



Local Registrar Local Administrator TxEVER Cheat Sheet



Add a New User:

1. Go to global, Tools —> Security —> User Maintenance
2. Enter new user's information and password
3. Add user's location
4. Add user's contact preferences
5. Create user's security pin (click "Generate Pin")
6. Add user's security processes (assign these folders)
 - "Local Registrar-Birth"
 - "Local Registrar-Common"
 - "Local Registrar-Death"
 - "Local Registrar-Fee"
7. Authorize user to complete AOPs if applicable
 - Go to Tools —> Security —> AOP User Management
 - Select new user and enter AOP training information. Save

Reset Password:

1. Go to global, Tools —> Security —> User Maintenance
2. Search for user, select the name, enter a new password, save

Rest Pin:

1. Go to global, Tools —> Security —> User Maintenance
2. Search for user, select the name, click Add/Edit Processes
3. Click "Generate Pin." This resets the pin and emails the user

Unlock, Deactivate, or Reactivate User:

1. Go to global, Tools —> Security —> User Maintenance
2. Search for user, select the name
3. Click "Unlock User" to unlock a user
4. Click "Deactivate User" to deactivate a user. This button then changes to "Reactivate User" to allow reactivation.



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

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

User Enrollment Form and Review Enrollments:

1. New user clicks "User Enrollment" on TxEVER home page
2. New user fills out form to create new user or add a location
3. Local Administrator goes to global, Tools —> Utilities —> Review Enrollments
4. Select type of enrollment request then click search
5. Click "Create New User" next to the person's name
6. Select a user ID and click submit
7. Go to Tools —> Security —> User Maintenance to select user's name and add locations and processes to the new user
8. Go to Tools —> Security —> AOP User Management to authorize that user to do AOPs

Diacritical Marks:

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

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

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

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