# USER ACCOUNT AND LIBRARY MANAGEMENT USER GUIDE

Rev. 30 Aug 2018

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# Table of Content

# How to Log into TxEVER

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

Find important news and updates in the TxEVER broadcast message area.

Select your user location.

Use dropdown if you have multiple locations/offices. Click OK

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# 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 underline 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 Maintenance* 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**

# 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.

**TEXAS**
Health and Human
Services

Texas Department of State
Health Services

## 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 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

**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 t

Address:

State:
--Select a value--

City/Town:
--Select a value--

\* Have you had any trai

--Select a value--

\* 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

ging a location to an

--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

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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 AND EMAIL ADDRESS**

* 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 Office Name: (Example: Dallas County Clerk, Waco-McLennan County Public Health District, McLennan County JP 4)
--Select a value--

* Local Registrar Last Name:

* Registration District: (Example: City of Dallas, All of Dawson County, Precinct 4 & 5)

State:
--Select a value--

--Select a value--

City/Town:
--Select a value--

Zip Code:
--SELECT A VALUE--

**TRAINING AND ENROLLMENT TYPE**

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

* 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

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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): |
| | --Select a value-- |
| * Judge or Head Medical Examiner Last Name: | * The date that the term expires: |
| | __/__/____ |

* Type of User

FUNERAL HOME AND DIRECTOR

| FUNERAL HOME AND DIRECTOR INFORMATION | |
|---|---|
| * Funeral Home Name: | * Funeral Director First Name: |
| --Select a value-- | |
| Funeral Home Name(Other): | * Funeral Director Last Name: |
| | |
| * Texas Funeral Home License Number: | * Texas Funeral Director License Number: |
| | |

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):

* First Name:

* Last 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):

* Hospital User First Name:

* Hospital User Last Name:

AOP Entity Code:

* Medicaid Facility License Provider Number: (Should be 9 digits)

* Local Registrar Office: (This is the office where you file your birth certificates)
--Select a value-- ▾

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Texas Department of State
Health Services

**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
--Selec

* Is this a new e
existing accoun
--Select a value--
If this is NOT a n
--Select a value--
If this is NOT a n

**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

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**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

...LL 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 ...lity Administrator Email Address:

\* By ty... name in the following field you are acknowledging that you/your felony ... formation on this document. The penalty for knowingly making staten... years imprisonment and a fine of up to $10,000. (Health and S...

\* You...

**Step 6: Click the dropdown arrow and select a value from the list**

Clear

**\* 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)

...ation name

...ation

Submit

**Step 7: Click the dropdown arrow and select a value from the list**

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)

**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.**

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:

TxEVER Facility Administrator Telephone Number:

(___)___-____

TxEVER Facility Administrator Email Address:

2nd TxEVER Facility Contact Telephone Number:

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

* By typing your name in the following field you are acknowledging that you/your facil felony to falsify information on this document. The penalty for knowingly making a fal statement is 2 to 10 years imprisonment and a fine of up to $10,000. (Health and Safety

* Your First Name:

* Your Last Name:

☐ Please expedite this enrollment.

Clear

Submit

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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

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

**THE TxEVER ADMINISTRATOR WILL BE THE PERSON AT YOUR LOCATION WHO WILL RECEIVE THE TxEVER INSTRUCTIONS**

TxEVER Facility Administrator First Name:    2nd TxEVER Facility Contact First Name:

TxEVER Facility Administrator Last Name:    2nd TxEVER Facility Contact Last Name:

TxEVER Facility Administrator Telephone Number:    2nd TxEVER Facility Contact Telephone Number:

(__)___-____    (__)___-____

TxEVER Facility Administrator Email Address:    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:

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

☐ Please expedite this enrollment.

Clear    Submit

**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.

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

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# Review Enrollment Request - Local Admin

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

# 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 Maintenance* 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



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.

GLOBAL    BIRTH    DEATH    FEE

📍 | 👤 | 🏠 | ✉ | LogOut

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Health Services

FUNCTION ▾    TOOLS ▾    HELP ▾

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

Type: *

--Select a value--  ▼

NEW ENROLLMENT
ADDING LOCATION
CHANGING LOCATION

REVIEW ENROLLMENTS

**Enrollment Date and Type**

From Date:

__/__/____

To Date:

__/__/____

Type: *

--Select a value--  ▼

**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**

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FUNCTION .  TOOLS .  HELP .

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## 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 I ▲ |
|---|---|---|---|---|---|---|---|---|
| Create New User | Get PDF Form | Delete | ☑ | | Yes | REGISTRAR - CITY OF AUSTIN - TRA\ | GERALD | BECH |
| Create New User | Get PDF Form | Delete | ☐ | | 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.

GLOBAL | BIRTH | DEATH | FEE

📍 | 👤 | 🏠 | ✉ | LogOut

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FUNCTION ▾  TOOLS ▾  HELP ▾

XEVER

**REVIEW ENROLLMENTS**

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

Type: *
[NEW ENROLLMENT ▾]

**User Details**

Location/Facility/Office Name:
[                    ]

First Name:
[                    ]

Last Name:
[                    ]

Email:
[                    ]

Type of User:
[--Select a value-- ▾]

Search | Clear

**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

| Create New User | Enrollment Form | Delete E... | | | First Name | Last I... |
|---|---|---|---|---|---|---|
| Create New User | Get PDF Form | De... | ...ITY OF AUSTIN - TRA' | | GERALD | BECI... |
| Create New User | Get PDF Form | De... | ...ITY OF AUSTIN - TRA' | | ABEL | ALVA... |

◄ ◄ Page 1 of 1 ► ►► 🔄

Displaying Records 1 - 2 of 2

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FUNCTION ▾    TOOLS ▾    HELP ▾

**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:

---

**Message**                                                              ✕

The new user has been successfully created.

[ OK ]

---

Search  Clear

| Create New User | Enrollment Form | Del | | First Name | Last |
|---|---|---|---|---|---|
| Create New User | Get PDF Form | | F AUSTIN - TRA' GERALD | BECI |

◄  Page 1  of 1  ► ►|  ⚙                                    Displaying Records 1 - 1 of 1

**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
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 backwords, 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



Skip to main content | GLOBAL | BIRTH | DEATH | FEE | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTION | TOOLS | HELP

Security
Utilities

Change Password
Printer Setup
Review Enrollments
Email Directory

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

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.**

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

Type: *

--Select a value--

NEW ENROLLMENT
ADDING LOCATION
CHANGING LOCATION

**REVIEW ENROLLMENTS**

**Enrollment Date and Type**

From Date: ___/___/_____

To Date: ___/___/_____

Type: *
--Select a value--

**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

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FUNCTION ▾   TOOLS ▾   HELP ▾

**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 I ▲ |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Create New User | Get PDF Form | Delete | ☑ |  | Yes | REGISTRAR - CITY OF AUSTIN - TRA | GERALD | BECH |
| Create New User | Get PDF Form | Delete | ☐ |  | 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"**

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Health Services

FUNCTION ▾    TOOLS ▾    HELP ▾

REVIEW ENROLLMENTS

**Enrollment Date and Type**

From Date:
__/__/____

To Date:
__/__/____

Type: *
NEW ENROLLMENT ▾

**User Details**

Location/Facility/Office Name:

First Name:

Last Name:

Email:

Search  Clear

**Review Enrollments**                                        ✕

Are you sure you want to delete this enrollment request?

Yes        No

| Create New User | Enrollment Form | Delete Enrollment | Require More Info | Expedited | Is Duplicate | Location Name | First Name | Last |
|---|---|---|---|---|---|---|---|---|
| Create New User | Get PDF Form | Delete | ☐ | ☐ | | Yes | REGISTRAR – TEST LR AUSTIN | JOHN | DOE |

Displaying Records 1 – 1 of 1

**Step 7: Select "Yes"**

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♀ | ▲ | 🏠 | LogOut

**TEXAS**
Health and Human
Services

Texas Department of State
Health Services

FUNCTION ▾   TOOLS ▾   HELP ▾

## REVIEW ENROLLMENTS

**Enrollment Date and Type**

| From Date: | To Date: | Type: * |
|---|---|---|
| _/_/___ | _/_/___ | NEW ENROLLMENT ▾ |

**User Details**

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

Email:

Search  Clear

| Create New User | Enrollment Form | Delete Enrollment | ... | First Name | Last ? |
|---|---|---|---|---|---|

**Message** ✕

**The enrollment has been deleted successfully.**

[ OK ]

No records to display.

**Step 8: Select "OK"**

**The enrollment request is now deleted**

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



**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 "Security"**

**Step 3: Select "User Maintenance" 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 have two options for searching a user in the system.

The first option is the Simple Search where you input the last name of the user. This option will take you directly to the user in the user maintenance module.

The other option is the Advanced Search where you can narrow your search in completing one or multiple search fields. The result of the search will appear in the bottom part of the pop-up window. This option will permit you to select reviewing locations or security processes.

Please refer to the following section for a step-by-step walk through guide.

# Review an New User Account
## Simple Search



**Step 1: Click the "Search" button. A "Search User" pop-up window will appear.**

**Step 2: Enter the user's last name and click the "OK" button.**

# Review a New User Account Advanced Search



Step 1: Click the "Advanced Search" button.
A "Advanced User Search" pop-up window will appear.

Step 2: Complete one or several search fields and click the "Search" button.

# Review a New User Account
## Advanced Search



**Step 3: Select one of the user in the list and click on any function you want to perform (manage location, manage processes, unlock user, deactivate user, and reactivate user). The system will then take you to the location were you can complete your edit)**

# Review New User Account - Location

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.

**TEXAS**
Health and Human Services

**Texas Department of State Health Services**

FUNCTION ▾    RECORD ▾    TOOLS ▾    HELP ▾

| | |
|---|---|
| **UserID:** GCARPENTIER18 | **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:**   Birth Facility                PARKLAND   ✕   🔑

**Available Locations:**

**Assigned Locations:**

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)

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

Save

2

GLOBAL   BIRTH   DEATH   FETAL DEATH   ITOP   FEE   MARRIAGE   ADOPTION REGISTRY   IMAGING

**TEXAS**
Health and Human Services | Texas Department of State Health Services

FUNCTION ▾   RECORD ▾   TOOLS ▾   HELP ▾

**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:

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

Location Type:   Birth Facility ▾          PARKLAND

**Available Locations:**

PARKLAND HOSPITAL – (BIRTH)

**Assigned Locations:**

ANGEL PEREZ MD PA – L1693 – (DEATH)

BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNT

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

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**TEXAS** Health and Human Services | Texas Department of State Health Services

FUNCTION  RECORD  TOOLS  HELP

UserID:       GCARPENTIER18
First Name:   GAETAN
Last Name:    CARPENTIER
Title:
Agency:
Department:
Method of Contact:

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

Location Type:     Birth Facility                      PARKLAND

**Available Locations:**

PARKLAND HOSPITAL - (BIRTH)

**Assigned Locations:**

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 E

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.

OK

Save

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

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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 User Account - Security Processes

**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.**

--Select a value--

EMAIL
FAX
MAIL
PHONE

**TEXAS**
Health and H...
Services

**What Method of Contact should I choose?**

**Email is a preferred method of contact, but a user may elect any other method.**

Location: *    REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

UserID:    **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 #: *    (___)___-____

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:**       **Process Assigned:**

⊞ 📁 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

BIRTH CLERKS/CERTIFIERS

BIRTH CLERKS/CERTIFIERS
AOP USERS

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

Save

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

GLOBAL  BIRTH  DEATH  FEE

LogOut

TEXAS
Health and Human
Services

Texas Department of State
Health Services

FUNCTION ▾   RECORD ▾   TOOLS ▾   HELP ▾

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

Location: *  REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

Phone #: *  (__)___-____
Ext #:
Alt Phone #:  (__)___-____
E-mail Address: *
Fax #: *  (__)___-____

**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.**

Show List

Special Permission: ● User ○ Local Admin ○ Sys Admin

Metho                      ue--
Contact: *

Pin:              Email Pin    Generate Pin

Is Supervisor:

Email Subscription
(for mass
emailing): *

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

Process Assigned:

**Process Maintenance**                    ✕

Are you sure you want to generate new pin?

[ Yes ]    [ No ]

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

BIRTH DENIAL OF PATERNITY SIGNATURE
BIRTH LEGAL VIEW
BIRTH LOCAL ACCEPTANCE
BIRTH LOCAL BATCH FILE
BIRTH LOCAL BATCH FILE DOWNLOADER
BIRTH LOCAL PRINT QUEUE
    GISTRATION
    Y ACKNOWLEDGMENT FORM
    Y ACKNOWLEDGMENT SIGNATURE
    BIRTH AOP

    OP RECORD

Save

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@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
**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.

**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: *   gaetan.carpentier@dshs.texas.gov
Fax #:

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

Show List

Method of Contact: *

Email Subscription (for mass emailing): *   LOCAL ... ARS

Special Permission: ⦿ User   ◯ Local Admin   ◯ Sys Admin
Pin:   ••••••   Email Pin   Generate Pin
Is Supervisor: ☐

☐ Fee Allocation Indicator    ☐ OVRA Allocation Indicator
☐ DCOA Allocation Indicator    Allocation Indicator

**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

**Process Assigned:**

**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.*

Save

Helpful Tip: Please see Appendix IV for Security Processes for your type of user

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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 PROBAE
  - 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

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.

Skip to main content  **GLOBAL**  **BIRTH**  **DEATH**  **FEE**    9 | 👤 | 🏠 | ✉ | LogOut

TEXAS
Health and Human | Texas Department of State

FUNCTION .    RECORD .    TOOLS .    HELP .

STIN - TRAVIS COUNTY - (Local Office)

**Special Permission:** ● User ○ Local Admin ○ Sys Admin

Alt Phone #:
E-mail Address: *  gaetan.carpentier@dshs.texas.gov
Fax #: (___)___-____

Show List

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 TRANACTION
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

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# Library Tables Maintenance

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

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 serves 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



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

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

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

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

Dropdown list (top center):
- --Select a value-- ✕
- ATTENDANT ONLY
- CERTIFIER ONLY
- BOTH ATTENDANT AND CERTIFIER

Dropdown list (top right):
- --Select a value-- ✕
- CNM
- DO
- MD
- MIDWIFE
- ATTENDENT
- FACILITY ADMINISTRATOR/DESIGNEE
- OTHER

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

TEXAS Health and Human Services | Texas Department Health Services

FUNCTIONS ▾    RECORD ▾    TOOLS

## 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--

[New]  [Edit]  [Save]  [Clear]  [Delete]  [Search]  [Undo]

**Step 4: Click on the "NEW" button**

Select a facility to filter the grid below:  PARKLAND HOSPITAL
Select a role to filter the grid below:  ATTENDANT ONLY

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**TEXAS**
Health and Human Services | Texas Department of State Health Services

FUNCTIONS ▾    RECORD ▾    TOOLS ▾    HELP ▾

## CERTIFIER/ATTENDANT

*Indicates a mandatory field*

Facility Name

Role: *

Prefix:

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:

Email:

CC

Fax#:    (___)___-____

Method of Contact:    FAX

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 [ ] low:    ATTENDANT ONLY

**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.**

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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 Maintenance*, 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/**

Skip to main content | **GLOBAL** | BIRTH | DEATH | FEE



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

TEXAS
Health and Human Services | Texas Department of State Health Services

FUNCTION ▾   TOOLS ▾   HELP ▾

Security ▷ — User Maintenance
Utilities ▷

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

NOTIFICATIONS

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

**Step 3: Select "User Maintenance" to add a new user account, edit, or de-activate existing accounts.**

Current Date: 25-Apr-2018 | Build Number: 1.0.0.0

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GENESIS

# Add a New User Account



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"

Helpful Tip: Using "Clear Fields" may help prevent a local administrator to edit data for a not selected user.

**Step 2: Enter data in each field below.**

**Step 3: Select one or multiple types in the list under "Selected User Types."**
**To display the list, click on "Show List."**

User ID: * `FIELDSERVICE2598`

First Name: * `GAETAN`

Middle Name:

Last Name: * `CARPENTIER`

Suffix:

Email: * `gaetan.carpentier@dshs.texas.gov`

Show password rules

Password: * `••••••••`

User Type: * `LOCAL REGISTRAR` Show List

Save | Update | Search

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

**Step 4: Click on the "Save" button**

Select User Status: --Select a

Select Location: REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Lo

| User ID | | Middle | Last | Suffix | Permissions | Status | Agency | User Ph |
|---|---|---|---|---|---|---|---|---|
| | | | AUSTINREG1USE | | L | Active | REGISTRAR - CITY OF | (512)555 34 |
| | | | AUSTINREG2USE | | L | Active | REGISTRAR - CITY OF | (737)555 215 |
| GHEMINGWAY | GEORGE | | HEMINGWAY | | | | | |
| JIDEAN | JIMMY | | DEAN | | | | | |
| SDERRICK | | | DERRICK | | | | | |
| TAITRAN | TAI | | TEST | | | | | |
| VBUTTS | VENESSA | | BUTTS | | | | | |

◄◄ ◄ Page 1 of 1 ► ►► 🔄

r Type: * ATTENDANTS, BIRTH CLERKS, CERTIFIERS ▲▼ Hide

**Selected User Types:**

ATTENDANTS

BIRTH CLERKS

CERTIFIERS

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

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**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
**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 backwords, 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.

Step 5: Upon clicking the "Save" button, the system will display the following pop-up message.
Then, click the "OK" button to complete the process with selecting the location(s).

GLOBAL    BIRTH    DEATH    FEE                    ♀ | ♟ | ♠ | ✉ | LogOut

TEXAS
Health and Human Services
Texas Department of State Health Services

FUNCTION ▾    RECORD ▾    TOOLS ▾    HELP ▾

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 |

**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.

Save

**GLOBAL** **BIRTH** **DEATH** **FETAL DEATH** **ITOP** **FEE** **MARRIAGE** **ADOPTION REGISTRY** **IMAGING**  🌐 | 👤 | 🏠 | LogOut

**TEXAS**
Health and Human Services

Texas Department of State
Health Services

**FUNCTION** ▾   **RECORD** ▾   **TOOLS** ▾   **HELP** ▾

| | |
|---|---|
| **UserID:** GCARPENTIER18 | **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:**  Birth Facility   ▾          PARKLAND  × 🔑

**Available Locations:**

**Assigned Locations:**

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)

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

Save

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Health and Human Services    |    Texas Department of State Health Services

FUNCTION    RECORD    TOOLS    HELP

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

UserID:    GCARPENTIER18

PARKLAND HOSPITAL – (BIRTH)

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

Title:
Agency:
Department:
Method of Contact:

Location Type:    Birth Facility

PARKLAND

**Available Locations:**

PARKLAND HOSPITAL – (BIRTH)

**Assigned Locations:**

ANGEL PEREZ MD PA - L1693 – (DEATH)

BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNT

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

70

GLOBAL     BIRTH     DEATH     FETAL DEATH     ITOP     FEE     MARRIAGE     ADOPTION REGISTRY     IMAGING          9  |  👤  |  🏠  |  Lo

**TEXAS**
Health and Human
Services
Texas Department of State
Health Services

FUNCTION ▾     RECORD ▾     TOOLS ▾     HELP ▾

| | |
|---|---|
| UserID: **GCARPENTIER18** | 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:**     Birth Facility          PARKLAND

**Available Locations:**

PARKLAND HOSPITAL - (BIRTH)

**Assigned Locations:**

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 E

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.

OK

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

Save

**GLOBAL**   **BIRTH**   **DEATH**   **FEE**   ♀ | ♟ | 🏠 | ✉ | LogOut

**TEXAS**
Health and Human
Services

Texas Department of State
Health Services

FUNCTION ▾   RECORD ▾   TOOLS ▾   HELP ▾

UserID:

First Name:

Last Name:

Title:

Agency:

Department:

Method of Contact:

Location Type:  Local Regist

**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)

⬅

➡

**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.**

Save

♀ | 👤 | 🏠 | ✉ | LogOut

**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.**

--Select a value--
EMAIL
FAX
MAIL
PHONE

TEXAS
Health and H
Services

**What Method of Contact should I choose?**

**Email is a preferred method of contact, but a user may elect any other method.**

Location: *          REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

UserID:              FIELDSERVICE2598          Phone #: *        (___)___-____

First Name:          GAETAN                    Ext #:

Last Name:           CARPENTIER                Alt Phone #:      (___)___-____

Title:                                         E-mail Address: *

Agency:                                        Fax #: *          (___)___-____

Department:                         Show List  Special Permission: ⦿ User  ○ Local Admin  ○ Sys Admin

Method of         --Select a value--           Pin:              [Email Pin]  [Generate Pin]
Contact: *
                                               Is Supervisor:    ☐

Email Subscription  --Select a value--         ☐ Fee Allocation Indicator    ☐ OVRA Allocation Indicator
(for mass
emailing): *                                   ☐ DCOA Allocation Indicator   ☐ TDCJ Allocation Indicator

**Groups And Processes:**                      **Process Assigned:**

⊞ 📁 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 CLERKS/CERTIFIERS
▦ BIRTH DE-CERTIFY
▦ BIRTH DENIAL OF PATERNITY SIGNATURE          BIRTH CLERKS/CERTIFIERS
▦ BIRTH LEGAL VIEW
▦ BIRTH LOCAL ACCEPTANCE                       AOP USERS
▦ 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                                **Step 13: Click the dropdown arrow and select a**
▦ BIRTH SEARCH AOP RECORD                      **value from the list.**

[Save]

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

GLOBAL  BIRTH  DEATH  FEE

♀ | 👤 | 🏠 | ✉ | LogOut

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FUNCTION ▾   RECORD ▾   TOOLS ▾   HELP ▾

**Step 14: Click the "Generate Pin" button to create a PIN for the User.**

Location: *  REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office) ▾

Phone #: *  (__)__-____

Ext #:

**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.**

Alt Phone #:  (__)__-____

E-mail Address: *

Fax #: *  (__)__-____

Show List

Special Permission: ⦿ User ◯ Local Admin ◯ Sys Admin

Metho...  --ue--  ▾

Pin:  [____]  [Email Pin]  [Generate Pin]

Contact: *

Is Supervisor: ☐

Email Subscription  --  ▾

Fee Allocation Indicator          ☐ OVRA Allocation Indicator

(for mass

☐ DCOA Allocation Indicator     ☐ TDCJ Allocation Indicator

emailing): *

Process Assigned:

**Process Maintenance**                          ✕

Are you sure you want to generate new pin?

[Yes]     [No]

**Step 16: Upon clicking the "Yes" button, the system will display the following pop-up message. Click the "OK" button to complete the process.**

BIRTH DENIAL OF PATERNITY SIGNATURE
BIRTH LEGAL VIEW
BIRTH LOCAL ACCEPTANCE
BIRTH LOCAL BATCH FILE
BIRTH LOCAL BATCH FILE DOWNLOADER
BIRTH LOCAL PRINT QUEUE

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.

GISTRATION
Y ACKNOWLEDGMENT FORM
Y ACKNOWLEDGMENT SIGNATURE
BIRTH AOP

OP RECORD

Save

**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@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
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.

GLOBAL **BIRTH** **DEATH** **FEE**

📍 | 👤 | 🏠 | ✉ | LogOut

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FUNCTION ▾ RECORD ▾ TOOLS ▾ HELP ▾

Location: * [REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office) ▾]

Phone #: (___)___-____
Ext #:
Alt Phone #: (___)___-____
E-mail Address: * gaetan.carpentier@dshs.texas.gov
Fax #: (___)___-____

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

Show List

Department:
Method of Contact: *

Special Permission: ● User ○ Local Admin ○ Sys Admin
Pin: ●●●●●● [Email Pin] [Generate Pin]
Is Supervisor: ☐

Email Subscription (for mass emailing): * LOC____ARS ▾

☐ Fee Allocation Indicator       ☐ OVRA Allocation Indicator
☐ DCOA Allocation Indicator      Allocation Indicator

**Groups And Processes:**

**Process Assigned:**

⊞ 📁 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.**

[Save]

**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

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 PROBAE
   ▣ 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

📍 | 👤 | 🏠 | ✉ | LogOut

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FUNCTION ▾   RECORD ▾   TOOLS ▾   HELP ▾

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.

STIN - TRAVIS COUNTY - (Local Office) ▾

**Special Permission:** ⦿ User  ○ Local Admin  ○ Sys Admin

Alt Phone #:
E-mail Address: * gaetan.carpentier@dshs.texas.gov
Fax #: (___)___-____

Special Permission: ⦿ User  ○ Local Admin  ○ Sys Admin

Show List

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 TRANACTION
- 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

# Library Tables Maintenance

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

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 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 creating and/or updating library tables in the system.

# Add a New User 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  ♀ | ♟ | ♛ | LogOut

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FUNCTION ▾    TOOLS ▾    CONFIGURATION ▾    HELP ▾    REPORTS ▾

STATE USER3 , welcome to the Texas Departmen

| Library Maintenance ▶ | Facility |
| Utilities ▶ | Certifier/Attendant |
| AOF Validation ▶ | Attorney Office |
| Imports ▶ | Midwife |
| Extract ▶ | |

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

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

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

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Texas Department
Health Services

FUNCTIONS ▾    RECORD ▾    TOOLS

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

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

CERTIFIER/ATTENDANT
* Indicates a mandatory field

| Field | Value | | Field | Value |
|---|---|---|---|---|
| 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 ]

**Step 4: Click on the "NEW" button**

Select a facility to filter the grid below:   PARKLAND HOSPITAL

Select a role to filter the grid below:   ATTENDANT ONLY

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FUNCTIONS ▾    RECORD ▾    TOOLS ▾    HELP ▾

## CERTIFIER/ATTENDANT

Indicates a mandatory field

Facility Name

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

Role: *

Prefix:

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:

Email:

CC

Fax#:    (___)___-____

Method of Contact:    FAX

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    low:    ATTENDANT ONLY

**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.**

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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.

# USER MAINTENANCE - LOCAL ADMIN

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



Click here to open the TxEVER log in page

What about the User Maintenance?

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

Click here to report issues with TxEVER

Click here to enroll

# EDIT AN EXISTING USER ACCOUNT
## Simple Search



**Step 1: Click the "Search" button. A "Search User" pop-up window will appear.**

**Step 2: Enter the user's last name and click the "OK" button.**

# EDIT AN EXISTING USER ACCOUNT
## Advanced Search

# EDIT AN EXISTING USER ACCOUNT
## Advanced Search



**Step 3: Select one of the user in the list and
click on any function you want to perform (manage location, manage processes, unlock user, deactivate user, and reactivate user). The system will then take you to the location were you can complete your edit)**

# EDIT/CHANGE LOCATIONS

**TEXAS**
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**FUNCTION .**   **RECORD .**   **TOOLS .**   **HELP .**

| | |
|---|---|
| UserID: **GCARPENTIER18** | 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:**   Birth Facility ⌄

PARKLAND   ✕   🔑

**Available Locations:**   |   **Assigned Locations:**

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)

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

Save

**GLOBAL**  **BIRTH**  **DEATH**  **FETAL DEATH**  **ITOP**  **FEE**  **MARRIAGE**  **ADOPTION REGISTRY**  **IMAGING**  9 | 👤 | 🏠 | Lo

**TEXAS**
Health and Human
Services | Texas Department of State
Health Services

**FUNCTION**  **RECORD**  **TOOLS**  **HELP**

**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)

Ext#:
Alt Phone#:
E-mail Address:

Title:
Agency:
Department:
Method of Contact:

Fax#:
Special Permission:
Pin:

**Location Type:**    Birth Facility          PARKLAND          🔍          ⬅️

**Available Locations:**                    **Assigned Locations:**

PARKLAND HOSPITAL – (BIRTH)          ANGEL PEREZ MD PA – L1693 – (DEATH)

                    BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNT

                    BRYAN WHITE MD – J4607 – (DEATH)          ➡️

                    BSA HEALTH SYSTEM – (BIRTH)

⬅️          CALVARY HILL FUNERAL HOME – (DEATH)

➡️          CANOVA INTERNAL MEDICINE CLINIC – (DEATH)          **Step 5: Click on the arrow to import the selected location from "Available Location" to "Assigned Location" list.**

                    CHAMBERS COUNTY JP PCT 4 – (DEATH)

                    CORLEY FUNERAL HOME – (DEATH)

                    DALLAS COUNTY MEDICAL EXAMINER – (DEATH)

                    GIRDNER FUNERAL HOMES – (DEATH)

**Locations Maintenance**                    ✕          GREENWOOD

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

                    HAND IN HAN

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

                              Save

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GLOBAL   BIRTH   DEATH   FEE

TEXAS
Health and Human Services

Texas Department of State
Health Services

FUNCTION ▾   RECORD ▾   TOOLS ▾   HELP ▾

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

**Locations Maintenance**                                    ×

Locations for the user saved successfully.

OK

Location Type:   Local Regist

**Available Locations:**

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

**Assigned Locations:**

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

**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.**

Save

# EDIT/CHANGE PROCESSES

📍 | 👤 | 🏠 | ✉ | LogOut

TEXAS
Health and H
Services

--Select a value--

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.**

Location: *   REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

UserID:   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 #: *     (__)__-____

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

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

Save

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

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GLOBAL    BIRTH    DEATH    FEE

♀ | 👤 | 🏠 | ✉ | LogOut

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Services

Texas Department of State
Health Services

FUNCTION ▾    RECORD ▾    TOOLS ▾    HELP ▾

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

Location: *    REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office) ▾

**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.**

Phone #: *    (__)__-____
Ext #:
Alt Phone #:    (__)__-____
E-mail Address: *
Fax #: *    (__)__-____

Show List

Special Permission: ⦿ User ○ Local Admin ○ Sys Admin
Pin:    [     ]    Email Pin    Generate Pin

Method    --ue--    ▾
Contact: *
Email Subscription    --    ▾
(for mass
emailing): *

Is Supervisor: ☐

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

Process Assigned:

**Process Maintenance**    ✕

Are you sure you want to generate new pin?

[ Yes ]    [ No ]

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

BIRTH DENIAL OF PATERNITY SIGNATURE
BIRTH LEGAL VIEW
BIRTH LOCAL ACCEPTANCE
BIRTH LOCAL BATCH FILE
BIRTH LOCAL BATCH FILE DOWNLOADER
BIRTH LOCAL PRINT QUEUE
GISTRATION

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.

Y ACKNOWLEDGMENT FORM
Y ACKNOWLEDGMENT SIGNATURE
BIRTH AOP

OP RECORD

Save

**Process Maintenance**    ✕

New pin generated and email sent successfully.

[ OK ]

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**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
**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
**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.

♀ | ♟ | ♠ | ✉ | LogOut

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FUNCTION .   RECORD .   TOOLS .   HELP .

Location: * | REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office) |

Phone #: | (___)___-____
Ext #: |
Alt Phone #: | (___)___-____
E-mail Address: * | gaetan.carpentier@dshs.texas.gov
Fax #: | (___)___-____

Show List

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

Department
Method of
Contact: *
Email Subscription   LOCAL ___ ARS
(for mass
emailing): *

Special Permission: ● User ○ Local Admin ○ Sys Admin
Pin: | ●●●●●●  [Email Pin]  [Generate Pin]
Is Supervisor: ☐

☐ Fee Allocation Indicator    ☐ OVRA Allocation Indicator
☐ DCOA Allocation Indicator    Allocation Indicator

**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

**Process Assigned:**

**Step 8: Click on the arrow to import the selected groups and processes from "Groups And Processes" to "Process Assigned" list.**

[Save]

**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 PROBAE
- 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

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Health and Human

FUNCTION ▾   RECORD ▾   TOOLS ▾   HELP ▾

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.

STIN - TRAVIS COUNTY - (Local Office)

**Special Permission:** ● User   ○ Local Admin   ○ Sys Admin

E-mail Address: * gaetan.carpentier@dshs.texas.gov
Fax #: (___)___-____

Show List

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 TRANACTION
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

# 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 1: Click the "Deactivate User" button.

Step 2: Upon clicking the "Deactivate User" button, the system will display the following pop-up message. Then, click the "OK" button to complete the process.

Step 3: Verify the User ID's Status is set to "Inactive"

# 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.

**Step 1: Search for the deactivated User ID and select it.**

**Step 2: Click the "Reactivate User" button.**

**Step 3: Upon clicking the "Reactivate User" button, the system will display the following pop-up message. Then, click the "OK" button to complete the process.**

GLOBAL   BIRTH   DEATH   FEE

LogOut

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Texas Department of State
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FUNCTION .   RECORD .   HELP .

**Step 4: Upon clicking the "OK" button, the system will display the following pop-up message.**
**Then, click the "OK" button to complete the process.**

| User ID: * | FIELDSERVICE2598 | Email: * | gaetan.carpentier@dshs.texas.gov |
| First Name: * | GAETAN | | Show password rules |
| Middle Name: | | Password: * | •••••••• |
| Last Name: * | CARPENTIER | User Type: * | LOCAL REGISTRAR |
| Suffix: | | | Show List |

**User Maintenance**   ✕

User reactivated successfully.

OK

Clear Fields    Unlock User

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

| User ID | First | Middle | Last | Suffix | Permissions | Status | Agency | User Phone |
|---|---|---|---|---|---|---|---|---|
| ADMIN | ADMIN2 | | ADMIN2 | | L | Active | | |
| AUSTINREG1USER | | | AUSTINREG1USE | | L | Active | REGISTRAR - CITY OF | (512)555-1234 |
| AUSTINREG2USER | ABBY | | AUSTINREG2USE | | L | Active | REGISTRAR - CITY OF | (737)555-3215 |
| FIELDSERVICE2598 | GAETAN | | CARPENTIER | | U | Active | | |
| GHEMINGWAY | GEORGE | | HEMINGWAY | | U | Active | | (512)555-2585 |
| JIDEAN | JIMMY | | DEAN | | U | Inactive | | (999)999-9999 |
| SDERRICK | | | DERRICK | | U | Active | | |

Page 1   of 1    Displaying Records 1 - 9 of 9

Records

**Step 5: Verify the User ID's Status is set to "Active"**

Current Date: 02-May-2018 | Build Number: 1.0.0.0

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# 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/**

# RESET PASSWORD - LOCAL ADMIN

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

Skip to main content    GLOBAL    BIRTH    DEATH    FEE

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Texas Department of State Health Services

FUNCTION ▾    TOOLS ▾    HELP ▾

Security ▸    User Maintenance
Utilities ▸

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

NOTIFICATIONS

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

**Step 3: Select "User Maintenance" to add a new user account, edit, or de-activate existing accounts.**

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

**GLOBAL** **BIRTH** **DEATH** **FEE**

LogOut

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Health Services

FUNCTION RECORD HELP

**Step 2: Enter a new password in respecting the rules as describe below:**

User ID: * FIELDSERVICE2598

First Name: * GAETAN

Middle Name:

Last Name: * CARPENTIER

Email: * gaetan.carpentier@dshs.texas.gov

Show password rules

Password: *

User Type: * LOCAL REGISTRAR
Show List

**User Maintenance** ×

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

OK

Save Update Search

Add/Edit Processes Unlock User

ation: --Sele

**Step 3: Re-enter the same new password**

| | Permissions | | | |
|---|---|---|---|---|
| | L | | | |
| | L | Active | RAR - CITY OF | (512)555-1234 |
| AUSTINREG2USER | ABBY | AUSTINREG2USE | L | Active | STRAR - CITY OF | (737)555-3215 |
| FIELDSERVICE2598 | GAETAN | CARPENTIER | U | Active | | |
| GHEMINGWAY | GEORGE | HEMINGWAY | | | |
| JIDEAN | JIMMY | DEAN | | | |
| SDERRICK | | DERRICK | | | |

Page 1 of 1

**Double Data Entry** −

This field is required double data entry. Please re-enter the value.

Re-enter Value:

OK

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FUNCTION ▾    RECORD ▾    HELP ▾

| | | |
|---|---|---|
| User ID: * | FIELDSERVICE2598 | Email: *   gaetan.carpentier@dshs.texas.gov |
| First Name: * | GAETAN | Show password rules |
| Middle Name: | | Password: * |
| Last Name: * | CARPENTIER | User Type: *   LOCAL REGISTRAR   Show List |
| Suffix: | | |

Save   Update   Search

Clear Fields    Deactivate    Add/Edit    Add/Edit    ock User

**User Maintenance**    ✕

Select User Status:   --Select a value--

User information saved successfully.

OK

| User ID | First | Middle | | | | Agency | User Phone |
|---|---|---|---|---|---|---|---|
| ADMIN | ADMIN2 | | | | | | |
| AUSTINREG1USER | | | | | | REGISTRAR - CITY OF | (512)555-1234 |
| AUSTINREG2USER | ABBY | | AUSTINREG2USE | L | Active | REGISTRAR - CITY OF | (737)555-3215 |
| FIELDSERVICE2598 | GAETAN | | CARPENTIER | | Active | | |
| GHEMINGWAY | GEORGE | | HEMINGWAY | | Active | | (512)555-2585 |
| JIDEAN | JIMMY | | DEAN | | Inactive | | (999)999-9999 |
| SDERRICK | | | DERRICK | | Active | | |

◄ ◄ Page 1 of 1 ► ► ↻      Displaying Records 1 - 9 of 9

**9 Records**

Step 4: Upon clicking the "OK" button in the double data entry pop-up window, the system will display the following pop-up message.
Then, click the "OK" button to complete the process.

# RESET FORGOTTEN PASSWORD - USER



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

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**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.**

Current Date: 24-Aug-2018 | Build Number: 2.0.0.0   ©2017 | Genesis Systems, Inc.

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Health Services

### RESET PASSWORD

User Name: FIELDSERVICE2598

**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@genesisinfo.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 backwords, 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.**

Login

User Name: fieldservice2598

Password: ••••••••••••

Forgot Password?

Log In

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

Current Date: 03-May-2018 | Build Number: 1.0.0.0

# CHANGE PASSWORD - USER



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 "Change Password"

♀ | ▲ | 🏠 | LogOut

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Health Services

FUNCTIONS ▾　RECORD ▾　TOOLS ▾　HELP ▾

**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

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

Old Password: [　　　　　　　　　　]

New Password: [　　　　　　　　　　]

Confirm New Password: [　　　　　　　　　　]

Save

**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.**

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FUNCTIONS ▾    RECORD ▾    TOOLS ▾    HELP ▾

☒ 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.

OK

Save

**WARNING!**

BY   ACCESSING   AND   USING   THE   DEP          E   HEALTH
REGISTRATION   SYSTEM   YOU   ARE   CONS                  SYSTEM
MONITORING   FOR   LAW   ENFORCEMENT   AN                 OSES.
UNAUTHORIZED USE OF OR ACCESS TO THIS CO                      Y
SUBJECT YOU TO STATE AND FEDERAL CRIMINAL
PENALTIES, AS WELL AS CIVIL PENALT

**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

| New | Edit | Save | Clear | Delete | Search | Undo |

Start a NEW entry

EDIT currently display entry

SAVE current entry

CLEAR all field in current entry form

DELETE current entry

SEARCH for a specific entry

UNDO last entry
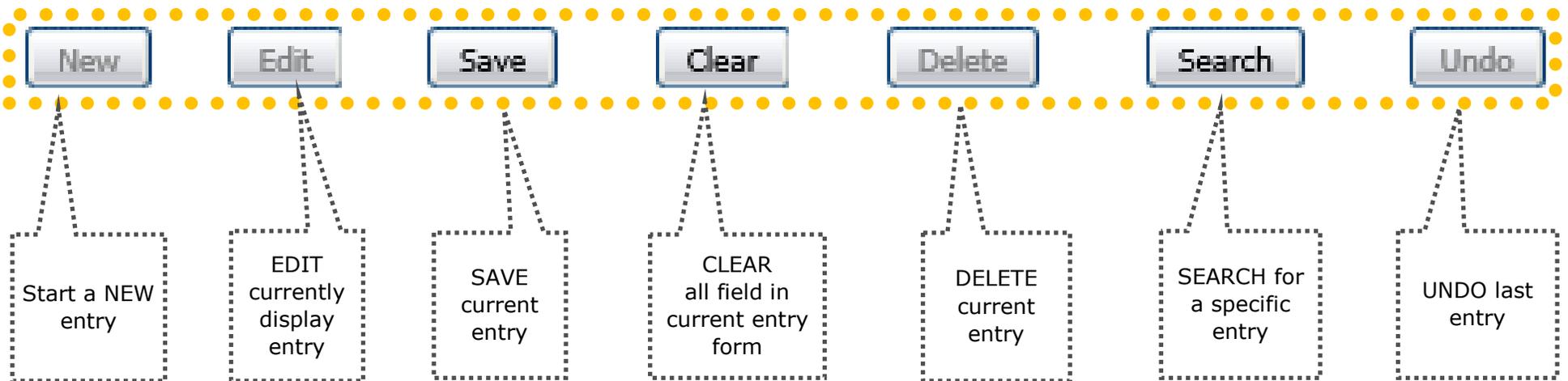
Navigation Buttons

These buttons are common throughout the Library Maintenance in Birth and Death Modules

# Add a User 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**    9 | 👤 | 🏠 | LogOut

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**FUNCTION** ▾  **TOOLS** ▾  **CONFIGURATION** ▾  **HELP** ▾  **REPORTS** ▾

Library Maintenance ▸   Facility

Utilities ▸   Certifier/Attendant

AOF Validation ▸   Attorney Office

Imports ▸   Midwife

Extract ▸

**STATE USER3 , welcome to the Texas Department**

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

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

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

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

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

TEXAS
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FUNCTIONS ▾    RECORD ▾    TOOLS

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

## 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-- ▾ |

[ New ]  [ Edit ]  [ Save ]  [ Clear ]  [ Delete ]  [ Search ]  [ Undo ]

**Step 4: Click on the "NEW" button**

Select a facility to filter the grid below: | PARKLAND HOSPITAL ▾ 🔑

Select a role to filter the grid below: | ATTENDANT ONLY ▾

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FUNCTIONS ▾    RECORD ▾    TOOLS ▾    HELP ▾

CERTIFIER/ATTENDANT

*Indicates a mandatory field*

Facility Name

Role: *

Prefix:

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

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:

Email:

CC:

Fax#:           (___)___-____

Method of Contact:   FAX

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 ___ low:          ATTENDANT ONLY

**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.**

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# 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       | LogOut

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FUNCTION ▾   TOOLS ▾   CONFIGURATION ▾   HELP ▾   REPORTS ▾

Library Maintenance ▶   Facility
Utilities ▶   Certifier/Attendant
AOF Validation ▶   Attorney Office
Imports ▶   Midwife
Extract ▶

STATE USER3 , welcome to the Texas Department

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

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

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# 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--

[ New ] [ Edit ] [ Save ] [ Clear ] [ Delete ] [ Search ] [ Undo ]

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

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 | |
|---|---|---|---|---|---|---|---|---|---|
| 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 | | KENT |
| 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

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77 Records

## CERTIFIER/ATTENDANT

**\* Indicates a mandatory 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

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 | TEX/ |
| SETON MEDICAL CENTER | BOTH ATTENDAN | | ALLISON | | ADAMS | | 123 MAIN | | TEX/ |
| PARKLAND HOSPITAL | ATTENDANT ONL' | | ATTENDANT ONLY | | ASDF | SR. | ASDF | | ALAE |
| PARKLAND HOSPITAL | CERTIFIER ONLY | | ATTENDANT TESTER | | ATT TEST | | 4567 HILL ST | | KEN1 |
| PARKLAND HOSPITAL | BOTH ATTENDAN | | ALISON | | ATTENDANT | | 123 SOUTH | | TEX/ |
| PARKLAND HOSPITAL | ATTENDANT ONL' | | TEST | | ATTENDANT | | 111 MAIN ST | | TEX/ |
| PARKLAND HOSPITAL | ATTENDANT ONL' | | BIRTH | | ATTENDANT | | 123 SOUTH STREET | | TEX/ |

Page 1 of 8    Displaying Records 1 - 10 of 77

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**77 Records**

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:
Fax#: (___)___-____
Method of Contact: FAX
Display in List: * ALWAYS
User: * --Select a value--

**Step 7: Select a value from the dropdown list**

PARKLAND HOSPITAL ×
--Select a value--
PARKLAND HOSPITAL

--Select a value-- ×
--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--

**Step 8: Select a value from dropdown list**

| Facility Name | Role | Prefix | First Name | Middle Name | Last Name | Suffix | Address | Apt | State |
|---|---|---|---|---|---|---|---|---|---|
| PARKLAND HOSPITAL | ATTENDANT ONL' | MRS. | WILMA | | ACOSTA | | 3432 NORTH BELTLINE ROA | 3 | TEXA |
| SETON MEDICAL CENT | BOTH ATTENDAN | | ALLISON | | ADAMS | | 123 MAIN | | TEXA |
| PARKLAND HOSPITAL | ATTENDANT ONL' | | ATTENDANT ONLY | | ASDF | SR. | ASDF | | ALAB |
| PARKLAND HOSPITAL | CERTIFIER ONLY | | ATTENDANT TESTER | | ATT TEST | | 4567 HILL ST | | KENT |
| | TENDAN | | ALISON | | ATTENDANT | | 123 SOUTH | | TEXA |
| | NT ONL' | | TEST | | ATTENDANT | | 111 MAIN ST | | TEXA |
| | NT ONL' | | BIRTH | | ATTENDANT | | 123 SOUTH STREET | | TEXA |

Displaying Records 1 - 10 of 77

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77 Records

## CERTIFIER/ATTENDANT

**\* Indicates a mandatory field**

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

**Zip:** * --Select a value--

**Role:** * --Sele

**Prefix:** --Sele --Select a value--

**First Name:** *

**Middle Name:**

**Last Name:** *

**Suffix:** --Select a value--

**Address:** *

**Apt:**

**State:** * TEXAS

**County:** * --Select a value--

--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 | TEX/ |
| SETON MEDICAL CENTER | BOTH ATTENDAN | | ALLISON | | ADAMS | | 123 MAIN | | TEX/ |
| 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 | | TEX/ |
| PARKLAND HOSPITAL | ATTENDANT ONL' | | TEST | | ATTENDANT | | 111 MAIN ST | | TEX/ |
| PARKLAND HOSPITAL | ATTENDANT ONL' | | BIRTH | | ATTENDANT | | 123 SOUTH STREET | | TEX/ |

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**77 Records**

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

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

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Health and Human Services

Texas Department
Health Services

FUNCTIONS ▾    RECORD ▾    TOOLS

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

## CERTIFIER/ATTENDANT

**\* Indicates a mandatory field**

| Field | Value | Field | Value |
|---|---|---|---|
| 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 ___ low:    ATTENDANT ONLY

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

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

# De-Activate a User in the Certifier/Attendant Library Table

# De-Activate a User in the Certifier/Attendant Library Table

## CERTIFIER/ATTENDANT

**\* Indicates a mandatory field**

| Field | Value |
|---|---|
| Facility Name: * | TEST HOSPITAL AUSTIN |
| Role: * | BOTH ATTENDANT AND CERTIFI |
| Prefix: | MR. |
| First Name: * | GAETAN |
| Middle Name: | |
| Last Name: * | CARPENTIER |
| State: * | TE |
| County: * | TRAVIS |
| City/Town: * | AUSTIN |

| Field | Value |
|---|---|
| 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 |

ALWAYS
NEVER
ALWAYS
RELAXED ONLY

**Step 4: Click on the "Save" button.**

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

**Step 3: Select from dropdown list "Never"**

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Services

Texas Department of State
Health Services

FUNCTIONS .    RECORD .    TOOLS .    HELP .

**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**

456

HER

ELD REP

Middle Name:

Last Name: *    CARPENTIER

Suffix:    --Select a value--

Address: *    1100 W

Apt:

State: *    TEXAS

County: *    TRAVI

City/Town: *    AUSTIN

**Certifier/Attendant**                                    ✕

Record updated successfully.

OK

Display in List: *    NEVER

User: *    GCARPENTIER18

.gov

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

< Page 1 of 1 ▷ ▷| 🔄    Displaying Records 1 - 2 of 2

2 Records

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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 PROBAE
　🗎 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** ⬚T⬚ | 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** ⬚tab⬚ | Moves forward from one box/field to another box/field. |
| **Shift Tab or** ⬚shift⬚ **+** ⬚tab⬚ | Moves backward from one box/field to another box/field. |
| **Enter or** ⬚enter⬚ | Activates the next button on the page. |
| **1st Letter of a Word** | Enters selection from pick list of a dropdown list. Scroll through that letter. |
| **Space Bar or** ⬚space⬚ | 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** ⬚esc⬚ | Closes a dropdown list. |
| **Ctrl + S or** ⬚Ctrl⬚ **+** ⬚S⬚ | 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 | | |