AOP Administration User Guide
TxEVER AOP REGISTRATION

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AOP Registration User Guide: New Certified Entity
Use this checklist when creating a new AOP certified entity. Skip step 1 if the facility already exists in TxEVER.
1. Login and go to library maintenance

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

Step 1: Click here to open the TxEVER login page.

Click “User Enrollment” to:
- enroll in TxEVER for the first time,
- change your location, or
- add a new location to your account.

Click here to report issues with TxEVER

You can also contact the TxEVER Local Administrator of your facility to create an account for you in TxEVER. You can also send an email to the TxEVER Help Desk from within TxEVER.
1. Login and go to library maintenance

Step 1: Select Birth Module Tab.

Step 2: Click dropdown arrow next to TOOLS to be taken to library maintenance options.

Step 3: Select Attorney Office to start a create, edit, or disable an attorney office.
2. Create a location

Step 4: Fill in information on the form

Step 5: Click “Save”

Edit a location by clicking on the facility in the table and then clicking “Edit.”
3. Create a user

**Step 1:** Select Global Module Tab.

**Step 2:** Click dropdown arrow next to TOOLS.

**Step 3:** Select "Security" then "User Maintenance" to add, edit, or deactivate users.
3. Create a user

Step 3: Enter user’s information then click “Save”

The user will then receive an email with their username and a temporary password. You can also reset a password or unlock a user from this screen by selecting their name in the table.
3. Create a user

If you are not creating a new user, you can also get to location maintenance by clicking “Add/Edit Locations” in the center of the screen or within the Record menu.
4. Add locations to the user

Step 3: Select the location type.

Step 3: Click on search to find a facility. Type the first 3 characters of the facility name, then those locations will populate the dropdown.

The locations will appear as a list on the right side of the page, but sometimes you need to search for the facility first.
4. Add locations to the user

Step 3: Select the location.

Step 3: Click on the bottom arrow to assign the selected location to the user by moving it to the right.

Step 3: Click “Save” once the appropriate locations are on the right side.
5. Add contact information and processes to user

Step 3: Add contact information for user. The Email Subscription type should be “AOP users”

Step 3: Click “Generate Pin” to send an email with the new pin to the user.
5. Add contact information and processes to user

Step 3: Click on the top arrow to assign the selected process to the user by moving it to the right.

Step 3: Click “Save” once the appropriate locations are on the right side.
6. Designate as AOP user in AOP User Management

Step 3: Select location type.

Step 3: Select location name.
6. Designate as AOP user in AOP User Management

Step 3: Select a user ID. That user’s information will prepopulate in gray area below.

Step 3: Enter user’s AOP information.

Step 3: Click save to designate that user as an AOP user for that facility.

If a user is certified for AOPs at multiple locations, then you need to designate them as an AOP user in each location. To edit or remove an AOP user, click the user in the table then click “Edit” or “Delete.”
**TxEVER AOP Checklist: View AOP**

☐ 1. Login and go to View AOP

☐ 2. Search for an AOP
   
   a. “Search for Birth Records” to find AOPs **attached** to birth records.
   
   b. “Search for Completed AOPs Not Attached to Births” to find AOPs **not attached** to birth records.

☐ 3. Print the AOP (From Where = “B”)

Use this checklist when viewing an AOP (OAG or State users only).
1. Login and go to View AOP

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

Step 1: Click here to open the TxEVER login page.

You can also contact the TxEVER Local Administrator of your facility to create an account for you in TxEVER.
You can also send an email to the TxEVER Help Desk from within TxEVER.
1. Login and go to View AOP

- **Step 1:** Select Birth Module Tab to start the AOP registration.
- **Step 2:** Click dropdown arrow next to FUNCTION to be taken to registration options.
- **Step 3:** Select View AOP to start a search, view, and print an AOP.
2. Search for an AOP

Step 4: Click the dropdown arrow next to “Record” to see a list of actions you can do with this record.

Step 5: Click “Search Birth Records” to locate AOPs attached to birth records.

Click “Search Complete AOPs Not Attached to Births” to locate AOPs that are not attached to a birth record.

The binoculars icon has the same function as the “Search Birth Records” option.
2. Search for an AOP

Step 6: Enter information into search screen.

Step 7: Click the record(s) then click "Select Record(s)" to view them.

Hold down the SHIFT or CTRL keys to select multiple records.
AOP/Birth information displayed on screen.
3. Print the AOP (From Where = “B”)

Step 8: Click the dropdown arrow next to “Record” to see a list of actions you can do with this record.

Step 9: Click “View AOP forms” to view the AOP form(s) for this record.
3. Print the AOP (From Where = “B”)

Step 10: Click “View AOP form” to view the AOP form. The AOP will appear as a PDF that can be printed, saved, or zoomed.

Scroll to see more information about AOP.

Columns can be adjusted so that more information is hidden/visible. See page 43.
3. Print the AOP (From Where = “B”)

Some AOPs have multiple AOPs.

Scroll to the right to view “From Where.” The “B” AOP is the official AOP that should be used.

The “B” AOP is the official AOP that should be used. It contains the final AOP information that was released to the Texas Vital Statistics Section.
3. Print the AOP (From Where = “B”)

AOP appears as a PDF in a popup window.

Step 17: Print or save
If a signed AOP is uploaded, then “Signature Document on File” will print on the AOP form instead of a signature.

View and print a signed AOP form by using “View Signatures.”

View and print the signature for each signatory with “signature document on file.” You may need to print up to 4 different forms.
AOP Registration User Guide

Appendix: Login to TxEVER
1. Login and go to Birth Registration

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

Step 1: Click here to open the TxEVER login page.

Helpful Tips
- Click here to report issues with TxEVER
- Click here for the initial enrollment in TER.
Step 2: Click Yes to agree to the terms and conditions and gain access to TxEVER.
Forgot your password? Click here to reset password.

**Step 3:** Type your TxEVER user name and password.

**Step 4:** Type your TxEVER user name and password.
Find important news and updates in the TxEVER broadcast message area.

**Step 5:** Select your user location. Use dropdown if you have multiple locations/offices.

**Step 6:** Click “OK.”