimum of 9 characters long

Old Password:

**Change Password**

Password changed successfully. You will be redirected to home page.

OK

Save

WARNING!

BY ACCESSING AND USING THE DEP HEALTH REGISTRATION SYSTEM YOU ARE CONS SYSTEM MONITORING FOR LAW ENFORCEMENT AN OSES. UNAUTHORIZED USE OF OR ACCESS TO THIS CO AY SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PENALTIES, AS WELL AS CIVIL PENALT

**Step 7: Upon clicking the "Save" button, the system will display the following pop-up message. Then, click the "OK" button to complete the process.**

Current Date: 03-May-2018 | Build Number: 1.0.0.0

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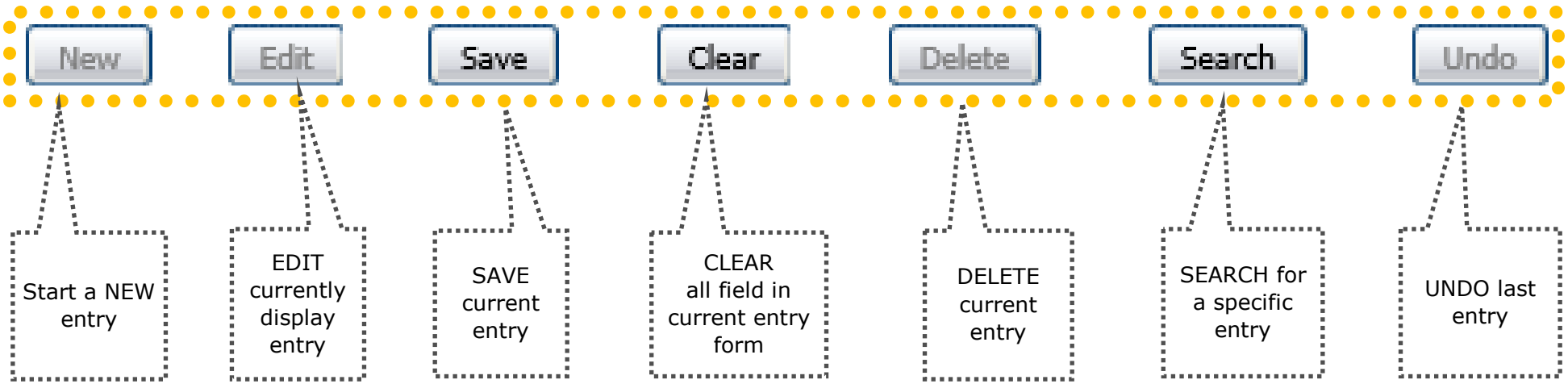
# LIBRARY TABLES MAINTENANCE

This section serves to de-activate attendants, certifiers, attendants/certifiers who are no longer employed at the facility location.

Library tables are essential for the creation of event records because they hold the information for individuals involved in the registration process, such as birth attendant, birth certifiers, and birth attendant/certifiers. Information for these individuals will be part of the birth record.

The purpose of this document is to provide the user with a detailed step-by-step process for updating library tables in the system.

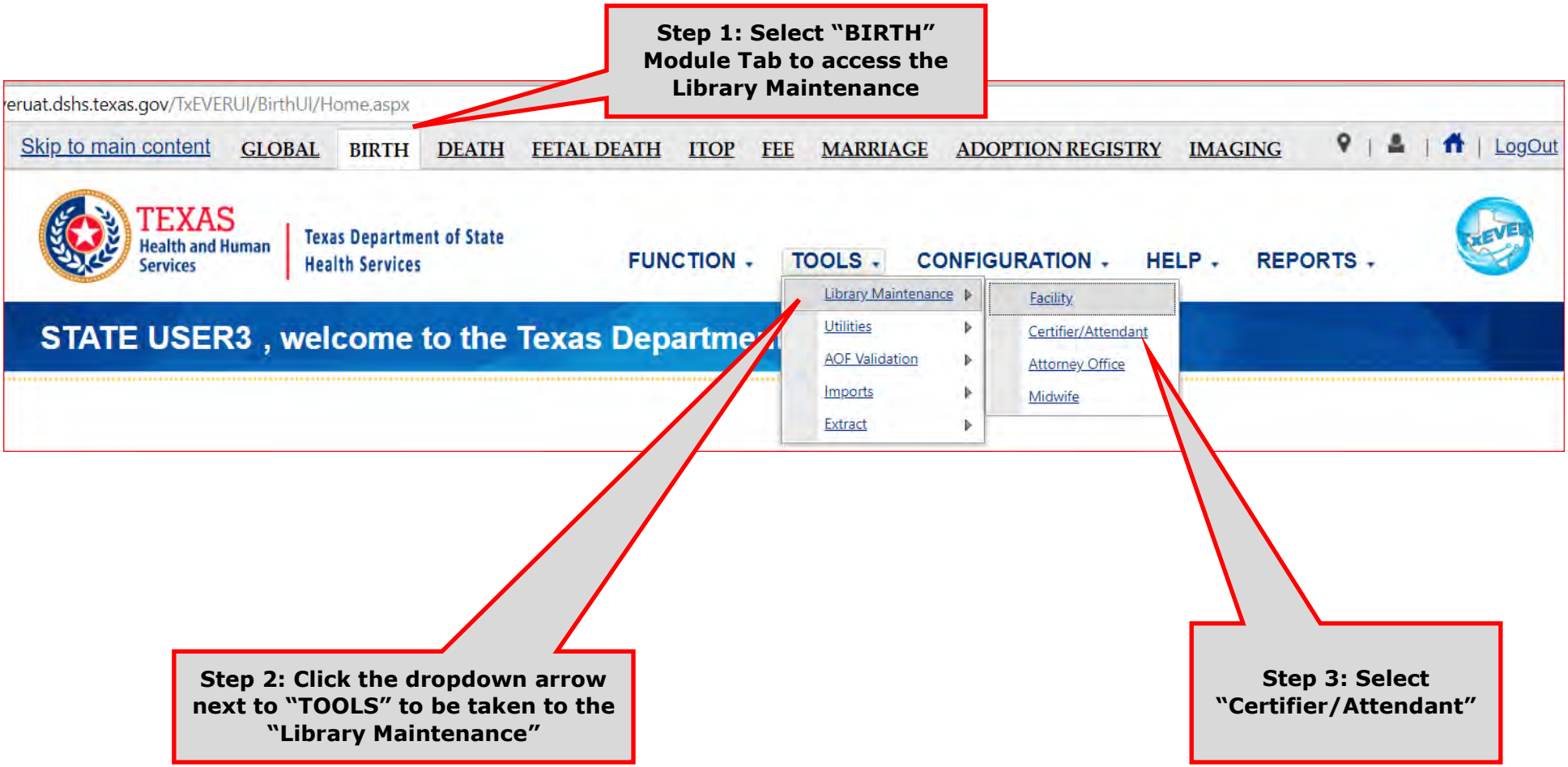
# Library Maintenance
## Common Navigation Buttons




Navigation Buttons

These buttons are common throughout the Library Maintenance in Birth and Death Modules

# Add a User to the Certifier/Attendant Library Table



Helpful Tip: fields marked with a red asterisk (*) are mandatory

TEXAS Health and Human Services | Texas Department Health Services

FUNCTIONS RECORD TOOLS

--Select a value--
ATTENDANT ONLY
CERTIFIER ONLY
BOTH ATTENDANT AND CERTIFIER

--Select a value--
CNM
DO
MD
MIDWIFE
ATTENDENT
FACILITY ADMINISTRATOR/DESIGNEE
OTHER

**Step 5: Fill in all available fields and select a value from dropdown lists**

## CERTIFIER/ATTENDANT

* Indicates a mandatory field

| | | | |
|---|---|---|---|
| Facility Name: * | --Select a value-- | Zip: * | --Select a value-- |
| Role: * | --Select a value-- | Zip Ext: | |
| Prefix: | --Select a value-- | Title: * | --Select a value-- |
| First Name: * | | Other Title: | |
| Middle Name: | | License: | |
| Last Name: * | | NPI: | |
| Suffix: | --Select a value-- | PIN: | |
| Address: * | | TO Email: | |
| Apt: | | CC Email: | |
| State: * | TEXAS | Fax#: | (___)___-____ |
| County: * | --Select a value-- | Method of Contact: | FAX |
| City/Town: * | --Select a value-- | Display in List: * | ALWAYS |
| | | User: * | --Select a value-- |

New Edit Save Clear Delete Search Undo

**Step 4: Click on the "NEW" button**

Select a facility to filter the grid below: PARKLAND HOSPITAL

Select a role to filter the grid below: ATTENDANT ONLY

Helpful Tip: fields marked with a red asterisk (*) are mandatory

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

CERTIFIER/ATTENDANT

Indicates a mandatory field

Facility Name

Role: *

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix: --Select a value--

Address: *

Apt:

State: * TEXAS

County: * --Select a value--

City/Town: * --Select a value--

Zip: * --Select a value--

Zip Ext:

Title: * --Select a value--

Other Title:

License:

NPI:

PIN:

Email:

CC

Fax#: (___)___-____

Method of Contact: FAX

Display in List: * ALWAYS

User: * --Select a value--

New Edit Save Clear Delete Search Undo

Select a facility to filter the below: PARKLAND HOSPITAL

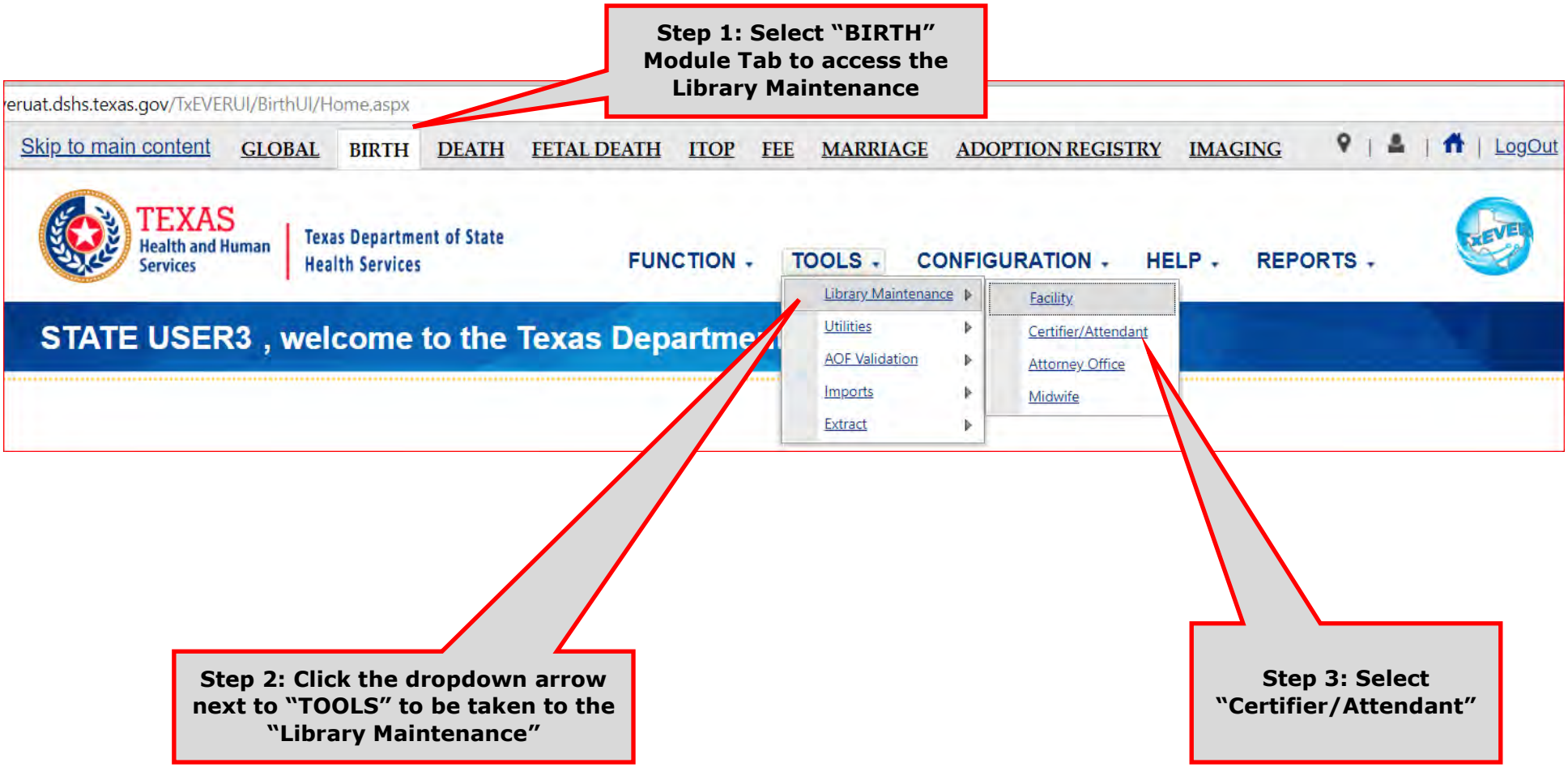
Select a role to filter the low: ATTENDANT ONLY

**Step 6: Select "ALWAYS" in the dropdown list. This will assure this Certifier/Attendant will populate during the registration process.**

**Step 7: Select from dropdown list a User ID associated with the user's role.**

**Step 8: Click on the "SAVE" button. The new facility has been created.**

# Search/Update to the Certifier/Attendant Library Table



# CERTIFIER/ATTENDANT

* Indicates a mandatory field

Facility Name: *
Role: *
Prefix:
First Name: *
Middle Name:
Last Name: *
Suffix:
Address: *
Apt:
State: *
County: *
City/Town: *

Zip: *
Zip Ext:
Title: *
Other Title:
License:
NPI:
PIN:
TO Email:
CC Email:
Fax#:
Method of Contact:
Display in List: *
User: *

New | Edit | Save | Clear | Delete | Search | Undo

Select a facility to filter the grid below:
Select a role to filter the grid below:

| Facility Name | Role | Prefix | First Name | Middle Name | Last Name | Suffix | Address | Apt |
|---|---|---|---|---|---|---|---|---|
| PARKLAND HOSPITAL | ATTENDANT ONL | MRS. | WILMA | | ACOSTA | | 3432 NORTH BELTLINE RO | 3 |
| SETON MEDICAL CENTER | BOTH ATTENDAN | | ALLISON | | ADAMS | | 123 MAIN | |
| PARKLAND HOSPITAL | ATTENDANT ONL | | ATTENDANT ONLY | | ASDF | SR. | ASDF | |
| PARKLAND HOSPITAL | CERTIFIER ONLY | | ATTENDANT TESTER | | ATT TEST | | 4567 HILL ST | |
| PARKLAND HOSPITAL | BOTH ATTENDAN | | ALISON | | ATTENDANT | | 123 SOUTH | |
| PARKLAND HOSPITAL | ATTENDANT ONL | | TEST | | ATTENDANT | | 111 MAIN ST | |
| PARKLAND HOSPITAL | ATTENDANT ONL | | BIRTH | | ATTENDANT | | 123 SOUTH STREET | |

Page 1 of 8 — Displaying Records 1 - 10 of 77

**Step 4: Click the green search icon. This will permit the search of an office/practice**

77 Records

**Step 5: Enter a value in the search field**

CERTIFIER/ATTENDANT

* Indicates a mandatory field

Prefix: --Select a value--

First Name: *

Middle Name:

Last Name: *

Suffix: --Select a value

Address: *

Apt:

State: * TEX

County: * --Se

City/Town: * --Se

Zip: * --Select a value--

Zip Ext:

Title: * --Select a value--

Other Title:

License:

NPI:

PIN:

Find Facility

Please enter the facility name(Please enter at least three characters).

OK CLOSE

New Edit Save Clear Delete Search Undo

Select a facility to filter the grid below: --Select a value--

Select a role to filter the grid below: --Select a value--

**Step 6: Click the "OK" button**

| Facility Name | Role | Prefix | First Name | Middle Name | Last Name | Suffix | Address | | |
|---|---|---|---|---|---|---|---|---|---|
| PARKLAND HOSPITAL | ATTENDANT ONL | MRS. | WILMA | | ACOSTA | | 3432 NORTH BELTLINE RO | 3 | TEX |
| SETON MEDICAL CENTER | BOTH ATTENDAN | | ALLISON | | ADAMS | | 123 MAIN | | TEX |
| PARKLAND HOSPITAL | ATTENDANT ONL | | ATTENDANT ONLY | | ASDF | SR. | ASDF | | ALA |
| PARKLAND HOSPITAL | CERTIFIER ONLY | | ATTENDANT TESTER | | ATT TEST | | 4567 HILL ST | | KEN |
| PARKLAND HOSPITAL | BOTH ATTENDAN | | ALISON | | ATTENDANT | | 123 SOUTH | | TEX |
| PARKLAND HOSPITAL | ATTENDANT ONL | | TEST | | ATTENDANT | | 111 MAIN ST | | TEX |
| PARKLAND HOSPITAL | ATTENDANT ONL | | BIRTH | | ATTENDANT | | 123 SOUTH STREET | | TEX |

Page 1 of 8

Displaying Records 1 - 10 of 77

77 Records

# CERTIFIER/ATTENDANT

* Indicates a mandatory field

Facility Name: * --Select a value--
Role: * --Select a value--
Prefix: --Select a value--
First Name: *
Middle Name:
Last Name: *
Suffix: --Select a value--
Address: *
Apt:
State: * TEXAS
County: * --Select a value--
City/Town: * --Select a value--

Zip: * --Select a value--
Zip Ext:
Title: * --Select a value--
Other Title:
License:
Fax#: (___)___-____
Method of Contact: FAX
Display in List: * ALWAYS
User: * --Select a value--

**Step 7: Select a value from the dropdown list**

PARKLAND HOSPITAL
--Select a value--
PARKLAND HOSPITAL

New | Edit | Save | Clear | Delete | Search | Undo

--Select a value--
--Select a value--
ATTENDANT ONLY
CERTIFIER ONLY
BOTH ATTENDANT AND CERTIFIER

Select a facility to filter the grid below: --Select a value--
Select a role to filter the grid below: --Select a value--

| Facility Name | Role | Prefix | First Name | Middle Name | Last Name | Suffix | Address | Apt | State |
|---|---|---|---|---|---|---|---|---|---|
| PARKLAND HOSPITAL | ATTENDANT ONL | MRS. | WILMA | | ACOSTA | | 3432 NORTH BELTLINE RO | 3 | TEX |
| SETON MEDICAL CENT | BOTH ATTENDAN | | ALLISON | | ADAMS | | 123 MAIN | | TEX |
| PARKLAND HOSPITAL | TTENDANT ONL | | ATTENDANT ONLY | | ASDF | SR. | ASDF | | ALA |
| PARKLAND HOSPITAL | RTIFIER ONLY | | ATTENDANT TESTER | | ATT TEST | | 4567 HILL ST | | KEN |
| | TENDAN | | ALISON | | ATTENDANT | | 123 SOUTH | | TEX |
| | NT ONL | | TEST | | ATTENDANT | | 111 MAIN ST | | TEX |
| | NT ONL | | BIRTH | | ATTENDANT | | 123 SOUTH STREET | | TEX |

Displaying Records 1 - 10 of 77

**Step 8: Select a value from dropdown list**

77 Records

## CERTIFIER/ATTENDANT

* Indicates a mandatory field

Facility Name: *
Role: *
Prefix:
First Name: *
Middle Name:
Last Name: *
Suffix:
Address: *
Apt:
State: *
County: *
Zip: *
Fax:
Method of Contact:
Display in List:
User: *

**Step 10: Click "Edit" button to update details for the selected user and proceed to step 11 , or click "Delete" button to delete the user from the table.**

**Step 9: In the list below, select one physician**

New | Edit | Save | Clear | Delete | Search | Undo

Select a facility to filter the grid below:
Select a role to filter the grid below:

| Facility Name | Role | Prefix | First Name | Middle Name | Last Name | Suffix | Address | Apt | State |
|---|---|---|---|---|---|---|---|---|---|
| PARKLAND HOSPITAL | ATTENDANT ONL | MRS. | WILMA | | ACOSTA | | 3432 NORTH BELTLINE RO | 3 | TEX |
| SETON MEDICAL CENTER | BOTH ATTENDAN | | ALLISON | | ADAMS | | 123 MAIN | | TEX |
| PARKLAND HOSPITAL | ATTENDANT ONL | | ATTENDANT ONLY | | ASDF | SR. | ASDF | | ALA |
| PARKLAND HOSPITAL | CERTIFIER ONLY | | ATTENDANT TESTER | | ATT TEST | | 4567 HILL ST | | KEN |
| PARKLAND HOSPITAL | BOTH ATTENDAN | | ALISON | | ATTENDANT | | 123 SOUTH | | TEX |
| PARKLAND HOSPITAL | ATTENDANT ONL | | TEST | | ATTENDANT | | 111 MAIN ST | | TEX |
| PARKLAND HOSPITAL | ATTENDANT ONL | | BIRTH | | ATTENDANT | | 123 SOUTH STREET | | TEX |

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77 Records

Helpful Tip: fields marked with a red asterisk (*) are mandatory

TEXAS Health and Human Services | Texas Department Health Services

FUNCTIONS RECORD TOOLS

--Select a value--
ATTENDANT ONLY
CERTIFIER ONLY
BOTH ATTENDANT AND CERTIFIER

--Select a value--
CNM
DO
MD
MIDWIFE
ATTENDENT
FACILITY ADMINISTRATOR/DESIGNEE
OTHER

**Step 11: Edit fields and/or select a value from dropdown lists**

## CERTIFIER/ATTENDANT

* Indicates a mandatory field

| | | | |
|---|---|---|---|
| Facility Name: * | --Select a value-- | Zip: * | --Select a value-- |
| Role: * | --Select a value-- | Zip Ext: | |
| Prefix: | --Select a value-- | Title: * | --Select a value-- |
| First Name: * | | Other Title: | |
| Middle Name: | | License: | |
| Last Name: * | | NPI: | |
| Suffix: | --Select a value-- | PIN: | |
| Address: * | | TO Email: | |
| Apt: | | CC Email: | |
| State: * | TEXAS | Fax#: | (___)___-____ |
| County: * | --Select a value-- | Method of Contact: | FAX |
| City/Town: * | --Select a value-- | Display in List: * | ALWAYS |
| | | User: * | --Select a value-- |

New Edit Save Clear Delete Search Undo

Select a facility to filter the below: PARKLAND HOSPITAL

Select a role to filter the low: ATTENDANT ONLY

**Step 12: Select from dropdown list a User ID associated with the user's role.**

**Step 13: Click on the "SAVE" button. The Certifier/Attendant has been updated.**

# De-Activate a User in the Certifier/Attendant Library Table

CERTIFIER/ATTENDANT

* Indicates a mandatory field

Facility Name: * TEST HOSPITAL AUSTIN
Role: * BOTH ATTENDANT AND CERTIFIER
Prefix: MR.
First Name: * GAETAN
Middle Name:
Last Name: * CARPENTIER
State: * TEX
County: * TRAVIS
City/Town: * AUSTIN

Zip: * 78456
Zip Ext:
Title: * OTHER
Other Title: FIELD REP
License:
NPI:
PIN: ••••••
TO Email: gaetan.carpentier@dshs.texas.gov
CC Email:
Fax#: (___)___-____
Method of Contact: E-MAIL
Display in List: * ALWAYS
User: * GCARPENTIER1B

New | Edit | Save | Clear | Delete | Search | Undo

Select a facility to filter the grid below: TEST HOSPITAL AUSTIN
Select a role to filter the grid below: BOTH ATTENDANT AND CERTIFIER

| Facility Name | Role | Prefix | First Name | Middle Name | Last Name | Suffix | Address | Apt | State |
|---|---|---|---|---|---|---|---|---|---|
| TEST HOSPITAL AUSTIN | BOTH ATTENDAN | MR. | GAETAN | | CARPENTIER | | 1100 W. 49TH ST | | TEX |
| TEST HOSPITAL AUSTIN | BOTH ATTENDAN | MR. | MIKE | | MCNUTT | | 1100 W. 49TH ST | | TEX |

**Step 2: Click on the "Edit" button.**

**Step 1: Select an existing user from the list**

# De-Activate a User in the Certifier/Attendant Library Table

CERTIFIER/ATTENDANT

* Indicates a mandatory field

Facility Name: * TEST HOSPITAL AUSTIN
Role: * BOTH ATTENDANT AND CERTIFI
Prefix: MR.
First Name: * GAETAN
Middle Name:
Last Name: * CARPENTIER
State: * TE
County: * TRAVIS
City/Town: * AUSTIN

Zip: * 78456
Zip Ext:
Title: * OTHER
Other Title: FIELD REP
License:
NPI:
PIN: ••••••
TO Email: gaetan.carpentier@dshs.texas.gov
CC Email:
Fax#: (__)___-____
Method of Contact: E-MAIL
Display in List: * ALWAYS
User: * GCARPENTIER18

New | Edit | Save | Clear | Delete | Search | Undo

Select a facility to filter the grid below: TEST HOSPITAL AUSTIN
Select a role to filter the grid below: BOTH ATTENDANT AND CERTIFIER

| Facility Name | Role | Prefix | First Name | Middle Name | Last Name | Suffix | Address | Ap | State |
|---|---|---|---|---|---|---|---|---|---|
| TEST HOSPITAL AUSTIN | BOTH ATTENDAN | MR. | GAETAN | | CARPENTIER | | 1100 W. 49TH ST | | TEX |
| TEST HOSPITAL AUSTIN | BOTH ATTENDAN | MR. | MIKE | | MCNUTT | | 1100 W. 49TH ST | | |

ALWAYS
NEVER
ALWAYS
RELAXED ONLY

**Step 4: Click on the "Save" button.**

**Step 3: Select from dropdown list "Never"**

Skip to main content GLOBAL BIRTH LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

**Step 5: Click on the "OK" button.**

**This Certifier/Attendee is no longer displaying in the list.**

**Note: This will not remove the user from the table, since this entry may be linked to vital event records**

Middle Name:

Last Name: * CARPENTIER

Suffix: --Select a value--

Address: * 1100 W

Apt:

State: * TEXAS

County: * TRAVI

City/Town: * AUSTIN

Display in List: * NEVER

User: * GCARPENTIER18

New Edit Save Clear Delete Search Undo

Certifier/Attendant

Record updated successfully.

OK

Select a facility to filter the grid below: TEST HOSPITAL AUSTIN

Select a role to filter the grid below: BOTH ATTENDANT AND CERTIFIER

| Facility Name | Role | Prefix | First Name | Middle Name | Last Name | Suffix | Address | Apt | State |
|---|---|---|---|---|---|---|---|---|---|
| TEST HOSPITAL AUSTIN | BOTH ATTENDAN | MR. | GAETAN | | CARPENTIER | | 1100 W. 49TH ST | | TEX |
| TEST HOSPITAL AUSTIN | BOTH ATTENDAN | MR. | MIKE | | MCNUTT | | 1100 W. 49TH ST | | TEX |

Page 1 of 1 Displaying Records 1 - 2 of 2

2 Records

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# APPENDIX I—Enrollment Form

**When creating a new account or changing/editing an existing account, a user may choose one of the following Location Type:**

- Local Registrar,
- Practice and Physician,
- Justice of the Peace or Medical Examiner,
- Funeral Home and Director,
- Hospital User,
- Birthing Center User, and
- Midwife.

# APPENDIX II—Location Type

**When creating a new account or changing/editing an existing account, local admin will be required to enter the Location Type. Please choose of the the following:**

- State Department of Health
- County Office
- Funeral Home
- Medical Office
- JP/ME Office
- Birth Facility
- Local Registrar Office
- Midwife
- Attorney Office
- Office Of Attorney General
- Other Entities

# APPENDIX III—Review Enrollment

**When creating a new account or changing/editing an existing account from the Review Enrollment module, local admin will be required to select a Type of enrollment. Choose one of the following:**

- New Enrollment
- Adding Location
- Changing Location

**In selecting one of these types, Local Admin will be redirected in one of the three work queues.**

# APPENDIX IV

# SECURITY PROCESSES

# FOR BIRTH REGISTRARS AT BIRTHING FACILITIES

Birth Facility (Hospital and Birthing Center) – Local Administrator:

- BIRTH - LOCAL ADMINISTRATOR (ADMIN ,SYSADMIN,ADMIN )
  - ADVANCE USER SEARCH
  - AOP USER MANAGEMENT
  - BIRTH ATTENDANT MAINTENANCE
  - GLOBAL INVALID LOGIN ATTEMPTS DISABLE REPORT
  - GLOBAL SYSTEM USAGE REPORT
  - GLOBAL USER INACTIVITY REPORT
  - GLOBAL USER MAINTENANCE HISTORY REPORT
  - REVIEW ENROLLMENTS
  - USER MAINTENANCE

Birth Facility (Hospital and Birthing Center – Birth Clerk:

- BIRTH - CLERK (STATEUSER1 ,SYSADMIN,STATEUSER1 )
  - BIRTH ABANDON
  - BIRTH AOP SIGNATURE HISTORY FOR LINKED AOPS
  - BIRTH AOP VIEW
  - BIRTH DENIAL OF PATERNITY SIGNATURE
  - BIRTH FACILITY STATISTICAL CORRECTION
  - BIRTH HOSPITAL AOP REPORT
  - BIRTH PATERNITY ACKNOWLEDGMENT FORM
  - BIRTH PATERNITY ACKNOWLEDGMENT REPORT
  - BIRTH PATERNITY ACKNOWLEDGMENT SIGNATURE
  - BIRTH PRE/POST BIRTH AOP
  - BIRTH RECORDS RELEASED BUT PENDING AOP REPORT
  - BIRTH SEARCH AOP RECORD
  - BIRTH SIGNATURE HISTORY
  - BIRTH UNRESOLVED RECORD REPORT
  - BIRTH UPLOAD AOP FORMS

Birth Facility (Hospital and Birthing Center – Birth Certifier:

- BIRTH - CERTIFIER (ADMIN ,SYSADMIN,ADMIN )
  - BIRTH BLANK WORKSHEET
  - BIRTH CERTIFICATION
  - BIRTH CERTIFIED BY CERTIFIER REPORT
  - BIRTH DE-CERTIFY
  - BIRTH FACILITY HELP
  - BIRTH FACILITY PRODUCTIVITY REPORT
  - BIRTH FACILITY REGISTRATION
  - BIRTH HOSPITAL VERIFICATION FORM
  - BIRTH HOSPITAL VERIFICATION SIGNATURE
  - BIRTH INSTITUTION REGISTRATION AND TIMELINESS AUDIT
  - BIRTH LISTING OF UNMATCHED BIRTHS WITH HIGH PROBAE
  - BIRTH MULTIPLE BIRTH EXCEPTION REPORT
  - BIRTH MULTIPLE BIRTH REPORT
  - BIRTH RECORD STATUS REPORT
  - BIRTH REJECTED RECORDS REPORT
  - BIRTH RELEASE
  - BIRTH UNCERTIFIED BY CERTIFIER REPORT
  - BIRTH VIEW SSN
  - BIRTH WORKSHEET
  - DOWNLOAD BLANK ENROLLMENT FORM - BIRTHING CENTE
  - EMAIL DIRECTORY
  - GENERIC FORM
  - SWITCH LOCATION
  - UPDATE PROFILE
  - USER PARAMETERS

# APPENDIX V

# Keyboard Shortcuts
# &
# Diacritical Marks

# Keyboard Shortcuts

| | |
|---|---|
| T or T | Enters current date in any date field. |
| T and ↑ or ↓ | Enters the current date and you can populate a day before or after. |
| Tab or tab | Moves forward from one box/field to another box/field. |
| Shift Tab or shift + tab | Moves backward from one box/field to another box/field. |
| Enter or enter | Activates the next button on the page. |
| 1st Letter of a Word | Enters selection from pick list of a dropdown list. Scroll through that letter. |
| Space Bar or space | Selects a radio button or check box. |
| Arrow Keys or ← or → | Moves from one radio button to the next. Right to Left or Left to Right. |
| Down Arrow or ↓ | Opens a dropdown list. |
| Escape or esc | Closes a dropdown list. |
| Ctrl + S or Ctrl + S | Saves the current record. |
| State Abbreviations | Selects the associated State by typing the first letter. |

# Diacritical Marks

TxEVER will allow the use of Diacritical Marks. To insert a diacritical mark within a name, Press and Hold the "ALT" key and type the 3 or 4 digit code. Release the "ALT" key and the respective diacritical mark will appear. Example: **ALT+128 = Ç**

| ALT Code | Name | ALT Code | Name |
|---|---|---|---|
| 128 | Ç Diacritical Mark | 0200 | È Diacritical Mark |
| 142 | Ä Diacritical Mark | 0205 | Í Diacritical Mark |
| 144 | É Diacritical Mark | 0207 | Ï Diacritical Mark |
| 153 | Ö Diacritical Mark | 0204 | Ì Diacritical Mark |
| 154 | Ü Diacritical Mark | 0211 | Ó Diacritical Mark |
| 165 | Ñ Diacritical Mark | 0210 | Ò Diacritical Mark |
| 0193 | Á Diacritical Mark | 0213 | Õ Diacritical Mark |
| 0194 | Â Diacritical Mark | 0218 | Ú Diacritical Mark |
| 0192 | À Diacritical Mark | 0217 | Ù Diacritical Mark |
| 0195 | Ã Diacritical Mark | 0221 | Ý Diacritical Mark |
| 0235 | Ë Diacritical Mark | | |