

## User Set Up

When creating a new user in TER, the following functions will need to be completed:

- Assign User ID & Password
- Assign User Processes
- Assign User Location

**NOTE:** Only the local TER administrator will have access to the User Maintenance menu.

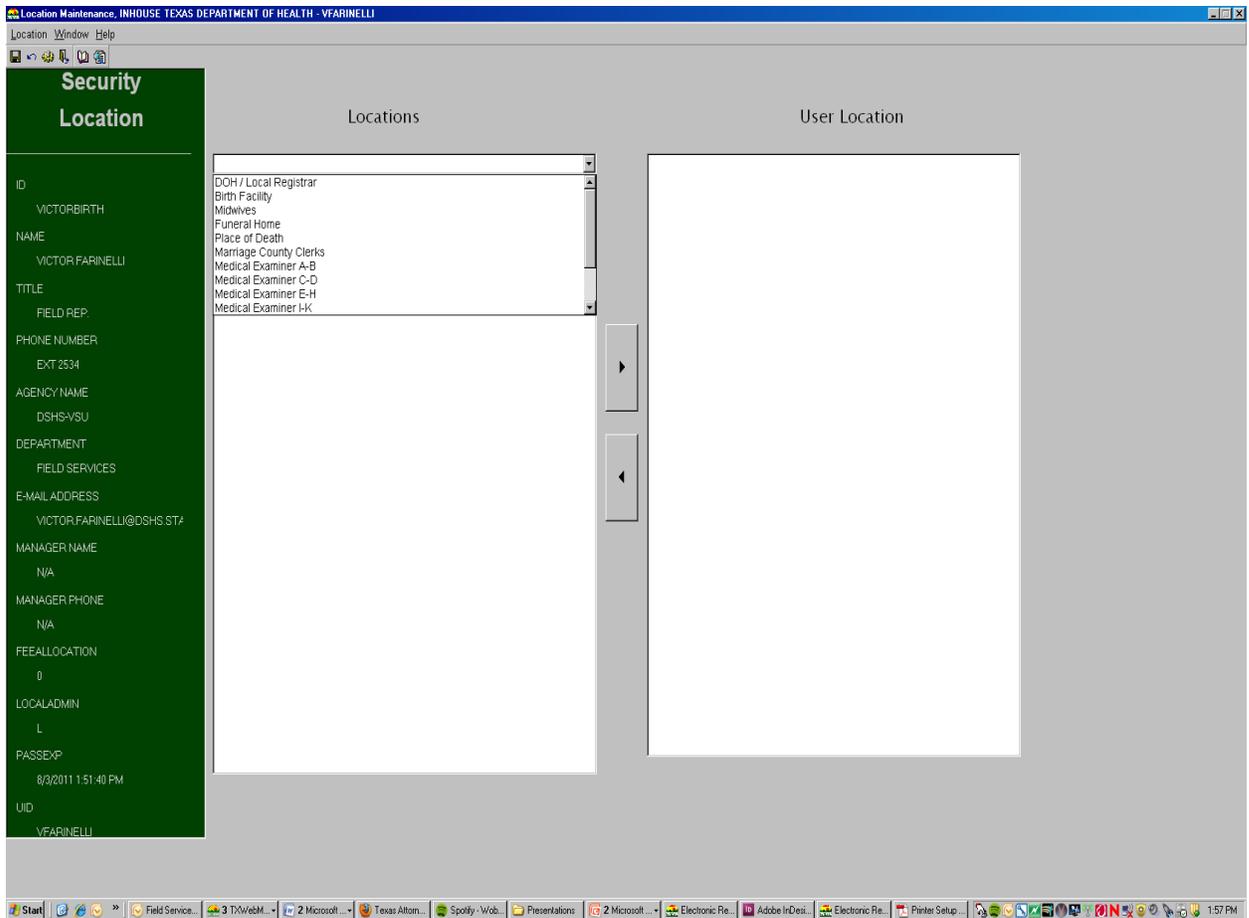
- 1) Select 'User Maintenance' from the 'Security' menu.
- 2) Click 'New' icon.



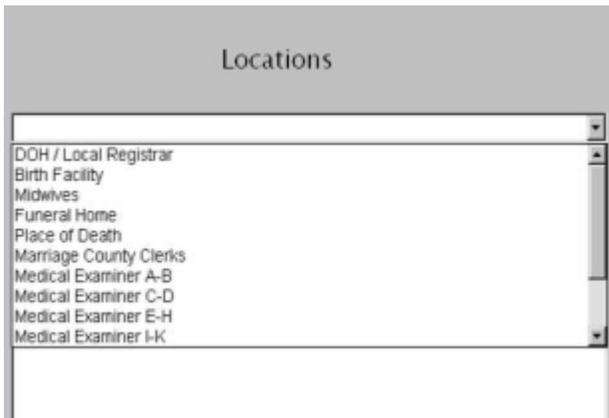
- 3) Enter the desired User ID and 'TAB'.
  - a. A message will appear if the User ID is not unique in TER.
  - b. Once a unique User ID is entered, tab to create a password.
    - i. Enter a "strong" password.
      1. "Strong" passwords must be at least eight characters, BOTH alpha and non-alpha characters, and at least two non-alpha characters. (e.g., @, #, ?, etc)
      2. The password must begin and end with an alpha character. (e.g., A, B, C)
      3. The password must contain at least one upper case and at least one lower case character.
      4. Verify password.
    - c. Complete the remaining user information, tabbing from field to field.
- 4) Choose whether the user will be designated as a 'Local Administrator' or 'Not an Administrator.'
  - a. Selecting 'Local Administrator' will authorize this user to access and maintain user profiles.
- 5) Click 'Save'. A message will appear instructing the Local Administrator to assign a location to this user.
- 6) The Local Administrator will be directed to the Security Locations.



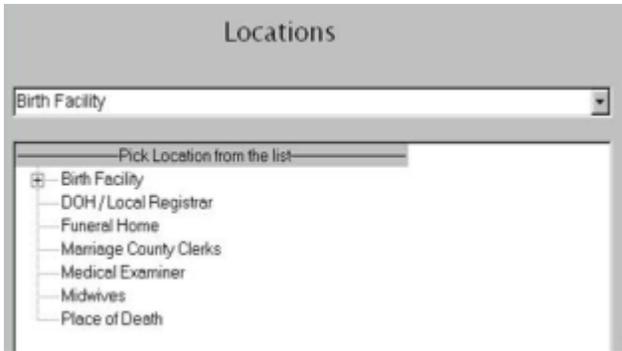
Security Locations Icon



7) Click the down arrow to display list of Location types and select "Birth Facility."



8) Click the plus sign to expand the list of Birth Facility.



- 9) Highlight the location and click the “right arrow.”
- 10) The name of the facility highlighted under ‘Locations’ will move to the ‘User Location’ column.
- 11) Click ‘Save.’



- 12) Click the ‘Processes’ icon.
- 13) Expand ‘Group’ options by clicking on the plus sign.
- 14) Select one of the following and click the right arrow to assign the process:
  - a. BirthCertifier(SCHENEY)
  - b. BIRTHCLERKHOSP(SCHENEY)
  - c. LOCAL/ADMIN/HOSP(EJONES-DUBRA)
    - i. Assigning this group completes the Local Administrator setup.

- 15) Repeat step 14 if more than one process will be assigned to this user.
- 16) When you have moved all processes for the new user to the ‘Processes Assigned’ column, click ‘SAVE’.



- 17) Click the ‘Exit’ icon.
- 18) The new user will now appear on the ‘Current Users’ grid.

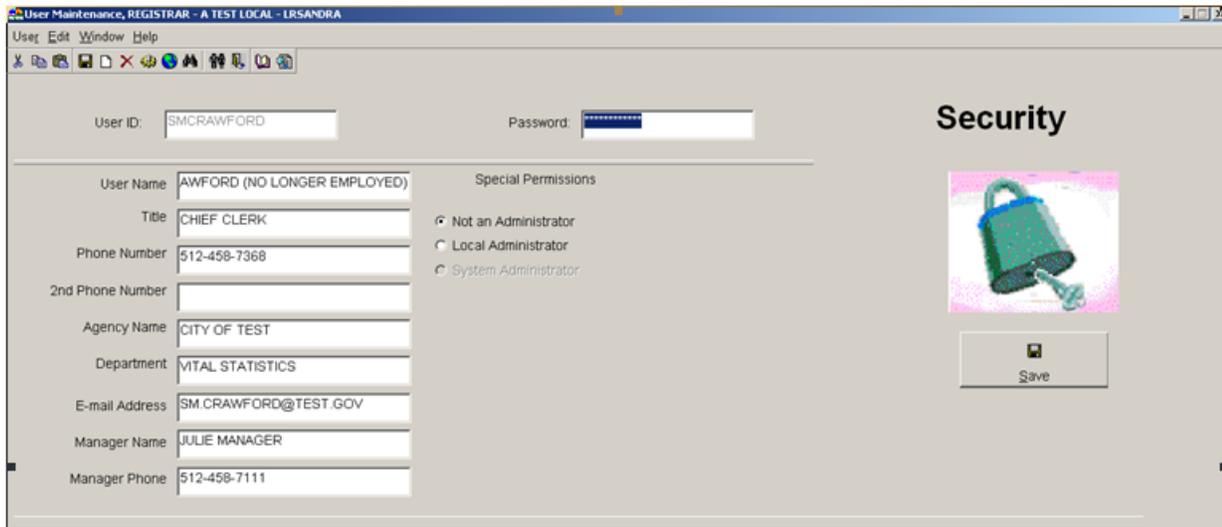
CUSERID	CUSERNAME	CTITLE	CPHONENUMBER	CAGENCYNAME	CDEPARTMENT	CEMAILADDRESS
CITYOFARLING	SILVIA ARLINGTON	LOCAL REGISTRAR	4545666	CITY OF ARLINGTON	VS	
DATCC	DAT PHAM COUNTY CLERK	COUNTY CLERK - TEST	458-7111	DSHS	IT	DAT.PHAM@DSHS.S
DELLOCAL	DEL RANDALL	LOCAL REGISTRAR	9999999999999999			
DIONLOCAL	DION ARNOLD	LOCAL REGISTRAR	3199	DSHS	IT	
DJOHNSON	DEBRA JOHNSON	LOCAL REGISTRAR	281-755-5555	TRAVIS COUNTY PCT 2	VS	DEBRA.JOHNSON@E
DLAYTONADHOC	DLAYTON	MR	6135	DSHS	IS	
LOCALTEST	LOCALTEST	???	???	???	???	???
MJENKINSTEING	MARK JENKINS	TER HELP DESK	5124587111			
SILVREG	SILVIA REGISTRAR	REGISTRAR	512-458-7111	TRAVIS COUNTY	BIRTH REGISTRAR	SREGISTRAR@TRAV
SLACKEYLR	SANDRA LACKEY	LOCAL REGISTRAR	512-458-7368	CITY OF AUSTIN	VITAL STATISTICS	SANDRA.LACKEY@D
SMCRAWFORD	SHARON MARY CRAWFORD	CHIEF CLERK	512-458-7368	CITY OF TEST	VITAL STATISTICS	SM.CRAWFORD@TE

## User Maintenance – Removing User Access to TER

Access to TER must be disabled when an employee no longer requires access to TER as part of their job functions or if employment has ended.

To remove a Users' access to TER:

1. Locate the User ID on the User Table
2. Change their password to something they will not know
3. Notate their User Name with i.e. "(No Longer Employed)"



The screenshot shows a web application window titled "User Maintenance, REGISTRAR - A TEST LOCAL - URSANDRA". The interface includes a menu bar (User, Edit, Window, Help) and a toolbar. The main content area is divided into several sections:

- User ID:** A text input field containing "SMCRAWFORD".
- Password:** A password input field with a masked password (represented by dots).
- Security:** A section on the right side of the form, featuring a graphic of a padlock and a "Save" button.
- User Information:** A series of text input fields for:
  - User Name:** "AWFORD (NO LONGER EMPLOYED)"
  - Title:** "CHIEF CLERK"
  - Phone Number:** "512-458-7368"
  - 2nd Phone Number:** (empty)
  - Agency Name:** "CITY OF TEST"
  - Department:** "VTAL STATISTICS"
  - E-mail Address:** "SM.CRAWFORD@TEST.GOV"
  - Manager Name:** "JULIE MANAGER"
  - Manager Phone:** "512-458-7111"
- Special Permissions:** A section with three radio button options:
  - Not an Administrator
  - Local Administrator
  - System Administrator

## Passwords

TER requires "strong" passwords which incorporate each of the following:

- 1) "Strong" passwords must be at least eight characters, BOTH alpha and non-alpha characters, and at least two non-alpha characters (e.g., @, #, ?, etc)
- 2) The password must begin and end with an alpha character (e.g., A, B, C)
- 3) Must contain at least one upper case and at least one lower case character
- 4) Click 'Save'

Passwords expire every 60 days and will need to be changed when prompted by TER.

FOR LOCAL ADMINISTRATORS ONLY

To Reset a Password:

- 1) Click 'User Maintenance' in the 'Security' menu.

- 2) Under the 'Current Users' table, select user.
- 3) Click on the 'Password' field.
- 4) Enter the new password, then 'Tab'
- 5) A box will appear to verify the password. Re-enter password and click 'OK'
- 6) Click 'Save'