



# USER ACCOUNT AND LIBRARY MANAGEMENT USER GUIDE

Revised July 2022

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# How to Log into TxEVER

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

The screenshot shows the Texas Department of State Health Services website. At the top left is the Texas Health and Human Services logo, and at the top right is the TxEVER logo. A blue banner reads "Welcome to the Texas Department of State Health Services!". Below this is a photo of a doctor and a patient. A yellow arrow points to a "LOG IN to TxEVER" button with a callout: "Click here to open the TxEVER login page". Below the photo is a blue section with text: "Contacting the Texas Department of State Health Services (DSHS) Please see our website for important updates, training guides, and informational materials. https://dshs.texas.gov/txever/ You can also reach us by email at help-txever@dshs.texas.gov, or phone at 1-888-963-7111 (at the prompt, press 2 for the TxEVER help desk). State information is confidential. Access to vital records is restricted by statute." Two callouts point to links: "Click here to report issues with TxEVER" points to "Report TxEVER Issue(s)" and "Click here to enroll" points to "User Enrollment". A yellow arrow at the bottom points to "Return to Texas Department of State Health Services".



## 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.



## Login

User Name:

Password:

[Forgot Password?](#)

Forgot your password?  
Click here to reset password.

Type your TxEVER user name  
and password.  
Click Login





## 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

This Page is Left Blank



# 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 Management* 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>

The screenshot shows the TxEVER login page. At the top left is the Texas Department of State Health Services logo. Below it is a blue banner with the text "Welcome to the Texas Department of State Health Services!". The main content area features a photograph of two healthcare professionals, a doctor and a nurse, smiling. Overlaid on the right side of the photo is a yellow button that says "LOG IN to TxEVER". A red callout box points to this button with the text "Click here to open the TxEVER login page". Below the photo is a dark blue section with white text. A red callout box points to a link that says "Report TxEVER Issue(s)" with the text "Click here to report issues with TxEVER". To the right of this, another red callout box points to a link that says "User Enrollment" with the text "Click here to enroll".

**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 login page

**LOG IN to TxEVER**

**Contacting the Texas Department of State Health Services (DSHS)**  
Please see our website for important updates, training guides, and informational materials.  
<https://dshs.texas.gov/txever/>

You can also reach us by email at [help-txever@dshs.texas.gov](mailto:help-txever@dshs.texas.gov), or phone at 1-888-963-7111 (at the prompt, press 1 for English, then press

to be private and confidential. Access to vital records is restricted by state

Click here to report issues with TxEVER

Click here to enroll

[User Enrollment](#)  
[Report TxEVER Issue\(s\)](#)

## 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.



### TxEVER USER ENROLLMENT FORM

\* Indicates a mandatory field

\* Type of User

#### TELEPHONE NUMBER AND EMAIL ADDRESS

\* Telephone Number:

\* Email Address:

#### PHYSICAL ADDRESS INFORMATION OF OFFICE, FACILITY OR PRACTICE

\* Address:

Apt/Suite:

\* State:

\* County:

\* City/Town:

\* Zip Code:

#### MAILING ADDRESS INFORMATION OF OFFICE, FACILITY OR PRACTICE

Mailing Address is the same as Physical Address?

Address:

Apt:

State:

County:

City/Town:

Zip Code:

#### TRAINING AND ENROLLMENT TYPE

\* Have you had any training regarding the TxEVER System?

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

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

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



**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 the same as physical address

Address:

State: --Select a value--

City/Town: --Select a value--

\* Have you had any training?

--Select a value--

--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](#)



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

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

### TxEVER USER ENROLLMENT FORM

\* Indicates a mandatory field

\* Type of User

--Select a value--

\* 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)

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

--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"

\* 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:	* M.E. Office/Justice of the Peace Seat Held (County and Precinct):
<input type="text"/>	--Select a value--
* Judge or Head Medical Examiner Last Name:	* The date that the term expires:
<input type="text"/>	__/__/__

\* Type of User  
FUNERAL HOME AND DIRECTOR

**FUNERAL HOME AND DIRECTOR INFORMATION**

* Funeral Home Name:	* Funeral Director First Name:
--Select a value--	<input type="text"/>
Funeral Home Name(Other):	* Funeral Director Last Name:
<input type="text"/>	<input type="text"/>
* Texas Funeral Home License Number:	* Texas Funeral Director License Number:
<input type="text"/>	<input type="text"/>

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):	* Last Name:
* First 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):	AOP Entity Code:
* Hospital User First Name:	* Medicaid Facility License Provider Number: (Should be 9 digits)
* Hospital User Last Name:	* Local Registrar Office: (This is the office where you file your birth certificates)
	--Select a value--





**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 or

existing account?

--Select a value--

If this is NOT a new

--Select a value--

If this is NOT a new

**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

**WHO 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:

\* 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
- name(other)

**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**

TEXAS      TRAVIS  
 City/Town:      Zip Code:  
 AUSTIN      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 facility to falsify information on this document. The penalty for knowingly making a false statement is 2 to 10 years imprisonment and a fine of up to \$10,000. (Health and Safety Code, Section 110101)

\* Your First Name:  
 \* Your Last Name:

Please expedite this enrollment.

**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.**

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

TEXAS      TRAVIS  
 City/Town:      Zip Code:  
 AUSTIN      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  
 \_\_\_\_\_

**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: \_\_\_\_\_

Please expedite this enrollment.

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

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

**Submit**

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

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/>



Texas Department of State  
Health Services



Welcome to the Texas Department of State Health Services!



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

Please see our website for important updates, training guides, and informational materials.  
<https://dshs.texas.gov/txever/>

You can also reach us by email at [help-txever@dshs.texas.gov](mailto:help-txever@dshs.texas.gov), or phone at 1-888-963-7111 (at the prompt, press 1 for English, then press 2 for the TxEVER help desk).

State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Log on to Texas Department of State Health Services

[User Enrollment](#)  
[Report TxEVER Issue\(s\)](#)

## 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 Management* 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

The screenshot shows the REGADMIN AUSTIN web application interface. At the top, there are navigation tabs for GLOBAL, BIRTH, DEATH, and FEE. The GLOBAL tab is selected. Below the tabs is the Texas Department of State Health Services logo and a welcome message for REGADMIN AUSTIN. On the right side, there are menu items for FUNCTION, TOOLS, and HELP. The TOOLS menu is expanded, showing options like Security, Utilities, Change Password, Printer Setup, Review Enrollments, and Email Directory. The Review Enrollments option is highlighted with a red box. Three callout boxes provide instructions: Step 1 points to the GLOBAL tab, Step 2 points to the TOOLS dropdown arrow, and Step 3 points to the Review Enrollments option.

Skip to main content GLOBAL BIRTH DEATH FEE

TEXAS Health and Human Services Texas Department of State Health Services

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

FUNCTION TOOLS HELP

Security Utilities Change Password Printer Setup Review Enrollments Email Directory

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 "Review Enrollments" to add a new user account or edit existing accounts.

Current Date: 02-May-2018 | Build Number: 1.0.0.0 ©2017 | Genesis Systems, Inc. GENESIS



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

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

Type: \*  
--Select a value--

### REVIEW ENROLLMENTS

#### Enrollment Date and Type

From Date:  
\_/\_/\_\_\_\_

To Date:  
\_/\_/\_\_\_\_

#### 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**







### 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 Name
<a href="#">Create New User</a>	<a href="#">Get PDF Form</a>	<a href="#">Delete</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	REGISTRAR - CITY OF AUSTIN - TRA	GERALD	BECI
<a href="#">Create New User</a>	<a href="#">Get PDF Form</a>	<a href="#">Delete</a>	<input type="checkbox"/>	<input type="checkbox"/>	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.



### REVIEW ENROLLMENTS

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

Type: \*  
NEW ENROLLMENT

First Name: Last Name:

Type of User:

**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

First Name	Last Name
CITY OF AUSTIN - TRA	GERALD BECI
CITY OF AUSTIN - TRA	ABEL ALVA

Displaying Records 1 - 2 of 2





### REVIEW ENROLLMENTS

#### Enrollment Date and Type

From Date:

To Date:

Type:

#### User Details

Location/Facility/Office Name:

First Name:

Last Name:

Email:

Type of User:

**Message**

The new user has been successfully created.

OK

Create New User Enrollment Form Del

Create New User

Get PDF Form

Search Clear

First Name	Last Name
F AUSTIN - TRA	GERALD BECI

**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.**

**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](mailto: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 backwards, 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

The screenshot shows the REGADMIN AUSTIN web application interface. At the top, there are navigation tabs for GLOBAL, BIRTH, DEATH, and FEE. The GLOBAL tab is selected. Below the tabs, there is a header with the Texas Department of State Health Services logo and name. A blue banner displays the user name REGADMIN AUSTIN and a welcome message. To the right, there are menu items for FUNCTION, TOOLS, and HELP. The TOOLS menu is expanded, showing options like Security, Utilities, Change Password, Printer Setup, Review Enrollments, and Email Directory. The Review Enrollments option is highlighted with a red box. Three callout boxes provide instructions: Step 1 points to the GLOBAL tab, Step 2 points to the dropdown arrow next to TOOLS, and Step 3 points to the Review Enrollments option. A NOTIFICATIONS section is visible on the left side of the main content area.

Skip to main content GLOBAL BIRTH DEATH FEE

TEXAS Health and Human Services Texas Department of State Health Services

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

FUNCTION TOOLS HELP

Security Utilities Change Password Printer Setup Review Enrollments Email Directory

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 "Review Enrollments" to add a new user account or edit existing accounts.**

Current Date: 02-May-2018 | Build Number: 1.0.0.0 ©2017 | Genesis Systems, Inc. GENESIS



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

Type: \*

- Select a value--
- NEW ENROLLMENT
- ADDING LOCATION
- CHANGING LOCATION

Type: \*

--Select a value--

**REVIEW ENROLLMENTS**

**Enrollment Date and Type**

From Date:  To Date:

**User Details**

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

Email:  Type of User:

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





### REVIEW ENROLLMENTS

#### Enrollment Date and Type

From Date:

To Date:

Type: \*

#### User Details

Location/Facility/Office Name:

First Name:

Last Name:

Email:

Type of User:

[Search](#) [Clear](#)

Create New User	Enrollment Form	Delete Enrollment	Require More Info	Expedited	Is Duplicate	Location Name	First Name	Last Name
<a href="#">Create New User</a>	<a href="#">Get PDF Form</a>	<a href="#">Delete</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	REGISTRAR - CITY OF AUSTIN - TRA	GERALD	BECI
<a href="#">Create New User</a>	<a href="#">Get PDF Form</a>	<a href="#">Delete</a>	<input type="checkbox"/>	<input type="checkbox"/>	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"**





### REVIEW ENROLLMENTS

#### Enrollment Date and Type

From Date:

To Date:

Type:\*

NEW ENROLLMENT

#### User Details

Location/Facility/Office Name:

First Name:

Last Name:

Email:

#### Review Enrollments

Are you sure you want to delete this enrollment request?

Yes

No

Search Clear

Create New User	Enrollment Form	Delete Enrollment	Require Info	Expedited	Is Duplicate	Location Name	First Name	Last Name
Create New User	Get PDF Form	Delete	<input type="checkbox"/>	<input type="checkbox"/>	Yes	REGISTRAR - TEST LR, AUSTIN	JOHN	DOE

Step 7: Select "Yes"

Displaying Records 1 - 1 of 1





### 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

The screenshot shows the web application interface for the Texas Department of State Health Services. At the top, there is a navigation bar with a "Skip to main content" link and several menu items: GLOBAL, BIRTH, DEATH, FETALDEATH, ITOP, FEE, MARRIAGE, DIVORCE, CAR, and IMAGING. To the right of these are icons for location, user profile, home, and mail, along with a "LogOut" link. Below the navigation bar is the Texas Department of State Health Services logo and a header area with "FUNCTIONS", "TOOLS", "REPORTS", and "HELP" menus. The "TOOLS" menu is expanded, showing options like Security, Library Maintenance, Utilities, Extract, and Imports. The "Security" option is further expanded to show "User Management", "Security/Group Management", and "ADP User Management". Three callout boxes with red borders and arrows point to specific elements: the first points to the "GLOBAL" tab, the second points to the dropdown arrow next to "TOOLS", and the third points to the "User Management" option in the expanded "Security" menu.

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

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

Step 3: Select "User Management" 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 can search for the user you just created using the "Additional Filters". After clicking "Additional Filters", you can search for the user using filters such as first name, last name, user ID, and user email.

# User Filter Search

[Skip to main content](#)

GLOBAL [BIRTH](#) [DEATH](#) [FETAL DEATH](#) [ITOP](#) [FEE](#) [MARRIAGE](#) [DIVORCE](#) [CAR](#) [IMAGING](#)

[LogOut](#)



Texas Department of State Health Services

[FUNCTION](#) [RECORD](#) [TOOLS](#) [HELP](#)



## USER MANAGEMENT

User ID: \*   
First Name: \*   
Middle Name:

Email: \*   
[Show password rules](#)  
Password: \*   
User Type: \*

Click "Additional Filters" to reveal search filter options

[Create User](#) [Update](#) [Generate Password](#) [Search](#) [Advanced Search](#)

[Clear Fields](#) [Deactivate User](#) [Add/Edit Locations](#) [Add/Edit Processes](#) [Unlock User](#)

[Show List](#)

User Status:

Select Location:

[Additional Filters](#)

User ID	First	Middle	Last	Suffix	Permissions	Status	Agency	User Phone
DLAYTON	DALE	RODGERS	LAYTON		L	Active	DSHS VSS	(512)925-5591
INALLOCATION	IN		ALLOCATION		U	Active	DSHS VSS	
INMAIL-IN	IN		MAIL-IN		U	Active	DSHS VSS	
ITSANTIAGO	JOE		SANTIAGO		S	Active	HHSC IT	
ITRMOHMAD	REHANA		MOHMAD		S	Active	HHS IT	
JEPainter	EARNIE		PAINTER		S	Active	DSHS	(512)776-7111
JKARNIK	JIFNNY		KARNIK		I	Active	DSHS VSS	

Page 1 of 1 | [Refresh](#) | Displaying Records 1 - 20 of 20

20 Records

# USER MANAGEMENT

User ID: \*   
First Name: \*   
Middle Name:   
Last Name: \*

Email: \*   
[Show password rules](#)  
Password: \*   
User Type: \*

Show List

Step 1: Click the drop down box to select the filter you would like to search by.

Step 2: Fill in the information you would like to search by.

Step 3: Click "Apply Filter" to add filter

Create User Up Search Advanced Search

Deactivate User Add/Edit Location

Select User Status:  Select Location: TEXAS DEPT OF STATE HEALTH SERVICES

## Additional Filters

Select Filter Field:

- USER ID
- USER ID
- FIRST NAME
- MIDDLE NAME
- LAST NAME
- PERMISSION
- AGENCY
- USER PHONE

Select Filter Value:

Add Filter

Apply Filters

Clear Additional Filters

User ID	First Name	Middle Name	Last Name	Suffix	Permissions	Status	Agency	User Phone
DLAYTON					L	Active	DSHS VSS	(512)925-5591
INALLOCATION					U	Active	DSHS VSS	
INMAIL-IN					U	Active	DSHS VSS	
ITJSANTIAGO					S	Active	HHSC IT	
ITRMOHMMAD	REHANA		MOHMMAD		S	Active	HHS IT	
JEPainter	EARNIE		PAINTER		S	Active	DSHS	(512)776-7111
JKARNIK	JFNNY		KARNIK		I	Active	DSHS VSS	

Page 1 of 1

Displaying Records 1 - 20 of 20

20 Records

## USER MANAGEMENT

User ID: \*

First Name: \*

Middle Name:

Last Name: \*

Suffix:

Email: \*

[Show password rules](#)

Password: \*

User Type: \*

[Show List](#)

Create User Update Generate Password Search Advanced Search

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

Step 4: Click "Apply Filters" to view results.

User Status:  Select Location:

Filter Field:  Select Filter Value:

Filter Field Filter Value Remove Filter

User ID ADMIN

User ID	First	Middle	Last	Suffix	Permissions	Status	Agency	User Phone
ADMIN	VS		ADMIN OFFICE (DEA		U	Inactive		

Page 1 of 1  Displaying Records 1 - 1 of 1

1 Records

# Review New User Account – Location

The screenshot displays the 'USER MANAGEMENT' interface. At the top, there are input fields for 'User ID: \*' (ADMIN), 'Email: \*', 'First Name: \*' (VS), 'Middle Name:', 'Last Name: \*' (ADMIN OFFICE (DEACTIVATED)), and 'Suffix:'. A 'Password: \*' field is masked with dots, and a 'User Type: \*' dropdown is present. A 'Show List' link is located to the right of the User Type field.

Below the form are several action buttons: 'Create User', 'Update', 'Generate Password', 'Search', 'Advanced Search', 'Clear Fields', 'Reactivate User', 'Add/Edit Locations', 'Add/Edit Processes', and 'Unlock User'. There are also dropdown menus for 'Select User Status:' (All) and 'Select Location:' (--Select a value--).

The 'Additional Filters' section shows a filter for 'USER ID' with a value of 'ADMIN'. The 'Apply Filters' button is visible. A table below the filters shows one record for the user 'ADMIN' with first name 'VS' and last name 'ADMIN OFFICE (DEACTIVATED)'. The table has columns for User ID, First, Middle, Last, Agency, and User Phone.

A red callout box with a white background and a red border points to the 'Add/Edit Locations' button. The text inside the callout box reads: 'Step 1: With the user highlighted in the search box below, click the "Add/Edit Locations" button.'

At the bottom of the page, there is a pagination bar showing 'Page 1 of 1' and a status indicator 'Displaying Records 1 - 1 of 1'.





UserID: **FIELDSERVICE2598** Phone#:  
First Name: **GAETAN** Ext#:  
Last Name: **CARPENTIER** Alt Phone#:  
Title: E-mail Address:  
Agency: Fax#:  
Department: Special Permission:  
Method of Contact: 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.



UserID: **G**CARPENTIER18  
First Name: **G**AETAN  
Last Name: **C**ARPENTIER  
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:**

**Step 3: Enter the name of the facility**  
Then, click on

- 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.**

PARKLAND HOSPITAL - (BIRTH)

UserID: GCARPENTIER18

Title:  
Agency:  
Department:  
Method of Contact:

Location Type: Birth Facility

**Available Locations:**  
PARKLAND HOSPITAL - (BIRTH)

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

PARKLAND

Assigned Locations:	
ANGEL PEREZ MD - PA - L1693 - (DEATH)	
BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY	
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)	

**Step 5: Click on the arrow to import the selected location from "Available Location" to "Assigned Location" list.**

Save



UserID: **G**CARPENTIER18  
First Name: **G**AIETAN  
Last Name: **C**ARPENTIER  
Title:  
Agency:  
Department:  
Method of Contact:

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

Location Type: Birth Facility

Available Locations:	Assigned Locations:
PARKLAND HOSPITAL - (BIRTH)	ANGEL PEREZ MD PA - L1693 - (DEATH)
	BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY - (DEATH)
	BRYAN WHITE MD -
	BSA HEALTH SYSTE
	CALVARY HILL FUN
	CANOVA INTERNAL
	CHAMBERS COUNT
	CORLEY FUNERAL HOME - (DEATH)
	DALLAS COUNTY MEDICAL F
	GIRDNER FUNERAL H
	GREENWOOD ...LIVET - ARLINGTON - (DEATH)
	HALCO ...HOME LLC - (DEATH)
	HAND IN HAND HOSPICE - (DEATH)

**Locations Maintenance**

Locations added successfully to the list.  
Please click save to commit the changes.

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



UserID:  
First Name:  
Last Name:  
Title:  
Agency:  
Department:  
Method of Contact:

Location Type:

### Locations Maintenance

Locations for the user saved successfully.

OK

#### Available Locations:

REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

#### Assigned Locations:

REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

Save

**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 Account – Add Processes

**USER MANAGEMENT**

User ID: \* ADMIN      Email: \*  
First Name: \* VS      Show password rules  
Middle Name:      Password: \* .....  
Last Name: \* ADMIN OFFICE (DEACTIVATED)      User Type: \*  
Suffix:      Show List

Create User   Update   Generate Password   Search   Advanced Search

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

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

**Additional Filters**

Select Filter Field: USER ID      Add Filter

Filter Field: User ID      Remove Filter

Apply Filters      Clear Additional Filters

User ID	First	Middle	Last	Suffix	Permissions	Status	Agency	User Phone
ADMIN	VS		ADMIN OFFICE (DEA		U	Inactive		

Page 1 of 1      Displaying Records 1 - 1 of 1      1 Records

**Step 1: With the highlighted user, click on the "Add/Edit Processes" button**



Method of Contact dropdown menu with options: 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.

User profile form fields: Location, UserID, First Name, Last Name, Title, Agency, Department, Method of Contact, Contact, Email Subscription

Contact information fields: Phone #, Ext #, Alt Phone #, E-mail Address, Fax #, Special Permission, Pin, Is Supervisor, Allocation Indicators

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, DEATH LOCAL, LOCAL REGISTRAR - BIRTH, LOCAL REGISTRAR - FEE, 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 dropdown menu with options: BIRTH CLERKS/CERTIFIERS, BIRTH CLERKS/CERTIFIERS, AOP USERS

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

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:

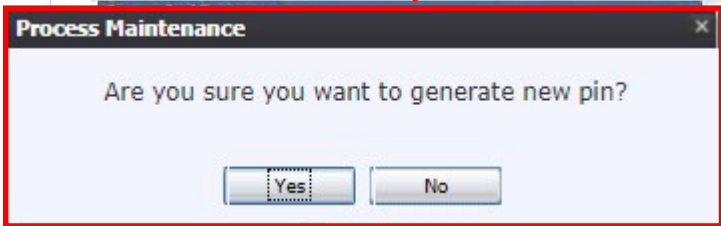
Is Supervisor:   
 Fee Allocation Indicator  OVRA Allocation Indicator  
 DCOA Allocation Indicator  TDCJ Allocation Indicator

Process Assigned:

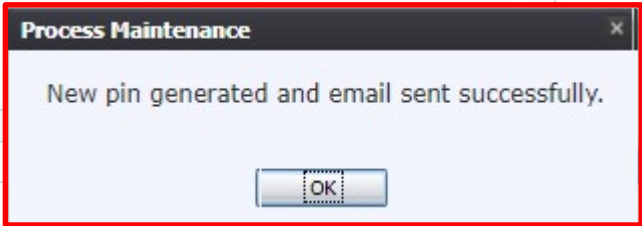
Method:    
 Contact: \*   
 Email Subscription (for mass emailing): \*

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

**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.**



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



**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](mailto: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](mailto: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.

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

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: \*\*\*\*\*    
 Is Supervisor:

Fee Allocation Indicator  OVRA Allocation Indicator  
 DCOA Allocation Indicator  Allocation Indicator

Process Assigned:

**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

**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 PROBABLE
  - 📄 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 CENTER
  - 📄 EMAIL DIRECTORY
  - 📄 GENERIC FORM
  - 📄 SWITCH LOCATION
  - 📄 UPDATE PROFILE
  - 📄 USER PARAMETERS

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TEXAS Health and Human Services Texas Department of State

FUNCTION RECORD TOOLS HELP

STIN - TRAVIS COUNTY - (Local Office)

Special Permission:  User  Local Admin  Sys Admin

Art # none #:

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

Fax #:

Special Permission:  User  Local Admin  Sys Admin

Pin: [masked] 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 TRANSACTION
- 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

Process Maintenance

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

OK

Save

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.

USER MAINTENANCE

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/>



Texas Department of State Health Services



Welcome to the Texas Department of State Health Services!



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

Please see our website for important updates, training guides, and informational materials.  
<https://dshs.texas.gov/txever/>

You can also reach us by email at [help-txever@dshs.texas.gov](mailto:help-txever@dshs.texas.gov), or phone at 1-888-963-7111 (at the prompt, press 1 for English, then press 2 for the TxEVER help desk).

State vital records are confidential and confidential. Access to vital records is restricted.

Click here to report issues with TxEVER

Click here to enroll

to Texas Department of State Health Services

[User Enrollment](#)  
[Report TxEVER Issue\(s\)](#)

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 serve 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



## USER MANAGEMENT

User ID: \*  Email: \*   
First Name: \*  [Show password rules](#)  
Middle Name:   
Last Name: \*  Password: \*   
Suffix:  User Type: \*  [Show List](#)

Create User Update Generate Password Search Advanced Search

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

User Status:  Select Location:

Addition

User ID	First	Middle	Last	Suffix	Permissions	Status	Agency	User Phone
ADMIN	VS		ADMIN OFFICE (DE/		U	Active		
BATMAN	BRUCE				U	Active		
DLAYTON	DALE	ROD			L	Active	DSHS VSS	(512)925-5591
IANMARTINEZ	IAN				S	Active	DSHS VSS	
INALLOCATION	IN				U	Active	DSHS VSS	
INMAIL-IN	IN				U	Active	DSHS VSS	
IT.ISANTIAGO	IOF				S	Active	HHSC.IT	

Displaying Records 1 - 89 of 89

89 Records

[Check Linked Library details](#)

Step 1: Select the searched user to add to library table

Step 2: Click on the "Check Linked Library details" link



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

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

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

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

### 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:  
NPI:  
PIN:  
TO Email:  
CC Email:  
Fax#: ( ) - -  
Method of Contact: FAX  
Display in List: \* ALWAYS  
User: \* --Select a value--

Step 4: Click on the "NEW" button

New Edit Save Clear Delete Search Undo

Select a facility to filter the grid below:

PARKLAND HOSPITAL

Select a role to filter the grid below:

ATTENDANT ONLY



### CERTIFIER/ATTENDANT

**Indicates a mandatory field**

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

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

Select a facility to filter the results below:

Select a role to filter the results below:

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

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

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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 Management*, 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/>



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

Click here to login

**LOG IN to TxEVER**

**Contacting the Texas Department of State Health Services (DSHS)**  
Please see our website for important updates, training guides, and informational materials.  
<https://dshs.texas.gov/txever/>

You can also reach us by email at [help-txever@dshs.texas.gov](mailto:help-txever@dshs.texas.gov), or phone at 1-888-963-7111 (at the prompt, press 1 for English, then press 2 for the TxEVER help desk).

State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Log on to Texas Department of State Health Services

[User Enrollment](#)  
[Report TxEVER Issue\(s\)](#)



Texas Department of State Health Services

FUNCTION ▾ TOOLS ▾ REPORTS ▾ HELP ▾



LINO PLACENCIA, MD - The Texas Department of State Health Services

Step 1: Click the "GLOBAL" tab

- Security ▾
  - User Management
- Library Maintenance ▾
  - Security/Group Management
- Utilities ▾
  - AOP User Management
- Extract ▾
- Imports ▾

Step 2: Select Tools -> Security -> User Management

NOTIFICATIONS



# Add a New User Account

Skip to main content GLOBAL BIRTH DEATH FEE LogOut

FUNCTION RECORD HELP

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

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"

User ID: \* AUSTINREGADMIN Email: \* First Name: \* Middle Name: Last Name: \* Suffix: Password: \* User Type: \* Show password rules 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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### USER MANAGEMENT

User ID: \*  Email: \*

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

Middle Name:  Password: \*

Last Name: \*  User Type: \*

Suffix:

Click the "Create User" button

Create User Update Generate Password Search Advanced Search

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

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

Additional Filters

User ID	First	Middle	Last	Suffix	Permissions	Status	Agency	User Phone
12345	CURTIS	D	FROELICH(DISABLE		L	Inactive	UNIVERSITY HEALTH SY	
12353	JOHN		CALHOON		L	Inactive	UNIVERSITY HEALTH SY	(210)-74-3-31
12429	LETICIA		TREVINO AGUILAR(I		L	Inactive	UNIVERSITY HEALTH SY	
12525	LIEM	CHI	DU		L	Inactive	UNIVERSITY HEALTH SY	
12639	KRISTY	YVONNE	KOSUB		L	Inactive	UNIVERSITY HEALTH SY	
12658	RANDAL	ALLEN	OTTO		L	Inactive	UNIVERSITY HEALTH SY	
12659	STEVFN	R	BAII FY		I	Inactive	UNIVERSITY HEALTH SY	



Fill in all information  
for the new user.

Click "Show  
List" to choose  
the user type.

**Create User**

User ID: \*

First Name: \*

Middle Name:

Last Name: \*

Suffix:

Email: \*

[Show password rules](#)

Auto Generate Password

Password: \*

User Type: \*  [Show List](#)

After all information is filled, click  
"Create User" to move on to add  
locations.

User ID	First Name	Middle Name	Last Name	Suffix	User Type	Status	Organization	Phone
12345								
12353								
12429								
12525	LIEM	CHI	DU		L	Inactive	UNIVERSITY HEALTH SY	
12639	KRISTY	YVONNE	KOSUB		L	Inactive	UNIVERSITY HEALTH SY	
12658	RANDAL	ALLEN	OTTO		L	Inactive	UNIVERSITY HEALTH SY	
12659	STEVFN	R.	F.		I	Inactive	UNIVERSITY HEALTH SY	

Page 1 of 1159 | Displaying Records 1 - 100 of 115807 | 115807 Records

**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](mailto: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 backwards, 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.





UserID: **FIELDSERVICE2598** Phone#:  
First Name: **GAETAN** Ext#:  
Last Name: **CARPENTIER** Alt Phone#:  
Title: E-mail Address:  
Agency: Fax#:  
Department: Special Permission:  
Method of Contact: 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.



UserID: **G**CARPENTIER18  
First Name: **G**AETAN  
Last Name: **C**ARPENTIER  
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:

**Step 7: Enter the name of the facility**  
Then, click on

- 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 8: Select a location from the "Available Locations" list. Upon selection, the highlight color for item(s) selected will change.**

PARKLAND HOSPITAL - (BIRTH)

UserID: GCARPENTIER18

Title:  
Agency:  
Department:  
Method of Contact:

Location Type: Birth Facility

**Available Locations:**  
PARKLAND HOSPITAL - (BIRTH)

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

PARKLAND

Assigned Locations:	
ANGEL PEREZ MD - PA - L1693 - (DEATH)	
BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY	
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)	

**Step 9: Click on the arrow to import the selected location from "Available Location" to "Assigned Location" list.**

Save



UserID: **G**CARPENTIER18  
First Name: **G**AETAN  
Last Name: **C**ARPENTIER  
Title:  
Agency:  
Department:  
Method of Contact:

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

Location Type: Birth Facility

Available Locations:	Assigned Locations:
PARKLAND HOSPITAL - (BIRTH)	ANGEL PEREZ MD PA - L1693 - (DEATH)
	BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY - (DEATH)
	BRYAN WHITE MD -
	BSA HEALTH SYSTE
	CALVARY HILL FUN
	CANOVA INTERNAL
	CHAMBERS COUNT
	CORLEY FUNERAL HOME - (DEATH)
	DALLAS COUNTY MEDICAL F
	GIRDNER FUNERAL H
	GREENWOOD ...LIVET - ARLINGTON - (DEATH)
	HALCO ...HOME LLC - (DEATH)
	HAND IN HAND HOSPICE - (DEATH)

**Locations Maintenance**

Locations added successfully to the list.  
Please click save to commit the changes.

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





UserID:  
First Name:  
Last Name:  
Title:  
Agency:  
Department:  
Method of Contact:

### Locations Maintenance

Locations for the user saved successfully.

OK

Location Type:

#### Available Locations:

REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

#### Assigned Locations:

REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)



Save

**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.**



--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)  
User ID: FIELDSERVICE2598  
First Name: GAETAN  
Last Name: CARPENTIER  
Title:   
Agency:   
Department:  Show List  
Method of: --Select a value--  
Contact: \*  
Email Subscription: --Select a value--  
(for mass emailing): \*

Phone #: \*   
Ext #:   
Alt Phone #:   
E-mail Address: \*   
Fax #: \*

What Method of Contact should I choose?  
Email is a preferred method of contact, but a user may elect any other method.

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

- 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

**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.**

**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.**

**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**  
Are you sure you want to generate new pin?

**Process Maintenance**  
New pin generated and email sent successfully.

**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.

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:

Is Supervisor:

Fee Allocation Indicator  OVRA Allocation Indicator  
 DCOA Allocation Indicator  TDCJ Allocation Indicator

Process Assigned:

- 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 SIGNATURE
- BIRTH LOCAL SIGNATURE ACKNOWLEDGMENT FORM
- BIRTH LOCAL SIGNATURE ACKNOWLEDGMENT SIGNATURE
- BIRTH AOP
- BIRTH AOP 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](mailto: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](mailto: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.

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

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: \*\*\*\*\*

Is Supervisor:

Fee Allocation Indicator  OVRA Allocation Indicator  
 DCOA Allocation Indicator  Allocation Indicator

Process Assigned:

**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

**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 PROBABLE
  - 📄 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 CENTER
  - 📄 EMAIL DIRECTORY
  - 📄 GENERIC FORM
  - 📄 SWITCH LOCATION
  - 📄 UPDATE PROFILE
  - 📄 USER PARAMETERS

Skip to main content GLOBAL BIRTH DEATH FEE LogOut

TEXAS Health and Human Services Texas Department of State

FUNCTION RECORD TOOLS HELP

STIN - TRAVIS COUNTY - (Local Office)

Special Permission:  User  Local Admin  Sys Admin

Special Permission:  User  Local Admin  Sys Admin

Pin: [masked] Email Pin Generate Pin

Is Supervisor:

Fee Allocation Indicator  OVRA Allocation Indicator   
 DCOA Allocation Indicator  TDCJ Allocation Indicator

Process Assigned:

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

Process Maintenance

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

OK

Save

(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 TRANSACTION
- FEE NEW TRANSACTION
- FEE REGISTRATION
- FEE SEARCH INPROGRESS VITAL RECORDS
- FEE SEARCH TRANSACTION
- FEE TRANSACTION COMPLETE
- REVIEW ENROLLMENTS
- USER MAINTENANCE**

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.



# Library Tables Maintenance

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



Texas Department of State Health Services



Welcome to the Texas Department of State Health Services!



Click here to open the TxEVER login

LOG IN to TxEVER

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

Please see our website for important updates, training guides, and informational materials.  
<https://dshs.texas.gov/txever/>

You can also reach us by email at [help-txever@dshs.texas.gov](mailto:help-txever@dshs.texas.gov), or phone at 1-888-963-7111 (at the prompt, press 1 for English, then press 2 for the TxEVER help desk).

State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Log on to Texas Department of State Health Services

[User Enrollment](#)  
[Report TxEVER Issue\(s\)](#)

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 serve 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



### USER MANAGEMENT

User ID: \*

First Name: \*

Middle Name:

Last Name: \*

Suffix:

Email: \*

[Show password rules](#)

Password: \*

User Type: \*

[Show List](#)

Select User Status:  Select Location:

Additional Filters

User ID	First	Middle	Last	Suffix	Permissions	Status	Agency	User Phone
ADMIN	VS		ADMIN OFFICE (DEA		U	Active		
BATMAN	BRUCE		WAYNE		U	Active		
DLAYTON	DALE	RODGERS	LAYTON		L	Active	DSHS VSS	(512)925-5591
IANMARTINEZ	IAN		MARTINEZ		S	Active	DSHS VSS	
INALLOCATION	IN		ALLOCATION		U	Active	DSHS VSS	
INMAIL-IN	IN		MAIL-IN		U	Active	DSHS VSS	
ITJSANTIAGO	JOE		SANTIAGO		S	Active	HHSC IT	

Displaying Records 1 - 89 of 89

89 Records

[Check Linked Library details](#)

Click the "Check Linked Library details" link



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

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

--Select a value--

- CNM
- DO
- MD
- MIDWIFE
- ATTENDENT
- FACILITY ADMINISTRATOR/DESIGNEE
- OTHER

--Select a value--

- ATTENDANT ONLY
- CERTIFIER ONLY
- BOTH ATTENDANT AND CERTIFIER

### 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:

NPI:

PIN:

TO Email:

CC Email:

Fax#: ( ) - -

Method of Contact: FAX

Display in List: \* ALWAYS

User: \* --Select a value--

Step 4: Click on the "NEW" button

**New** Edit Save Clear Delete Search Undo

Select a facility to filter the grid below:

PARKLAND HOSPITAL

Select a role to filter the grid below:

ATTENDANT ONLY



### CERTIFIER/ATTENDANT

**Indicates a mandatory field**

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

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

Select a facility to filter the below:

Select a role to filter the below:

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

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

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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.

What about the User Maintenance?

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

# USER MAINTENANCE - LOCAL ADMIN

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



Texas Department of State  
Health Services



Welcome to the Texas Department of State Health Services!



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

Please see our website for important updates, training guides, and informational materials.  
<https://dshs.texas.gov/txever/>

You can also reach us by email at [help-txever@dshs.texas.gov](mailto:help-txever@dshs.texas.gov), or phone at 1-888-963-7111 (at the prompt, press 1 for English, then press 2 for the TxEVER help desk).

State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Log on to Texas Department of State Health Services

[User Enrollment](#)  
[Report TxEVER Issue\(s\)](#)



# EDIT AN EXISTING USER ACCOUNT



## USER MANAGEMENT

User ID: \*  
First Name: \*  
Middle Name:  
Last Name: \*  
Suffix:

Email: \*  
[Show password rules](#)  
Show List

Create User Update Generate Password Search Advanced Search

Add/Edit Locations Add/Edit Processes Unlock User

Select User Status:

Select Location:

TEXAS DEPT OF STATE HEALTH SERVICES

Additional Filters

Step 2: Enter the user's last name then click ok.

Step 1: Click "Search"

User ID	First	Middle
DLAYTON	DALE	RODGER
INALLOCATION	IN	
INMAIL-IN	IN	
ITJSANTIAGO	JOE	
ITRMOHMMAD	REHANA	
JEPAINTER	EARNIE	
.JKARNIK	.JFNYY	KARNIK

Search User

Please enter the user's last name.

OK CANCEL

Displaying Records 1 - 20 of 20

20 Records

# EDIT AN EXISTING USER



### USER MANAGEMENT

User ID: \*  Email: \*

First Name: \*  Show

Middle Name:  Password: \*

Last Name: \*  User Type: \*

Suffix:   Show List

Select User Status:

Additional Filters

User ID	First	Middle
DLAYTON	DALE	RODGERS
INALLOCATION	IN	
INMAIL-IN	IN	
ITJSANTIAGO	JOE	
ITRMOHMMAD	REHANA	
JEPainter	EARNIE	
JKARNIK	JFNNY	

Page 1 of 1

#### Advanced User Search

Last Name:

Location Type:

License Number:

User ID:

Location Name:

User Role:

Step 1: Click Advanced Search

Step 2: Enter user information and click search

# EDIT AN EXISTING USER ACCOUNT

Skip to main content GLOBAL BIRTH DEATH FETAL DEATH ITOP FEE MARRIAGE DIVORCE CAR IMAGING LogOut

TEXAS Health and Human Services Texas Department of State Health Services FUNCTION RECORD TOOLS HELP

### USER MANAGEMENT

**Advanced User Search**

Last Name: ADMIN 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

Select	Manage Locations	Manage Processes	User ID	First	Middle	Last
<input type="checkbox"/>	Manage locations	Manage processes	ADMINVICTOR	VICTOR		ADMIN
<input checked="" type="checkbox"/>	Manage locations	Manage processes	ADMIN	VS		ADMIN
<input type="checkbox"/>	Manage locations	Manage processes	SECADMIN	SECURITY		ADMIN
<input type="checkbox"/>	Manage locations	Manage processes	FFBSADMIN	LOCAL		ADMIN
<input type="checkbox"/>	Manage locations	Manage processes	MURAMIN	MURLIDHAR		ADMIN
<input type="checkbox"/>	Manage locations	Manage processes	MSTRINGER	NETIMA		ADMIN


User ID: JHOLDING, JHOLLIER, JHOLZER, JHORAK, JHORNE, JHORNE, JHORNING


Page 1 of 1159 | 115809 Records

Select the user

# 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: \*  Email: \*

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

Middle Name:

Last Name: \*  Password: \*

Suffix:  User Type: \*  [Show List](#)

Select User Status:  Select Location:

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		(980)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.**



UserID: **FIELDSERVICE2598** Phone#: \_\_\_\_\_  
First Name: **GAETAN** Ext#: \_\_\_\_\_  
Last Name: **CARPENTIER** Alt Phone#: \_\_\_\_\_  
Title: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Agency: \_\_\_\_\_ Fax#: \_\_\_\_\_  
Department: \_\_\_\_\_ Special Permission: \_\_\_\_\_  
Method of Contact: \_\_\_\_\_ Pin: \_\_\_\_\_

Location Type: --Select a value--

Available Locations:	Assigned Locations:
<ul style="list-style-type: none"><li>State Department of Health</li><li>County Office</li><li>Funeral Home</li><li>Medical Office</li><li>JP/ME Office</li><li><b>Birth Facility</b></li><li>Local Registrar Office</li><li>Midwife</li><li>Attorney Office</li><li>Office Of Attorney General</li><li>Other Entities</li></ul>	

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.



UserID: **G**CARPENTIER18  
First Name: **G**AETAN  
Last Name: **C**ARPENTIER  
Title:  
Agency:  
Department:  
Method of Contact:

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

Location Type: Birth Facility

PARKLAND  x

**Available Locations:**

**Assigned Locations:**

**Step 3: Enter the name of the facility**  
Then, click on

- 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



[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]



**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:

Location Type: Birth Facility

**Available Locations:**

PARKLAND HOSPITAL - (BIRTH)

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

PARKLAND

**Assigned Locations:**

- ANGEL PEREZ MD - PA - L1693 - (DEATH)
- BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY
- 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
- HAND IN HAND

**Step 5: Click on the arrow to import the selected location from "Available Location" to "Assigned Location" list.**

**Locations Maintenance**

Locations added successfully to the list.  
Please click save to commit the changes.

OK

Step 6: Click OK to accept changes made.

Step 7: Click Save to save all changes made.

Save



UserID:  
First Name:  
Last Name:  
Title:  
Agency:  
Department:  
Method of Contact:

Location Type: Local Register

### Locations Maintenance

Locations for the user saved successfully.

OK

#### Available Locations:

REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

#### Assigned Locations:

REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

Save

**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/CHANGES PROCESSES

Skip to main content GLOBAL BIRTH DEATH FETAL DEATH ITOP FEE MARRIAGE DIVORCE CAR IMAGING LogOut

TEXAS Health and Human Services Texas Department of State Health Services FUNCTION RECORD TOOLS HELP

Step 1: Click Manage Processes on the searched user account.

### USER MANAGEMENT

Search

ADMIN User ID: Location Name: User Role: --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
<input type="checkbox"/>	Manage locations	Manage processes	ADMINVICTOR	VICTOR		ADMIN
<input checked="" type="checkbox"/>	Manage locations	Manage processes	ADMIN	VS		ADMIN
<input type="checkbox"/>	Manage locations	Manage processes	SECADMIN	SECURITY		ADMIN
<input type="checkbox"/>	Manage locations	Manage processes	FFBSADMIN	LOCAL		ADMIN
<input type="checkbox"/>	Manage locations	Manage processes	MURAMIN	MURLIDHAR		ADMIN
<input type="checkbox"/>	Manane locations	Manane processes	MSTRINGER	NETIMA		ADMIN

Additional Filters

User ID: JHOLDING, JHOLLIER, JHOLZER, JHORK, JHORNE, JHORNE, JHORNING

Page 1 of 1159

Displaying Records 1 - 100 of 115809

115809 Records



Method of contact dropdown menu with options: 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.

User profile form fields: Location, UserID, First Name, Last Name, Title, Agency, Department, Method of, Contact, Email Subscription

Contact information form fields: Phone #, Ext #, Alt Phone #, E-mail Address, Fax #, Special Permission, Pin, Is Supervisor, Allocation Indicators

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, DEATH LOCAL, LOCAL REGISTRAR - BIRTH, LOCAL REGISTRAR - FEE, 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 dropdown menu with options: BIRTH CLERKS/CERTIFIERS, BIRTH CLERKS/CERTIFIERS, AOP USERS

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

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

The screenshot shows the Texas Department of State Health Services website. At the top, there are navigation links: "Skip to main content", "GLOBAL", "BIRTH", "DEATH", "FEE", and "LogOut". The Texas Department of State Health Services logo is on the left, and a "SEVERE" weather alert icon is on the right. Below the logo, there are menu items: "FUNCTION", "RECORD", "TOOLS", and "HELP".

The main content area contains a form for user registration. The "Location" dropdown is set to "REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)". The form includes fields for "Phone #:", "Ext #:", "Alt Phone #:", "E-mail Address:", and "Fax #:". Below these fields, there are radio buttons for "Special Permission:" with options "User" (selected), "Local Admin", and "Sys Admin". There are also checkboxes for "Is Supervisor:", "Fee Allocation Indicator", "OVRA Allocation Indicator", "DCOA Allocation Indicator", and "TDCJ Allocation Indicator". At the bottom of the form, there are buttons for "Email Pin" and "Generate Pin".

Three callout boxes provide instructions:
 

- Step 4:** Click the "Generate Pin" button to create a PIN for the User.
- 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.
- Step 6:** Upon clicking the "Yes" button, the system will display the following pop-up message. Click the "OK" button to complete the process.

Two pop-up messages are shown:
 

- Process Maintenance:** "Are you sure you want to generate new pin?" with "Yes" and "No" buttons.
- Process Maintenance:** "New pin generated and email sent successfully." with an "OK" button.

**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.**

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

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

**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.

**Process Maintenance**  
 New pin generated and email sent successfully.  
 OK

**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@genesisisinfo.com](mailto:NO_REPLY@genesisisinfo.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@genesisisinfo.com](mailto:NO_REPLY@genesisisinfo.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.

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

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: \*\*\*\*\*    
 Is Supervisor:

Fee Allocation Indicator  OVRA Allocation Indicator  
 DCOA Allocation Indicator  Allocation Indicator

Process Assigned:

**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

**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 PROBABLE
  - 📄 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

Skip to main content GLOBAL BIRTH DEATH FEE LogOut

TEXAS Health and Human Services Texas Department of State

FUNCTION RECORD TOOLS HELP

STIN - TRAVIS COUNTY - (Local Office)

Special Permission:  User  Local Admin  Sys Admin

Art # none #:

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  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 TRANSACTION
- 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

Process Maintenance

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

OK

Save

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.



# 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.



Step 2: Click "Deactivate User"

Step 1: Search for user to deactivate

**Advanced User Search**

Last Name: ADMIN 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

Select	Manage Locations	Manage Processes	User ID	First	Middle	Last
<input type="checkbox"/>	Manage locations	Manage processes	ADMINVICTOR	VICTOR		ADMIN
<input checked="" type="checkbox"/>	Manage locations	Manage processes	ADMIN	VS		ADMIN
<input type="checkbox"/>	Manage locations	Manage processes	SECADMIN	SECURITY		ADMIN
<input type="checkbox"/>	Manage locations	Manage processes	FFBSADMIN	LOCAL		ADMIN
<input type="checkbox"/>	Manage locations	Manage processes	MURAMIN	MURLIDHAR		ADMIN
<input type="checkbox"/>	Manane locations	Manane processes	MSTRINGER	NETMA		ADMIN

Additional Filters

User ID
JHOLDING
JHOLLIER
JHOLZER
JHORAK
JHORNE
JHORNE
JHORNING



User ID: \*  
First Name: \*  
Middle Name:  
Last Name: \*  
Suffix:

**Advanced User Search**

Last Name: ADMIN  
Location Type: --Select a value--  
License Number:

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

Select all

act	Manage Locations	Manage Processes	User ID	First	Middle	Last	Suffix	Status
<input type="checkbox"/>	Manage locations	Manage processes	ADMIN	VS		ADM	U	INACTIVE
<input type="checkbox"/>	Manage locations	Manage processes	SECADMIN	SECURITY		ADM	S	INACTIVE
<input type="checkbox"/>	Manage locations	Manage processes	MURAMIN	MURLIDHAR		ADM	U	INACTIVE
<input type="checkbox"/>	Manage locations	Manage processes	MSTRINGER	NETIMA		ADM	L	INACTIVE
<input type="checkbox"/>	Manage locations	Manage processes	MSTRINGER	NETIMA		ADM	L	INACTIVE
<input type="checkbox"/>	Manage locations	Manage processes	FFBSADMIN	LOCAL		ADM	L	INACTIVE

Step 2: Verify that the account is now inactive.

Additional Filters

User ID  
DLAYTON  
IANMARTINEZ  
INALLOCATION  
INMAIL-IN

ITJSANTIAGO  
ITRMOHMMAD  
JFPAINTER

JOE SANTIAGO  
REHANA MOHMMAD  
FARNIE PAINTER

S S S  
Active Active Active  
HHSC IT HHS IT DSHS

User Phone  
(512)925-5591

(512)776-7111

# 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.



Click the "Reactivate User" button

Step 1: Search for user to reactivate

**Advanced User Search**

Last Name: ADMIN    User ID:    Us:   

Location Type: --Select a value--    Loc:    Name:   

License Number:    User Role: --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
<input type="checkbox"/>	Manage locations	Manage processes	ADMINVICTOR	VICTOR		ADMIN
<input checked="" type="checkbox"/>	Manage locations	Manage processes	ADMIN	VS		ADMIN
<input type="checkbox"/>	Manage locations	Manage processes	SECADMIN	SECURITY		ADMIN
<input type="checkbox"/>	Manage locations	Manage processes	FFBSADMIN	LOCAL		ADMIN
<input type="checkbox"/>	Manage locations	Manage processes	MURAMIN	MURLIDHAR		ADMIN
<input type="checkbox"/>	Manane locations	Manane processes	MSTRINGER	NETIMA		ADMIN

- Additional Filters
- User ID
- JHOLDING
  - JHOLLIER
  - JHOLZER
  - JHORAK
  - JHORNE
  - JHORNE
  - JHORNING



**Advanced User**

User ID: \*  
First Name: \*  
Middle Name:  
Last Name: \*  
Suffix:

Last Name:  
Location Type:  
License Number:

User ID:  
Location Name:  
User Role: --Select a value--

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

Select all

Select	Manage Locations	Manage processes	Middle	Last	Suffix	Per	Status
<input checked="" type="checkbox"/>	Manage locations				ADM	U	INACTI
<input type="checkbox"/>	Manage locations				ADM	S	INACTI
<input type="checkbox"/>	Manage locations	Manage processes	MURAMIN	MURLIDHAR	ADM	U	INACTI
<input type="checkbox"/>	Manage locations	Manage processes	MSTRINGER	NETIMA	ADM	L	INACTI
<input type="checkbox"/>	Manage locations	Manage processes	MSTRINGER	NETIMA	ADM	L	INACTI
<input type="checkbox"/>	Manage locations	Manane processes	FFBSADMIN	LOCAL	ADM	L	INACTI

Additional Filters

User ID  
DLAYTON  
IANMARTINEZ  
INALLOCATION  
INMAIL-IN  
ITJSANTIAGO  
ITRMOHMAD  
JFPAINTR

JOE SANTIAGO S Active HHSC IT  
REHANA MOHMAD S Active HHS IT  
FARNIE PAINTR S Active DSHS (512)776-7111

Page 1 of 1

Displaying Records 1 - 21 of 21

21 Records

**User Maintenance**

User(s) reactivated successfully.

OK

Confirm the user has been successfully reactivated

# 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/>

Welcome to the Texas Department of State Health Services!



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

Please see our website for important updates, training guides, and informational materials.  
<https://dshs.texas.gov/txever/>

You can also reach us by email at [help-txever@dshs.texas.gov](mailto:help-txever@dshs.texas.gov), or phone at 1-888-963-7111 (at the prompt, press 1 for English, then press 2 for the TxEVER help desk).

State vital records are confidential and confidential. Access to vital records is

Click here to report an issue with TxEVER

Click here to begin new user enrollment

on to Texas Department of State Health Services

[User Enrollment](#)  
[Report TxEVER Issue\(s\)](#)



# RESET PASSWORD - LOCAL ADMIN

The screenshot shows the top navigation bar of the Texas Department of State Health Services website. The navigation bar includes a "Skip to main content" link, a "GLOBAL" tab, and several menu items: BIRTH, DEATH, FETAL DEATH, ITOP, FEE, MARRIAGE, DIVORCE, CAR, and IMAGING. On the right side of the navigation bar, there are icons for location, user profile, home, and email, along with a "LogOut" link. Below the navigation bar, the Texas Department of State Health Services logo is visible on the left, and a "FUNCTION" dropdown menu is on the right. The "FUNCTION" dropdown menu is open, showing a list of options: Security, Library Maintenance, Utilities, Extract, and Imports. The "Security" option is selected, and a sub-menu is displayed to its right, containing "User Management", "Security/Group Management", and "AOP User Management". A blue callout box points to the "GLOBAL" tab with the text "Click the Global tab". Another blue callout box points to the "Security" option in the "FUNCTION" dropdown menu with the text "Tools -> Security -> User Management".

Click the Global tab

Tools -> Security -> User Management

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



Step 2: Click the "Generate Password" button

Step 1: Search for the user needing a password change

User ID: \* ADMIN

First Name: \* VS

Middle Name: \*

Last Name: \* ADMIN OFFICE (DEACTIVATED)

Pass \* .....

User Type \*

Show password rules

Show List

Create User Update **Generate Password** Search Advanced Search

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

Status: All Select Location: --Select a value--

Additional Filters

Select Filter Field: USER ID Select Filter Value: ADMIN Add Filter

Filter Field	Filter Value	Remove Filter

Apply Filters Clear Additional Filters

User ID	First	Middle	Last	Suffix	Permissions	Status	Agency	User Phone
ADMIN	VS		ADMIN OFFICE (DEA		U	Active		

Page 1 of 1

Displaying Records 1 - 1 of 1

1 Records



A pop up will appear notifying you that an email has been sent to the user with their new password.

### USER MANAGEMENT

User ID: \*

First Name:

Middle Name:

Last Name: \*

Suffix:

Email: \*

Password: \*

User Type: \*

[Show password rules](#)

[Show List](#)

Select User Status:

**User Management**

New password generated and email sent successfully.

#### Additional Filters

Select Filter Field:

Select Filter Value:

Filter Field	Filter Value	Remove Filter

User ID	First	Middle	Last	-Suffix	Permissions	Status	Agency	User Phone
ADMIN	VS		ADMIN OFFICE (DEA		U	Active		
BATMAN	BRUCE		WAYNE		U	Active		
DLAYTON	DALE	RODGERS	LAYTON		L	Active	DSHS VSS	(512)925-5591
IANMARTINEZ	IAN		MARTINEZ		S	Active	DSHS VSS	
INALLOCATION	IN		ALLOCATION		U	Active	DSHS VSS	
INMAIL-IN	IN		MAIL-IN		U	Active	DSHS VSS	
ITUSANTIAGO	JOE		SANTIAGO		S	Active	HHSC IT	

Page 1 of 1

Displaying Records 1 - 87 of 87

87 Records

**This Page is left Blank.**

# RESET FORGOTTEN PASSWORD - USER

The screenshot shows the login interface for the Texas Department of State Health Services. At the top left is the Texas Health and Human Services logo. To its right is the text "Texas Department of State Health Services". At the top right is a circular logo with the word "NEVER". Below the header is a blue bar with the word "Login". The main content area contains a login form with two input fields: "User Name:" and "Password:". Below the "Password:" field is a link labeled "Forgot Password?" and a "Log In" button. A red dashed line connects the "Forgot Password?" link in the form to a larger callout box below it. The callout box contains the text "Forgot Password?". At the bottom left of the page, it says "Current Date: 03-May-2018 | Build Number: 1.0.0.0". At the bottom right, it says "©2017 | Genesis Systems, Inc." and has the Genesis logo.

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



**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.**





### RESET PASSWORD

User Name:

#### Forgot Password

Password reset successfully. An email has been sent to your registered email ID with a temporary password.

OK

**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@genesisisinfo.com](mailto:NO_REPLY@genesisisinfo.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 backwards, 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.**

User Name:

Password:

[Forgot Password?](#)

Log In

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

# CHANGE PASSWORD - USER

The screenshot shows the user interface of the Texas Department of State Health Services. At the top left, there is a link for "Skip to main content" and a "GLOBAL" module tab. A callout box points to the "GLOBAL" tab with the text: "Step 1: Select 'GLOBAL' Module Tab to access the User Maintenance". Below this, the Texas Department of State Health Services logo and name are visible. On the right side, there are navigation menus for "FUNCTION", "TOOLS", and "HELP". The "TOOLS" menu is expanded, showing "Utilities", "Change Password", and "Printer Setup". A callout box points to the "Utilities" dropdown arrow with the text: "Step 2: Click the dropdown arrow next to 'TOOLS' to be taken to the 'Utilities'". Another callout box points to the "Change Password" link with the text: "Step 3: Select 'Change Password'". A blue banner at the top of the main content area reads "GAETAN CARPENTIER, welcome to the Texas Department of State Health Services!". Below the banner is a "NOTIFICATIONS" section.



**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

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

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



**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.

---

**WARNING!**

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

**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.**



This Page is Left Blank

**LIBRARY TABLES**

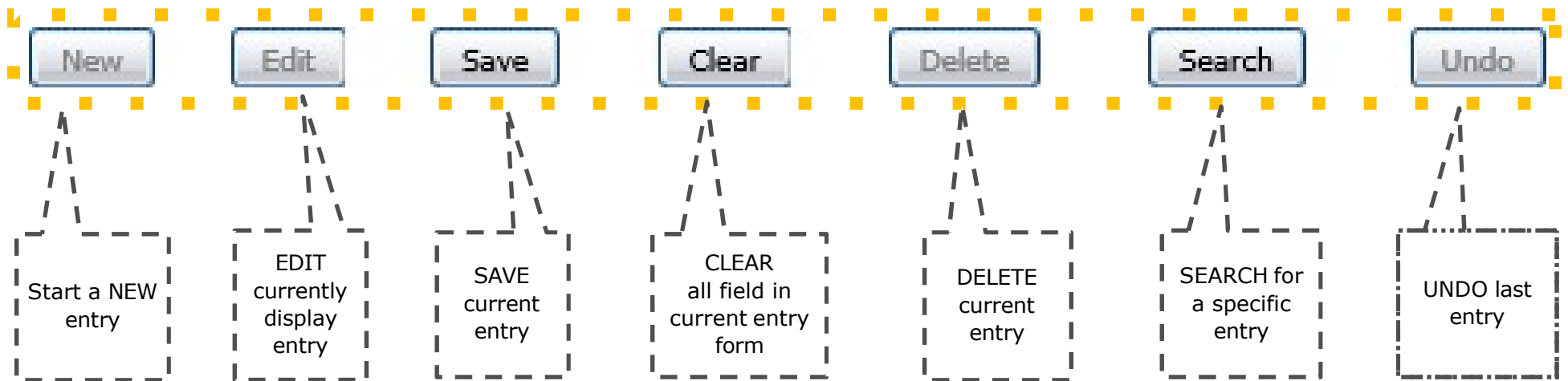
**MAINTENANCE**

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



Texas Department of State Health Services

FUNCTION RECORD TOOLS HELP



### USER MANAGEMENT

User ID: \* BATMAN      Email: \* lino.placencio@dshs.texas.gov  
First Name: \* BRUCE      [Show password rules](#)  
Middle Name:      Password: \* .....  
Last Name: \* WAYNE      User Type: \* BIRTH CLERKS [Show List](#)

[Create User](#) [Update](#) [Generate Password](#) [Search](#) [Advanced Search](#)  
[Clear Fields](#) [Deactivate User](#) [Add/Edit Locations](#) [Add/Edit Processes](#) [Unlock User](#)

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

Additional [\[icon\]](#)

User ID	First	Middle	Last	Suffix	Permissions	Status	Agency	User Phone
ADMIN	VS		ADMIN OFFICE (DE/		U	Active		
BATMAN	BRUCE				U	Active		
DLAYTON	DALE	RODGER			L	Active	DSHS VSS	(512)925-5591
IANMARTINEZ	IAN				S	Active	DSHS VSS	
INALLOCATION	IN				U	Active	DSHS VSS	
INMAIL-IN	IN				U	Active	DSHS VSS	
IT.ISANTIAGO	JOE				S	Active	HHSC IT	

Page 1 of 1      [\[refresh\]](#)      Displaying Records 1 - 89 of 89

89 Records

[Check Linked Library details](#)

**Selected searched user to add to library table**

**Click the "Check Linked Library details" link**



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

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

Dropdown menu for Role: ATTENDANT ONLY, CERTIFIER ONLY, BOTH ATTENDANT AND CERTIFIER

Dropdown menu for Title: CNM, DO, MD, MIDWIFE, ATTENDENT, FACILITY ADMINISTRATOR/DESIGNEE, OTHER

CERTIFIER/ATTENDANT

\* Indicates a mandatory field

Form fields for Facility Name, Role, Prefix, First Name, Middle Name, Last Name, Suffix, Address, Apt, State, County, City/Town

Form fields for Zip, Zip Ext, Title, Other Title, License, NPI, PIN, TO Email, CC Email, Fax#, Method of Contact, Display in List, User

Step 4: Click on the "NEW" button

Buttons: New, Edit, Save, Clear, Delete, Search, Undo

Select a facility to filter the grid below:

Facility filter dropdown: PARKLAND HOSPITAL

Select a role to filter the grid below:

Role filter dropdown: ATTENDANT ONLY



### CERTIFIER/ATTENDANT

**Indicates a mandatory field**

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

**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.**

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

# Search/Update to the Certifier/Attendant Library Table

**Step 1: Select "BIRTH" Module Tab to access the Library Maintenance**

eruat.dshs.texas.gov/TxEVERUI/BirthUI/Home.aspx

[Skip 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 - TOOLS - CONFIGURATION - HELP - REPORTS -

Library Maintenance ▾  
Utilities ▾  
AOF Validation ▾  
Imports ▾  
Extract ▾

Facility  
Certifier/Attendant  
Attorney Office  
Midwife

STATE USER3 , welcome to the Texas Department of State Health Services

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

**Step 3: Select "Certifier/Attendant"**

## 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:

NPI:

PIN:

TO Email:

CC Email:

Fax#: ( ) - -

Method of Contact: FAX


Display in List: \* ALWAYS

User: \* --Select a value--

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

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

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

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		KEN
PARKLAND HOSPITAL	BOTH ATTENDAN		ALISON		ATTENDANT		123 SOUTH		TEXA
PARKLAND HOSPITAL	ATTENDANT ONL'		TEST		ATTENDANT		111 MAIN ST		TEXA
PARKLAND HOSPITAL	ATTENDANT ONL'		BIRTH		ATTENDANT		123 SOUTH STREET		TEXA

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

## CERTIFIER/ATTENDANT

\* Indicates a mandatory field

Step 5: Enter a value in the search field

--Select a value--

--Select a value--

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

Step 6: Click the "OK" button

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	State
PARKLAND HOSPITAL	ATTENDANT ONL	MRS.	WILMA		ACOSTA		3432 NORTH BELTLINE RO 3	TEXA
SETON MEDICAL CENTER	BOTH ATTENDAN		ALLISON		ADAMS		123 MAIN	TEXA
PARKLAND HOSPITAL	ATTENDANT ONL		ATTENDANT ONLY		ASDF	SR.	ASDF	ALAE
PARKLAND HOSPITAL	CERTIFIER ONLY		ATTENDANT TESTER		ATT TEST		4567 HILL ST	KEN
PARKLAND HOSPITAL	BOTH ATTENDAN		ALISON		ATTENDANT		123 SOUTH	TEXA
PARKLAND HOSPITAL	ATTENDANT ONL		TEST		ATTENDANT		111 MAIN ST	TEXA
PARKLAND HOSPITAL	ATTENDANT ONL		BIRTH		ATTENDANT		123 SOUTH STREET	TEXA

## 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--

Step 7: Select a value from the dropdown list

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--

PARKLAND HOSPITAL X

--Select a value--

PARKLAND HOSPITAL

--Select a value-- X

--Select a value--

ATTENDANT ONLY

CERTIFIER ONLY

BOTH ATTENDANT AND CERTIFIER

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--

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	TEXA
SETON MEDICAL CENT	BOTH ATTENDAN		ALLISON		ADAMS		123 MAIN		TEXA
PARKLAND HOSPITAL	ATTENDANT ONL		ATTENDANT ONLY		ASDF	SR.	ASDF		ALAE
PARKLAND HOSPITAL	CERTIFIER ONLY		ATTENDANT TESTER		ATT TEST		4567 HILL ST		KEN
	ATTENDAN		ALISON		ATTENDANT		123 SOUTH		TEXA
	NT ONL		TEST		ATTENDANT		111 MAIN ST		TEXA
	NT ONL		BIRTH		ATTENDANT		123 SOUTH STREET		TEXA

Step 8: Select a value from dropdown list

Displaying Records 1 - 10 of 77

## CERTIFIER/ATTENDANT

\* Indicates a mandatory field

Facility Name: \* --Select a value-- Zip: \* --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--

Fax: ( ) - -

Method of Contact: FAX

Display in List: ALWAYS

User: \* --Select a value--

New Edit Save Clear Delete Search Undo

**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**

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	TEXA
SETON MEDICAL CENTER	BOTH ATTENDAN		ALLISON		ADAMS		123 MAIN		TEXA
PARKLAND HOSPITAL	ATTENDANT ONL		ATTENDANT ONLY		ASDF	SR.	ASDF		ALAE
PARKLAND HOSPITAL	CERTIFIER ONLY		ATTENDANT TESTER		ATT TEST		4567 HILL ST		KEN
PARKLAND HOSPITAL	BOTH ATTENDAN		ALISON		ATTENDANT		123 SOUTH		TEXA
PARKLAND HOSPITAL	ATTENDANT ONL		TEST		ATTENDANT		111 MAIN ST		TEXA
PARKLAND HOSPITAL	ATTENDANT ONL		BIRTH		ATTENDANT		123 SOUTH STREET		TEXA

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





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

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

--Select a value--

- ATTENDANT ONLY
- CERTIFIER ONLY
- BOTH ATTENDANT AND CERTIFIER

--Select a value--

- CNM
- DO
- MD
- MIDWIFE
- ATTENDENT
- FACILITY ADMINISTRATOR/DESIGNEE
- OTHER

### 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 below: ATTENDANT ONLY

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

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

# 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: \* GCARPENTIER,18

New Edit Save Clear Delete Search Undo

Step 2: Click on the "Edit" button.

Step 1: Select an existing user from the list

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 ATTENDANT	MR.	GAETAN		CARPENTIER		1100 W. 49TH ST		TEXAS
TEST HOSPITAL AUSTIN	BOTH ATTENDANT	MR.	MIKE		MCNUTT		1100 W. 49TH ST		TEXAS

# 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 CERTIF

Prefix: MR.

First Name: \* GAETAN

Middle Name:

Last Name: \* CARPENTIER

State: \*

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 ATTENDANT	MR.	GAETAN		CARPENTIER		1100 W. 49TH ST		TEXA
TEST HOSPITAL AUSTIN	BOTH ATTENDANT	MR.	MIKE		MCNUTT		1100 W. 49TH ST		TEXA

Step 4: Click on the "Save" button.

ALWAYS

NEVER

ALWAYS

RELAXED ONLY

Step 3: Select from dropdown list "Never"



**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: \*

Suffix:

Address: \*

Apt:

State: \*

County: \*

City/Town: \*

1100 W  
CARPENTIER  
--Select a value--  
1100 W  
TEXAS  
TRAVIS  
AUSTIN

**Certifier/Attendant**  
Record updated successfully.  
**OK**

Display in List: \*

User: \*

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 ATTENDANT	MR.	GAETAN		CARPENTIER		1100 W. 49TH ST		TEXAS
TEST HOSPITAL AUSTIN	BOTH ATTENDANT	MR.	MIKE		MCNUTT		1100 W. 49TH ST		TEXAS

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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 PROBABLE
  - 📄 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		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		Moves forward from one box/field to another box/field.
Shift Tab or	+	Moves backward from one box/field to another box/field.
Enter or		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		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		Closes a dropdown list.
Ctrl + S or	+	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		