



AOP Certified Entity TxEVER Cheat Sheet



Pre/Post-Birth AOP vs. During-Birth AOP

File Pre/Post AOP when:	File During-Birth AOP when:
Baby is not born	All parties will sign AOP at time of birth registration
Birth certificate is already filed	
Partial AOP	

AOP Checklist:

Pre/Post-Birth AOP:	During-Birth AOP:
1. Login and go to Pre/Post Birth AOP Registration	1. Login to TxEVER and go to Birth Registration
2. Fill out the AOP form	2. Fill out the AOP fields on birth record
3. Search for a partial AOP match	3. Search for an AOP match
4. Capture AOP signatures	4. Capture AOP signatures
5. Print the AOP	5. Print the AOP
6. Submit the AOP	6. Certify and release the birth and AOP together
7. Search for a birth match	
8. Release the AOP-birth match	

Note: Steps #7 and #8 are only needed for post-birth AOPs

AOP User Management:

1. Go to global module, then Tools → Security → AOP User Maintenance
2. Select user and location, then add training/contact information
3. Save



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Website: <https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>

Help Desk Email: help-txever@dshs.texas.gov

Keyboard Shortcuts:

T		Enters current date in any date field.
T + up/down		Enters the current date and you can populate a day before or after.
Tab		Moves forward from one box/field to another box/field.
Shift Tab		Moves backward from one box/field to another box/field.
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		Selects a radio button or check box.
Arrow Keys		Moves from one radio button to the next.
Down Arrow		Opens a dropdown list.
Escape		Closes a dropdown list.
Ctrl + S		Saves the current record.
State Abbreviations		Selects the associated state by typing the first letter.

Diacritical Marks:

Press and hold "ALT" key, type 3 digit code, release the "ALT" key

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

Questions? Contact the TxEVER team at txeverinfo@dshs.texas.gov or 512-776-3010.