



# USER ACCOUNT AND LIBRARY MANAGEMENT USER GUIDE

Rev. 30 Aug 2018

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# How to Log into TxEVER

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

The screenshot shows the Texas Department of State Health Services website. At the top left is the Texas Health and Human Services logo. To its right is the text "Texas Department of State Health Services". On the top right is the TxEVER logo. Below the logos is a blue banner with the text "Welcome to the Texas Department of State Health Services!". Underneath the banner is a photograph of a smiling woman holding a baby. A yellow arrow points to the text "LOG IN to TxEVER" on the photo. A red-bordered callout box points to this arrow with the text "Click here to open the TxEVER log in page". Below the photo is a blue box containing text about TxEVER: "TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc. DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday. State vital records are considered to be private and confidential. Access to vital records is restricted by statute." Below this is a section titled "Contacting the Texas Department of State Health Services(DSHS)". It contains two columns: "Telephone Numbers:" and "Mailing Address:". The "Telephone Numbers:" column has a table with three rows: "Vital Events Registration System", "Fax Number", and "Vital Records - Customer Service". The "Mailing Address:" column contains the address and phone number: "Texas Department of State Health Services, State Office of Vital Records, Address: 1100 West 49th Street, Austin, TX 78756, Ph. (512) 776-7111". At the bottom of the screenshot, there are three callout boxes. The left one is a dashed box with the text "Click here to report issues with TxEVER" pointing to a link "Report TxEVER Issue(s)". The middle one is a yellow arrow pointing to a link "User Enrollment". The right one is a dashed box with the text "Click here to enroll" pointing to the "User Enrollment" link.

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

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

**LOG IN to TxEVER**

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.  
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.  
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

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

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756 Ph. (512) 776-7111
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Click here to report issues with TxEVER

Log on to Texas Department of State Health Services

[User Enrollment](#)

Click here to enroll

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



## TxEVER Terms of Use

**WARNING:** THIS IS A TEXAS HEALTH AND HUMAN SERVICES INFORMATION RESOURCES SYSTEM THAT CONTAINS STATE AND/OR U.S. GOVERNMENT INFORMATION. BY USING THIS SYSTEM YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE NO RIGHT OF PRIVACY IN CONNECTION WITH YOUR USE OF THE SYSTEM OR YOUR ACCESS TO THE INFORMATION CONTAINED WITHIN IT. BY ACCESSING AND USING THIS SYSTEM YOU ARE CONSENTING TO THE MONITORING OF YOUR USE OF THE SYSTEM, AND TO SECURITY ASSESSMENT AND AUDITING ACTIVITIES THAT MAY BE USED FOR LAW ENFORCEMENT OR OTHER LEGALLY PERMISSIBLE PURPOSES. ANY UNAUTHORIZED USE OR ACCESS, OR ANY UNAUTHORIZED ATTEMPTS TO USE OR ACCESS, THIS SYSTEM MAY SUBJECT YOU TO DISCIPLINARY ACTION, SANCTIONS, CIVIL PENALTIES, OR CRIMINAL PROSECUTION TO THE EXTENT PERMITTED UNDER APPLICABLE LAW.

Are you in agreement with above stated terms & conditions?

Yes

No

Click Yes to agree to the terms and conditions and gain access TxEVER.



## Login

User Name:

Password:

[Forgot Password?](#)

Forgot your password?  
Click here to reset password.

Type your TxEVER user name  
and password.  
Click Login





## Location

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

Message By: STATEUSER1 On 3/27/2018 2:10:32 PM

**BROADCAST MESSAGE: LOOK HERE FOR IMPORTANT NEWS OR UPDATES**

Select Location:

TEXAS DEPT OF STATE HEALTH SERVICES

OK

Select your user location.  
Use dropdown if you have multiple locations/offices. Click OK

This Page is Left Blank

# Create a New User Account with Enrollment Form

The purpose of this document is to provide system users with a detailed step-by-step process for creating and/or updating user accounts and library tables in TxEVER. Following these steps is an essential part of the initial system setup and its continuous maintenance.

The enrollment process for a new user in TxEVER happens in following these easy three steps:

1. a new user completes the system Enrollment Form;
2. a Local Administrator reviews the enrollment form and creates a new user account. Then, a Local Administrator reviews the *User 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>

The screenshot shows the TxEVER user enrollment page. At the top left is the Texas Health and Human Services logo. To its right is the text 'Texas Department of State Health Services'. A blue banner reads 'Welcome to the Texas Department of State Health Services!'. Below this is a photo of a woman smiling at a baby. A yellow arrow points to the photo with the text 'LOG IN to TxEVER'. A callout box points to this arrow with the text 'Click here to open the TxEVER log in page'. Below the photo is a paragraph of text: 'TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc. DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday. State vital records are considered to be private and confidential. Access to vital records is restricted by statute.' Below this is a section titled 'Contacting the Texas Department of State Health Services(DSHS)'. It contains a table of telephone numbers and a mailing address. At the bottom, there are three callouts: a grey one pointing to a link 'Report TxEVER Issue(s)' with the text 'Click here to report issues with TxEVER'; a yellow arrow pointing to a link 'User Enrollment' with the text 'Log on to Texas Department of State Health Services'; and a red one pointing to a link 'Enroll' with the text 'Click here to enroll'.

**TEXAS**  
Health and Human Services

Texas Department of State Health Services

Welcome to the Texas Department of State Health Services!

LOG IN to TxEVER

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.  
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.  
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**Contacting the Texas Department of State Health Services(DSHS)**

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Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Click here to report issues with TxEVER

Log on to Texas Department of State Health Services

Click here to enroll

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

## What about the User Enrollment Form?

This section is the first part of the user enrollment process in TxEVER. This is an essential part of your initial system setup.

This form is used for a TxEVER user to request a new account or change an existing account, such as changing and/or adding a location.

A new user must submit an Enrollment Form. Upon completion and submission, this document will be submitted to the facility/location Local Administrator for review.

The purpose of this document is to provide the user with a detailed step-by-step process for submitting a request for a user account in the system.



### TxEVER USER ENROLLMENT FORM

\* Indicates a mandatory field

\* Type of User

--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 the same as the physical address

Address:

State:  
--Select a value--

City/Town:  
--Select a value--

\* Have you had any training in the past 12 months?  
--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

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

### TxEVER USER ENROLLMENT FORM

\* Indicates a mandatory field

\* Type of User

--Select a value--

\* Telephone Number:

( ) - -

\* Email Address:

PHYSICAL ADDRESS INFORMATION OF OFFICE, FACILITY OR PRACTICE

\* Address:

Apt/Suite:

\* Type of User

LOCAL REGISTRAR

#### LOCAL REGISTRAR INFORMATION

\* Local Registrar First Name:

\* Local Registrar Last Name:

\* Local Registrar Office Name: (Example: Dallas County Clerk, Waco-McLennan County Public Health District, McLennan County JP 4)

--Select a value--

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

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

#### TRAINING AND ENROLLMENT TYPE

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

--Select a value--

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

--Select a value--

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

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

\* Type of User

JUSTICE OF THE PEACE OR MEDICAL EXAMINER

JUSTICE OF THE PEACE OR MEDICAL EXAMINER INFORMATION

\* Judge or Head Medical Examiner First Name:

\* Judge or Head Medical Examiner Last Name:

\* M.E. Office/Justice of the Peace Seat Held (County and Precinct):

--Select a value--

\* The date that the term expires:

\_\_/\_\_/\_\_

\* Type of User

FUNERAL HOME AND DIRECTOR

FUNERAL HOME AND DIRECTOR INFORMATION

\* Funeral Home Name:

--Select a value--

Funeral Home Name(Other):

\* Texas Funeral Home License Number:

\* Funeral Director First Name:

\* Funeral Director Last Name:

\* 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):	* Last Name:
* First Name:	* Texas Medical Board License Number: (Example: Y1234)
	* Physician Title: (Example: M.D., D.O.)

\* Type of User  
HOSPITAL USER

**HOSPITAL USER INFORMATION**

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



**Step 3: Provide a valid phone number and email address**

### TxEVER USER ENROLLMENT FORM

\* Indicates a mandatory field

\* Type of User

--Select a value--

#### TELEPHONE NUMBER AND EMAIL ADDRESS

\* Telephone Number:

( ) - -

\* Email Address:

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

\* Address:

Apt/Suite:

\* State:

--Select a value--

\* County:

--Select a value--

\* City/Town:

--Select a value--

\* Zip Code:

--SELECT A VALUE--

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

Mailing Address is the same as Physical Address?

Address:

Apt:

State:

--Select a value--

County:

--Select a value--

City/Town:

--Select a value--

Zip Code:

--SELECT A VALUE--

#### TRAINING AND ENROLLMENT TYPE

\* Have you had any training regarding the TxEVER?

--Select a value--

\* Is this a new or

existing account?

--Select a value--

If this is NOT a new

account, please select

If this is NOT a new

**Step 4: Fill in the physical and mailing address information of your office**

**Helpful Tip:** the information related to the physical and mailing address of the office may already be pre-populated, if the selected office is already known in TxEVER

**Step 5: Fill in the information related to your training on TxEVER**

TEXAS  
City/Town:  
AUSTIN

TRAVIS  
Zip Code:  
78704

**TRAINING AND ENROLLMENT TYPE**

\* Have you had any training regarding the TxEVER System?  
--Select a value--

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

If this is NOT a new enrollment please provide your current location name  
--Select a value--  
If this is NOT a new enrollment please provide your current location name(other)  
If this is NOT a new enrollment please provide your TxEVER User ID

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

- Select a value--
- NO, I HAVE NOT HAD TRAINING
- YES, I TOOK THE ONLINE TRAINING
- YES, I WENT TO AN IN PERSON TRAINING

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

2nd TxEVER Facility Contact First Name:  
2nd TxEVER Facility Contact Last Name:  
2nd TxEVER Facility Contact Telephone Number:

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

- NEW ENROLLMENT
- NEW ENROLLMENT
- ADDING LOCATION
- CHANGING LOCATION
- name(other)

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

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

TEXAS  TRAVIS   
 City/Town: Zip Code:  
 AUSTIN  78704

**TRAINING AND ENROLLMENT TYPE**

\* Have you had any training regarding the TxEVER System?  
 --Select a value--

\* Is this a new enrollment or are you adding or changing a location to an existing account?  
 --Select a value--  
 If this is NOT a new enrollment please provide your current location name  
 --Select a value--  
 If this is NOT a new enrollment please provide your current location name(other)  
  
 If this is NOT a new enrollment please provide your TxEVER User ID

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

2nd TxEVER Facility Contact First Name:  
  
 2nd TxEVER Facility Contact Last Name:  
  
 2nd TxEVER Facility Contact Telephone Number:

TxEVER Facility Administrator Telephone Number:  
 ( ) - \_\_\_\_ - \_\_\_\_  
 TxEVER Facility Administrator Email Address:

\* By typing your name in the following field you are acknowledging that you/your facility to falsify information on this document. The penalty for knowingly making a false statement is 2 to 10 years imprisonment and a fine of up to \$10,000. (Health and Safety Code, Section 134900)

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

Please expedite this enrollment.

**Step 8: If selecting "Adding Location" or "Changing Location," please complete the following three field in selecting a location from the dropdown list and in providing your User ID.**

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

TEXAS 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

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

TxEVER Facility Administrator First Name:  
 TxEVER Facility Administrator Last Name:  
 TxEVER Facility Administrator Telephone Number:  
 TxEVER Facility Administrator Email Address:

2nd TxEVER Facility Contact First Name:  
 2nd TxEVER Facility Contact Last Name:  
 2nd TxEVER Facility Contact Telephone Number:  
 2nd TxEVER Facility Contact Email Address:

\* By typing your name in the following field you are acknowledging that you/your facility will adhere to the procedures stated in the [User Agreement](#). Furthermore, it is a felony to falsify information on this document. The penalty for knowingly making a false statement on this form or for acknowledging a form which contains a false statement is 2 to 10 years imprisonment and a fine of up to \$10,000. (Health and Safety code, chapter 195, sec. 195.003)

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

Please expedite this enrollment.

Clear Submit

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

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

**Submit**

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

Where does it go after I submitted it?  
 This form is submitted to a facility local administrator or state administrator for review and action. Upon the administrator's action, the user receives an email with account information and instructions for accessing it.

# Review Enrollment Request - Local Admin

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

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

Welcome to the Texas Department of State Health Services!

**LOG IN to TxEVER**

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

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

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756 Ph. (512) 776-7111
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Log on to Texas Department of State Health Services

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

Click here to report issues with TxEVER      Click here to enroll

## 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

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

Skip to main content GLOBAL BIRTH DEATH FEE

TEXAS Health and Human Services Texas Department of State Health Services

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

FUNCTION TOOLS HELP

Security Utilities Change Password Printer Setup Review Enrollments Email Directory

NOTIFICATIONS

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

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

**Step 3: Select "Review Enrollments" to add a new user account or edit existing accounts.**

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



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

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

Type: \*  
--Select a value--

### REVIEW ENROLLMENTS

#### Enrollment Date and Type

From Date:

To Date:

#### User Details

Location/Facility/Office Name:

First Name:

Last Name:

Email:

Type of User:

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





### REVIEW ENROLLMENTS

#### Enrollment Date and Type

From Date:

To Date:

Type: \*

#### User Details

Location/Facility/Office Name:

First Name:

Last Name:

Email:

Type of User:

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

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

Displaying Records 1 - 2 of 2

**Step 6: Select one of the request in the queue list in clicking on "Create New User"**

Helpful Tip: To void a user request for an system account, click the "Delete" button for the account highlighted.



### REVIEW ENROLLMENTS

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

Type: \*  
NEW ENROLLMENT

#### User Details

Location/Facility/Office Name:

Email:

First Name:

Last Name:

Type of User:

#### Create User ID

**UserID AAlvarez is NOT available**  
Please select from options available

- AbelA
- Abel.Alvarez
- AbAlvarez
- AbeAlvarez

OR

Enter another User ID

Submit Cancel

Create New User	Enrollment Form	Delete E
Create New User	Get PDF Form	De
Create New User	Get PDF Form	De

Search Clear

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

Displaying Records 1 - 2 of 2





### REVIEW ENROLLMENTS

#### Enrollment Date and Type

From Date:  To Date:  Type:

#### User Details

Location/Facility/Office Name:  First Name:  Last Name:   
Email:  Type of User:

**Message**

The new user has been successfully created.

OK

Create New User Entrollment Form Del

Create New User Get PDF Form

First Name	Last Name
F AUSTIN - TRA	GERALD BECI

Search Clear

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](mailto:NO_REPLY@genesisinfo.com)  
**Sent:** Wednesday, May 2, 2018 8:22:03 AM (UTC-06:00) Central Time (US & Canada)  
**To:** Carpentier,Gaetan (DSHS)  
**Subject:** TxEVER New User Account Information

Please do not respond to this e-mail. This mailbox is not monitored.

Your TxEVER new account has been successfully created.

Your User ID is: FIELDSERVICE2598

Your password is: Texas@111

If you copy and paste the password to log in, copy it backwards, i.e. right to left, instead of left to right. Sometimes copying and pasting the password left to right creates an invisible space in the box which will cause the system to reject the password and not allow you to log in. If you're still having problems, you can also type the password manually.

The TxEVER User ID is not case sensitive, but the Password is.

# Review Enrollment - Reject Enrollment

The screenshot shows the REGADMIN interface for the Texas Department of State Health Services. At the top, there are navigation tabs for GLOBAL, BIRTH, DEATH, and FEE. The GLOBAL tab is selected. Below the tabs, there is a header with the Texas Department of State Health Services logo and name. A welcome message reads "REGADMIN AUSTIN , welcome to the Texas Department of State Health Services". To the right, there are menu items for FUNCTION, TOOLS, and HELP. The TOOLS menu is open, showing options like Security, Utilities, Change Password, Printer Setup, Review Enrollments, and Email Directory. The Review Enrollments option is highlighted. A NOTIFICATIONS section is visible below the header.

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

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

**Step 3: Select "Review Enrollments" to add a new user account or edit existing accounts.**

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

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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

Type: \*  
--Select a value--

### REVIEW ENROLLMENTS

#### Enrollment Date and Type

From Date:

To Date:

#### User Details

Location/Facility/Office Name:

First Name:

Last Name:

Email:

Type of User:

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





### REVIEW ENROLLMENTS

#### Enrollment Date and Type

From Date:

To Date:

Type: \*

#### User Details

Location/Facility/Office Name:

First Name:

Last Name:

Email:

Type of User:

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

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

Displaying Records 1 - 2 of 2

**Step 6: Select one of the request in the queue list in clicking on "Delete"**





### REVIEW ENROLLMENTS

#### Enrollment Date and Type

From Date:

To Date:

Type:\*

#### User Details

Location/Facility/Office Name:

First Name:

Last Name:

Email:

#### Review Enrollments

Are you sure you want to delete this enrollment request?

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

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

**Step 7: Select "Yes"**

Displaying Records 1 - 1 of 1



### REVIEW ENROLLMENTS

#### Enrollment Date and Type

From Date:

To Date:

Type: \*

#### User Details

Location/Facility/Office Name:

First Name:

Last Name:

Email:

#### Message

**The enrollment has been deleted successfully.**

OK

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

[Create New User](#)

[Enrollment Form](#)

[Delete](#)

[Details](#)

[Print](#)

[Export](#)

[Import](#)

[Refresh](#)

[Close](#)

First Name

Last Name

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

The screenshot shows the REGADMIN interface for the Texas Department of State Health Services. At the top, there is a navigation bar with tabs for GLOBAL, BIRTH, DEATH, and FEE. A callout box points to the GLOBAL tab with the text: "Step 1: Select 'GLOBAL' Module Tab to access the User Maintenance." Below the navigation bar is the Texas Department of State Health Services logo and a welcome message for REGADMIN AUSTIN. To the right, there are menu items for FUNCTION, TOOLS, and HELP. The TOOLS menu is open, showing options for Security, Utilities, and User Maintenance. A callout box points to the TOOLS dropdown arrow with the text: "Step 2: Click the dropdown arrow next to 'TOOLS' to be taken to the 'Security'". Another callout box points to the User Maintenance option in the TOOLS menu with the text: "Step 3: Select 'User Maintenance' to add a new user account, edit, or de-activate existing accounts." At the bottom of the page, there is a footer with the current date (25-Apr-2018), build number (1.0.0.0), copyright information (©2017 Genesis Systems, Inc.), and the Genesis logo.

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 ©2017 | Genesis Systems, Inc. GENESIS

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



Texas Department of State  
Health Services

FUNCTION . RECORD . TOOLS . HELP .



**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.**

The screenshot displays a user management interface. On the left, there are input fields for User ID, First Name, Middle Name, Last Name, and Suffix. On the right, there are fields for Password and User Type, along with a 'Show List' button. Below these fields are buttons for 'Save', 'Update', 'Search', and 'Advanced Search'. A 'Search' button is highlighted with a red box. Below the buttons are 'Clear Fields', 'Deactivate User', 'Add/Edit Locations', 'Add/Edit Processes', and 'Unlock User' buttons. There are also dropdown menus for 'Select Location' and 'Select Agency'. A table below shows a list of users with columns for User ID, Middle, Last, Suffix, Permissions, Status, Agency, and User Phone. A 'Search User' pop-up window is overlaid on the bottom right, containing the text 'Please enter the user's last name.' and 'OK' and 'CANCEL' buttons. Red dotted lines connect the 'Search' button to the pop-up window and the 'OK' button to the 'Last' column of the table.

User ID	Middle	Last	Suffix	Permissions	Status	Agency	User Phone
ADMIN		ADMIN2		L	Active		
ADMIN		ADMIN2		L	Active		



# Review a New User Account Advanced Search



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services



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

The screenshot displays the 'USER MAINTENANCE' web application. The main form includes fields for User ID, First Name, Middle Name, Last Name, Email, Password, and User Type. A 'Show List' button is visible. A red box highlights the 'Advanced Search' button. A pop-up window titled 'Advanced User Search' is open, containing search criteria for Last Name, Location Type, License Number, User ID, Location Name, and User Role. It also features buttons for 'Unlock User', 'Deactivate User(s)', 'Reactivate User(s)', 'Search', and 'Close'. A 'Select all' checkbox is present above a large empty list area. A red box highlights the 'Search' button in the pop-up window. A red callout box points to the 'Advanced Search' button in the main interface, and another red callout box points to the 'Search' button in the pop-up window.

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



# Review a New User Account Advanced Search



Texas Department of State

FUNCTION . RECORD . TOOLS . HELP .



**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 where you can complete your edit)**

The screenshot displays the 'USER MAINTENANCE' interface. At the top, there are input fields for 'Email: \*', 'Password: \*', and 'User Type: \*'. Below these are buttons for 'Show List', 'Search', and 'Advanced Search'. A search dialog box is open, showing search criteria: 'User ID: ADMIN', 'Location Name: [empty]', and 'User Role: --Select a value--'. The dialog includes buttons for 'Unlock User', 'Deactivate User(s)', 'Reactivate User(s)', 'Search', and 'Close'. Below the dialog is a table with columns for 'Select', 'Manage Locations', 'Manage Processes', 'User ID', 'First', 'Middle', and 'Last'. The first row is selected, showing 'ADMIN' for User ID and 'ADMIN2' for First and Last names. The table footer indicates 'Page 1 of 3' and 'Displaying Records 1 - 20 of 48'. In the background, another window shows '575 Records' and 'Displaying Records 1 - 50 of 575'.



# Review New User Account - Location

Skip to main content GLOBAL BIRTH DEATH FEE LogOut

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

FUNCTION RECORD HELP 

---

User ID: \*  Email: \*

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

Middle Name:

Last Name: \*  Password: \*

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

Select User Status:  Select Location:

User ID	First	Mid	Last	Suffix	Permissions	Status	Agency	User Phone
ADMIN	ADMIN2		ADMIN2		L	Active		
			AUSTINREG1USE		L	Active	REGISTRAR - CITY OF	(512)555-1234
			AUSTINREG2USE		L	Active	REGISTRAR - CITY OF	(737)555-3215
			CARPENTIER		U	Active		(512)555-2585
			HEMINGWAY		U	Active		(900)999-9999
			DEAN		U	Inactive		
			DERRICK		U	Active		

Page 1 of 1 Displaying Records 1 - 9 of 9

9 Records

**Step 1: Click the "Add/Edit Locations" button.**



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

Location Type: --Select a value--

Available Locations:	Assigned Locations:

Birth Facility

- State Department of Health
- County Office
- Funeral Home
- Medical Office
- JP/ME Office
- Birth Facility**
- Local Registrar Office
- Midwife
- Attorney Office
- Office Of Attorney General
- Other Entities

Save

**Step 2: If no location appear in the "Assigned Locations" window, then click the dropdown arrow and select a value from the list**

Helpful Tip: According to the type of user, several "Location Type" may be available.



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

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

Location Type: Birth Facility

PARKLAND

Available Locations:

Assigned Locations:

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

- ANGEL PEREZ MD PA - L1693 - (DEATH)
- BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY - (DEATH)
- BRYAN WHITE MD - J4607 - (DEATH)
- BSA HEALTH SYSTEM - (BIRTH)
- CALVARY HILL FUNERAL HOME - (DEATH)
- CANOVA INTERNAL MEDICINE CLINIC - (DEATH)
- CHAMBERS COUNTY JP PCT 4 - (DEATH)
- CORLEY FUNERAL HOME - (DEATH)
- DALLAS COUNTY MEDICAL EXAMINER - (DEATH)
- GIRDNER FUNERAL HOMES - (DEATH)
- GREENWOOD - MOUNT OLIVET - ARLINGTON - (DEATH)
- HALCOYON HOME LLC - (DEATH)
- HAND IN HAND HOSPICE - (DEATH)

Save



**Step 4: Select a location from the "Available Locations" list. Upon selection, the highlight color for item(s) selected will change.**

PARKLAND HOSPITAL - (BIRTH)

UserID: GCARPENTIER18

Title:  
Agency:  
Department:  
Method of Contact:

Location Type: Birth Facility

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

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

PARKLAND

Assigned Locations	
ANGEL PEREZ MD PA - L1693 - (DEATH)	←
BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY	←
BRYAN WHITE MD - J4607 - (DEATH)	←
BSA HEALTH SYSTEM - (BIRTH)	←
CALVARY HILL FUNERAL HOME - (DEATH)	←
CANOVA INTERNAL MEDICINE CLINIC - (DEATH)	←
CHAMBERS COUNTY JP PCT 4 - (DEATH)	←
CORLEY FUNERAL HOME - (DEATH)	←
DALLAS COUNTY MEDICAL EXAMINER - (DEATH)	←
GIRDNER FUNERAL HOMES - (DEATH)	←
GREENWOOD - MOUNT OLIVET - ARLINGTON - (DEATH)	←
HALCOYON HOME LLC - (DEATH)	←
HAND IN HAND HOSPICE - (DEATH)	←

←

←

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

Save



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

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

Location Type: Birth Facility

Available Locations:	Assigned Locations:
PARKLAND HOSPITAL - (BIRTH)	ANGEL PEREZ MD PA - L1693 - (DEATH)
	BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY - (DEATH)
	BRYAN WHITE MD -
	BSA HEALTH SYSTEM -
	CALVARY HILL FUNERAL HOME -
	CANOVA INTERNAL MEDICINE -
	CHAMBERS COUNTY MEDICAL CENTER -
	CORLEY FUNERAL HOME - (DEATH)
	DALLAS COUNTY MEDICAL CENTER -
	GIRDNER FUNERAL HOME -
	GREENWOOD FUNERAL HOME - ARLINGTON - (DEATH)
	HALCOMB FUNERAL HOME LLC - (DEATH)
	HAND IN HAND HOSPICE - (DEATH)

**Locations Maintenance**

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

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



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

Location Type:

### Locations Maintenance

Locations for the user saved successfully.

OK

#### Available Locations:

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

#### Assigned Locations:

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



**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

# Review New User Account - Security Processes

Skip to main content GLOBAL BIRTH DEATH FEE LogOut

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

FUNCTION RECORD HELP 

---

User ID: \*  Email: \*

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

Middle Name:

Last Name: \*  Password: \*

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

Select User Status:  Select Location:

User ID	First	Middle	Suffix	Permissions	Status	Agency	User Phone
ADMIN	ADMIN2			L	Active		
AUSTINREG1USE				L	Active	REGISTRAR - CITY OF	(512)555-1234
AUSTINREG2USE				L	Active	REGISTRAR - CITY OF	(737)555-3215
CARPENTIER				U	Active		(512)555-2585
HEMINGWAY				U	Active		
DEAN				U	Inactive		(909)999-9999
DERRICK				U	Active		

Page 1 of 1 Displaying Records 1 - 9 of 9

9 Records

**Step 1: Click the "Add/Edit Processes" button.**



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

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

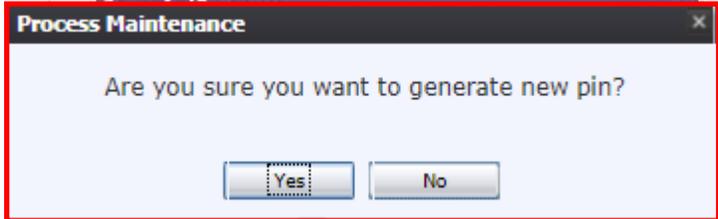
**Step 3: Click the dropdown arrow and select a value from the list.**

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

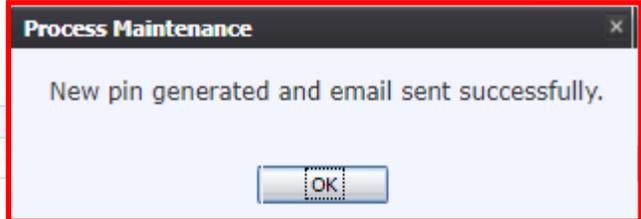


**Step 4: Click the "Generate Pin" button to create a PIN for the User.**

**Step 5: Upon clicking the "Generate Pin" button, the system will display the following pop-up message. Click the "Yes" or "No" button to complete the process.**



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



**What is the purpose for a PIN?**  
Throughout the system, the PIN is used as a user's electronic signature and will be required prior to certifying, submitting, and releasing a record.

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

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

Special Permission:  User  Local Admin  Sys Admin

Pin:

Is Supervisor:

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

Process Assigned:

Save

**In the meantime, the new user should receive an email notification containing the User ID and a PIN #.**

**Below are examples of emails the system issues. The first image shows the initial email generated by the system, and the second image shows the notification after a PIN is reset.**

---

**From:** [NO\\_REPLY@genesisinfo.com](mailto:NO_REPLY@genesisinfo.com)  
**Sent:** Wednesday, May 2, 2018 8:47:03 AM (UTC-06:00) Central Time (US & Canada)  
**To:** Carpentier,Gaetan (DSHS)  
**Subject:** User Pin

User: FIELDSERVICE2598  
Location: REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)  
Pin: 883817

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

---

**From:** [NO\\_REPLY@genesisinfo.com](mailto:NO_REPLY@genesisinfo.com)  
**Sent:** Wednesday, May 2, 2018 8:48:03 AM (UTC-06:00) Central Time (US & Canada)  
**To:** Carpentier,Gaetan (DSHS)  
**Subject:** User Pin

User: FIELDSERVICE2598  
Pin: 770238

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

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

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

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

Special Permission:  User  Local Admin  Sys Admin  
 Pin: \*\*\*\*\*    
 Is Supervisor:

Fee Allocation Indicator  OVRA Allocation Indicator  
 DCOA Allocation Indicator  Allocation Indicator

Process Assigned:

**Groups And Processes:**

-  DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN )
-  **DEATH LOCAL (ADMIN ,SYSADMIN,ADMIN )**
-  DEATH DE-VERIFY
-  DEATH LOCAL ACCEPTANCE QUEUE
-  DEATH LOCAL BATCH PRINT
-  DEATH LOCAL BURIAL TRANSIT PERMIT QUEUE
-  DEATH LOCAL PROCESSES
-  DEATH REQUEST DISINTERMENT PERMIT
-  LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN )
-  LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN )
-  BIRTH ABANDON
-  BIRTH BLANK WORKSHEET
-  BIRTH CERTIFICATION
-  BIRTH DE-CERTIFY
-  BIRTH DENIAL OF PATERNITY SIGNATURE
-  BIRTH LEGAL VIEW
-  BIRTH LOCAL ACCEPTANCE
-  BIRTH LOCAL BATCH FILE
-  BIRTH LOCAL BATCH FILE DOWNLOADER
-  BIRTH LOCAL PRINT QUEUE

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

**Step 9: Click the "Save" button. The system will display the following pop-up message. Then, click the "OK" button to complete the process.**

**Note: Repeat these steps for each Security Process folder.**

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

## List of Security Processes by User Role

Birth Facility (Hospital and Birthing Center)

– Local Administrator:

- 📁 BIRTH - LOCAL ADMINISTRATOR (ADMIN ,SYSADMIN,ADMIN )
  - 📄 ADVANCE USER SEARCH
  - 📄 AOP USER MANAGEMENT
  - 📄 BIRTH ATTENDANT MAINTENANCE
  - 📄 GLOBAL INVALID LOGIN ATTEMPTS DISABLE REPORT
  - 📄 GLOBAL SYSTEM USAGE REPORT
  - 📄 GLOBAL USER INACTIVITY REPORT
  - 📄 GLOBAL USER MAINTENANCE HISTORY REPORT
  - 📄 REVIEW ENROLLMENTS
  - 📄 USER MAINTENANCE

Birth Facility (Hospital and Birthing

Center – Birth Clerk:

- 📁 BIRTH - CLERK (STATEUSER1 ,SYSADMIN,STATEUSER1 )
  - 📄 BIRTH ABANDON
  - 📄 BIRTH AOP SIGNATURE HISTORY FOR LINKED AOPS
  - 📄 BIRTH AOP VIEW
  - 📄 BIRTH DENIAL OF PATERNITY SIGNATURE
  - 📄 BIRTH FACILITY STATISTICAL CORRECTION
  - 📄 BIRTH HOSPITAL AOP REPORT
  - 📄 BIRTH PATERNITY ACKNOWLEDGMENT FORM
  - 📄 BIRTH PATERNITY ACKNOWLEDGMENT REPORT
  - 📄 BIRTH PATERNITY ACKNOWLEDGMENT SIGNATURE
  - 📄 BIRTH PRE/POST BIRTH AOP
  - 📄 BIRTH RECORDS RELEASED BUT PENDING AOP REPORT
  - 📄 BIRTH SEARCH AOP RECORD
  - 📄 BIRTH SIGNATURE HISTORY
  - 📄 BIRTH UNRESOLVED RECORD REPORT
  - 📄 BIRTH UPLOAD AOP FORMS

Birth Facility (Hospital and Birthing Center – Birth Certifier:

- 📁 BIRTH - CERTIFIER (ADMIN ,SYSADMIN,ADMIN )
  - 📄 BIRTH BLANK WORKSHEET
  - 📄 BIRTH CERTIFICATION
  - 📄 BIRTH CERTIFIED BY CERTIFIER REPORT
  - 📄 BIRTH DE-CERTIFY
  - 📄 BIRTH FACILITY HELP
  - 📄 BIRTH FACILITY PRODUCTIVITY REPORT
  - 📄 BIRTH FACILITY REGISTRATION
  - 📄 BIRTH HOSPITAL VERIFICATION FORM
  - 📄 BIRTH HOSPITAL VERIFICATION SIGNATURE
  - 📄 BIRTH INSTITUTION REGISTRATION AND TIMELINESS AUDIT
  - 📄 BIRTH LISTING OF UNMATCHED BIRTHS WITH HIGH PROBABLE
  - 📄 BIRTH MULTIPLE BIRTH EXCEPTION REPORT
  - 📄 BIRTH MULTIPLE BIRTH REPORT
  - 📄 BIRTH RECORD STATUS REPORT
  - 📄 BIRTH REJECTED RECORDS REPORT
  - 📄 BIRTH RELEASE
  - 📄 BIRTH UNCERTIFIED BY CERTIFIER REPORT
  - 📄 BIRTH VIEW SSN
  - 📄 BIRTH WORKSHEET
  - 📄 DOWNLOAD BLANK ENROLLMENT FORM - BIRTHING CENTER
  - 📄 EMAIL DIRECTORY
  - 📄 GENERIC FORM
  - 📄 SWITCH LOCATION
  - 📄 UPDATE PROFILE
  - 📄 USER PARAMETERS



# Library Tables Maintenance

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

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

Welcome to the Texas Department of State Health Services!

**LOG IN to TxEVER**

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DHS), State Office of Vital Records by Genesis Systems, Inc.  
DHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.  
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

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

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756 Ph. (512) 776-7111
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Log on to Texas Department of State Health Services

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

Click here to report issues with TxEVER   Click here to enroll

This section is the third and final part of the user enrollment process in TxEVER.

This is an essential part of your initial system setup.

It is also the section a local administrator will maintain to add new attendants, certifiers, and attendants/certifiers; this section will also serve to deactivate attendants, certifiers, attendants/certifiers who are no longer employed at the facility location.

Library tables are essential for the creation of event records because they hold the information for individuals involved in the registration process, such as birth attendant, birth certifiers, and birth attendant/certifiers. Information for these individuals will be part of the birth record.

The purpose of this document is to provide the user with a detailed step-by-step process for creating and/or updating library tables in the system.

# Add a New User to the Certifier/Attendant Library Table

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

[Skip to main content](#) GLOBAL BIRTH DEATH FETAL DEATH ITOP FEE MARRIAGE ADOPTION REGISTRY IMAGING    [LogOut](#)

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

FUNCTION ▾ TOOLS ▾ CONFIGURATION ▾ HELP ▾ REPORTS ▾

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

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

**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

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

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

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

CERTIFIER/ATTENDANT

\* Indicates a mandatory field

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

Role: \* --Select a value--

Prefix: --Select a value--

First Name: \*

Middle Name:

Last Name: \*

Suffix: --Select a value--

Address: \*

Apt:

State: \* TEXAS

County: \* --Select a value--

City/Town: \* --Select a value--

Zip: \* --Select a value--

Zip Ext:

Title: \* --Select a value--

Other Title:

License:

NPI:

PIN:

TO Email:

CC Email:

Fax#: ( ) - -

Method of Contact: FAX

Display in List: \* ALWAYS

User: \* --Select a value--

Step 4: Click on the "NEW" button

New Edit Save Clear Delete Search Undo

Select a facility to filter the grid below:

PARKLAND HOSPITAL

Select a role to filter the grid below:

ATTENDANT ONLY



### CERTIFIER/ATTENDANT

**Indicates a mandatory field**

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

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

Select a facility to filter the results below:

Select a role to filter the results below:

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

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

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# Create a New User Account

## Local Admin Process

The purpose of this document is to provide system users with a detailed step-by-step process for creating user accounts and library tables in TxEVER. Following these steps is an essential part of the initial system setup and its continuous maintenance.

The creation of a New User Account for a new user in TxEVER happens in following these easy steps:

1. a Local Administrator creates a new user account in the *User 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/>

The screenshot shows the DSHS website header with the Texas Health and Human Services logo and the TxEVER logo. A blue banner reads "Welcome to the Texas Department of State Health Services!". Below the banner is a photo of a woman and a baby. A yellow arrow points to the "LOG IN to TxEVER" button. A red callout box points to the login button with the text "Click here to open the TxEVER log in page". Below the photo is a paragraph of text about TxEVER. A section titled "Contacting the Texas Department of State Health Services(DSHS)" contains a table of telephone numbers and a mailing address. At the bottom, a yellow arrow points to "Log on to Texas Department of State Health Services". Below it are links for "User Enrollment" and "Report TxEVER Issue(s)". A dashed callout box points to "Report TxEVER Issue(s)" with the text "Click here to report issues with TxEVER". Another dashed callout box points to "User Enrollment" with the text "Click here to enroll".

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

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

**LOG IN to TxEVER**

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.  
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.  
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Telephone Numbers:			Mailing Address:
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Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

**Log on to Texas Department of State Health Services**

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

Click here to report issues with TxEVER   Click here to enroll

The screenshot shows the REGADMIN interface for the Texas Department of State Health Services. At the top, there is a navigation bar with tabs for GLOBAL, BIRTH, DEATH, and FEE. A callout box points to the GLOBAL tab with the text: "Step 1: Select 'GLOBAL' Module Tab to access the User Maintenance." Below the navigation bar is the Texas Department of State Health Services logo and a welcome message for REGADMIN AUSTIN. To the right, there are menu items for FUNCTION, TOOLS, and HELP. The TOOLS menu is open, showing options for Security and User Maintenance. A callout box points to the TOOLS dropdown with the text: "Step 2: Click the dropdown arrow next to 'TOOLS' to be taken to the 'Security'". Another callout box points to the User Maintenance option in the TOOLS menu with the text: "Step 3: Select 'User Maintenance' to add a new user account, edit, or de-activate existing accounts." At the bottom of the page, there is a footer with the current date (25-Apr-2018), build number (1.0.0.0), copyright information (©2017 | Genesis Systems, Inc.), and the GENESIS logo.

**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.**

# Add a New User Account

Skip to main content GLOBAL BIRTH DEATH FEE LogOut

FUNCTION RECORD HELP

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

Step 1: Click the "Clear Fields" button to clear any data on the form OR Click the dropdown arrow next to "RECORD" to be taken to the "Clear Fields"

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

Save Update Search

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

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

User ID	First	Middle	Last	Suffix	Permissions	Status
ADMIN	ADMIN2		ADMIN2		L	Active
AUSTINREG1USER			AUSTINREG1USE		L	Active
AUSTINREG2USER	ABBY		AUSTINREG2USE		L	Active
FIELDSERVICE2598	GAETAN		CARPENTIER		U	Active
GHEMINGWAY	GEORGE		HEMINGWAY		U	Active
JIDEAN	JIMMY		DEAN		U	Inactive
SDERRICK			DERRICK		U	Active

Page 1 of 1

RECORD HELP

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

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

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**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: \*  Email: \*   
First Name: \*    
Middle Name:   
Last Name: \*  Password: \*   
Suffix:  User Type: \*    
    
      
Select User Status: --Select-- Select Location: REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Loc...  

User ID	Middle	Last	Suffix	Permissions	Status	Agency	User Ph
AUSTINREG1USEI		AUSTIN		L	Active	REGISTRAR - CITY OF	(512)555-334
AUSTINREG2USEI		AUSTIN		L	Active	REGISTRAR - CITY OF	(737)555-215
GHEMINGWAY	GEORGE	HEMINGWAY					
JIDEAN	JIMMY	DEAN					
SDERRICK		DERRICK					
TAITRAN	TAI	TEST					
VBUTTS	VENESSA	BUTTS					

User Type: \*  
ATTENDANTS, BIRTH CLERKS, CERTIFIERS   
**Selected User Types:**  
ATTENDANTS  
BIRTH CLERKS  
CERTIFIERS

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

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

**In the meantime, the new user should receive an email notification containing the User ID, a password, and additional information related to account**

**From:** [NO\\_REPLY@genesisinfo.com](mailto:NO_REPLY@genesisinfo.com)

**Sent:** Wednesday, May 2, 2018 8:22:03 AM (UTC-06:00) Central Time (US & Canada)

**To:** Carpentier, Gaetan (DSHS)

**Subject:** TxEVER New User Account Information

Please do not respond to this e-mail. This mailbox is not monitored.

Your TxEVER new account has been successfully created.

Your User ID is: FIELDSERVICE2598

Your password is: Texas@111

If you copy and paste the password to log in, copy it backwards, i.e. right to left, instead of left to right. Sometimes copying and pasting the password left to right creates an invisible space in the box which will cause the system to reject the password and not allow you to log in. If you're still having problems, you can also type the password manually.

The TxEVER User ID is not case sensitive, but the Password is.



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

Select User Status:

User ID	First	Last	Status	User Phone
AUSTINREG1USER				
AUSTINREG2USER	ABBY			
GHEMINGWAY	GEORGE			
JIDEAN	JIMMY			
SDERRICK				
TAITRAN	TAI	TEST	Active	
VBUTTS	VENESSA		Active	

Page 1 of 1

Displaying Records 1 - 8 of 8

8 Records

**User Maintenance**

You will be re-directed to location maintenance. Please assign locations and save to complete the process.

[OK](#)

**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).**





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

Location Type: --Select a value--

Available Locations:	Assigned Locations:

Birth Facility

- State Department of Health
- County Office
- Funeral Home
- Medical Office
- JP/ME Office
- Birth Facility**
- Local Registrar Office
- Midwife
- Attorney Office
- Office Of Attorney General
- Other Entities

Save

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

Helpful Tip: According to the type of user, several "Location Type" may be available.



**UserID:** 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:**

**Assigned Locations:**

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

- ANGEL PEREZ MD PA - L1693 - (DEATH)
- BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY - (DEATH)
- BRYAN WHITE MD - J4607 - (DEATH)
- BSA HEALTH SYSTEM - (BIRTH)
- CALVARY HILL FUNERAL HOME - (DEATH)
- CANOVA INTERNAL MEDICINE CLINIC - (DEATH)
- CHAMBERS COUNTY JP PCT 4 - (DEATH)
- CORLEY FUNERAL HOME - (DEATH)
- DALLAS COUNTY MEDICAL EXAMINER - (DEATH)
- GIRDNER FUNERAL HOMES - (DEATH)
- GREENWOOD - MOUNT OLIVET - ARLINGTON - (DEATH)
- HALCOYON HOME LLC - (DEATH)
- HAND IN HAND HOSPICE - (DEATH)

Save



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

PARKLAND HOSPITAL - (BIRTH)

UserID: **G**CARPENTIER18

Title:  
Agency:  
Department:  
Method of Contact:

Location Type: Birth Facility

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

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

PARKLAND

Assigned Locations	
ANGEL PEREZ MD PA - L1693 - (DEATH)	←
BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY	←
BRYAN WHITE MD - J4607 - (DEATH)	←
BSA HEALTH SYSTEM - (BIRTH)	←
CALVARY HILL FUNERAL HOME - (DEATH)	←
CANOVA INTERNAL MEDICINE CLINIC - (DEATH)	←
CHAMBERS COUNTY JP PCT 4 - (DEATH)	←
CORLEY FUNERAL HOME - (DEATH)	←
DALLAS COUNTY MEDICAL EXAMINER - (DEATH)	←
GIRDNER FUNERAL HOMES - (DEATH)	←
GREENWOOD - MOUNT OLIVET - ARLINGTON - (DEATH)	←
HALCOYON HOME LLC - (DEATH)	←
HAND IN HAND HOSPICE - (DEATH)	←



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



Save



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

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

Location Type: Birth Facility

Available Locations:	Assigned Locations:
PARKLAND HOSPITAL - (BIRTH)	ANGEL PEREZ MD PA - L1693 - (DEATH)
	BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY - (DEATH)
	BRYAN WHITE MD -
	BSA HEALTH SYSTEM -
	CALVARY HILL FUNERAL HOME -
	CANOVA INTERNAL MEDICINE -
	CHAMBERS COUNTY MEDICAL CENTER -
	CORLEY FUNERAL HOME - (DEATH)
	DALLAS COUNTY MEDICAL CENTER -
	GIRDNER FUNERAL HOME -
	GREENWOOD FUNERAL HOME - ARLINGTON - (DEATH)
	HALCOMB FUNERAL HOME LLC - (DEATH)
	HAND IN HAND HOSPICE - (DEATH)

**Locations Maintenance**

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

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



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

Location Type:

### Locations Maintenance

Locations for the user saved successfully.

OK

#### Available Locations:

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

#### Assigned Locations:

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



**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



--Select a value--  
EMAIL  
FAX  
MAIL  
PHONE

**Step 12: Click the dropdown arrow and select a value from the list. The value selected in this list will make the corresponding field mandatory.**

Location: \* REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)  
User ID: \* FIELDSERVICE2598  
First Name: \* GAETAN  
Last Name: \* CARPENTIER  
Title:   
Agency:   
Department: [Show List](#)  
Method of \* --Select a value--  
Contact: \*  
Email Subscription (for mass emailing): \* --Select a value--

Phone #: \* ( ) - -  
Ext #:   
Alt Phone #: ( ) - -  
E-mail Address: \*   
Fax #: \* ( ) - -  
Special Permission:  User  Local Admin  Sys Admin  
Pin:     
Is Supervisor:   
 Fee Allocation Indicator  OVRA Allocation Indicator  
 DCOA Allocation Indicator  TDCJ Allocation Indicator

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

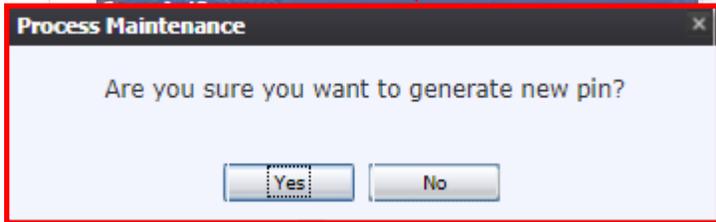
**Step 13: Click the dropdown arrow and select a value from the list.**

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

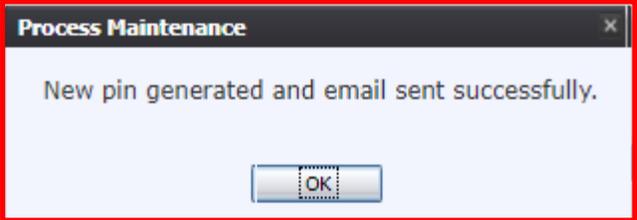


**Step 14: Click the "Generate Pin" button to create a PIN for the User.**

**Step 15: Upon clicking the "Generate Pin" button, the system will display the following pop-up message. Click the "Yes" or "No" button to complete the process.**



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



What is the purpose for a PIN?  
Throughout the system, the PIN is used as a user's electronic signature and will be required prior to certifying, submitting, and releasing a record.

**In the meantime, the new user should receive an email notification containing the User ID and a PIN #.**  
**Below are examples of emails the system issues. The first image shows the initial email generated by the system, and the second image shows the notification after a PIN is reset.**

---

**From:** [NO\\_REPLY@genesisinfo.com](mailto:NO_REPLY@genesisinfo.com)  
**Sent:** Wednesday, May 2, 2018 8:47:03 AM (UTC-06:00) Central Time (US & Canada)  
**To:** Carpentier,Gaetan (DSHS)  
**Subject:** User Pin

User: FIELDSERVICE2598  
Location: REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)  
Pin: 883817

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

---

**From:** [NO\\_REPLY@genesisinfo.com](mailto:NO_REPLY@genesisinfo.com)  
**Sent:** Wednesday, May 2, 2018 8:48:03 AM (UTC-06:00) Central Time (US & Canada)  
**To:** Carpentier,Gaetan (DSHS)  
**Subject:** User Pin

User: FIELDSERVICE2598  
Pin: 770238

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

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

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

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

Special Permission:  User  Local Admin  Sys Admin

Pin: \*\*\*\*\*

Is Supervisor:

Fee Allocation Indicator  OVRA Allocation Indicator  
 DCOA Allocation Indicator  Allocation Indicator

Process Assigned:

**Groups And Processes:**

- DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN )
- DEATH LOCAL (ADMIN ,SYSADMIN,ADMIN )
- DEATH DE-VERIFY
- DEATH LOCAL ACCEPTANCE QUEUE
- DEATH LOCAL BATCH PRINT
- DEATH LOCAL BURIAL TRANSIT PERMIT QUEUE
- DEATH LOCAL PROCESSES
- DEATH REQUEST DISINTERMENT PERMIT
- LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN )
- LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN )
- BIRTH ABANDON
- BIRTH BLANK WORKSHEET
- BIRTH CERTIFICATION
- BIRTH DE-CERTIFY
- BIRTH DENIAL OF PATERNITY SIGNATURE
- BIRTH LEGAL VIEW
- BIRTH LOCAL ACCEPTANCE
- BIRTH LOCAL BATCH FILE
- BIRTH LOCAL BATCH FILE DOWNLOADER
- BIRTH LOCAL PRINT QUEUE

**Step 18: Click on the arrow to import the selected groups and processes from "Groups And Processes" to "Process Assigned" list.**

**Step 19: Click the "Save" button. The system will display the following pop-up message. Then, click the "OK" button to complete the process.**

**Note: Repeat these steps for each Security Process folder.**

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

## List of Security Processes by User Role

Birth Facility (Hospital and Birthing Center)

– Local Administrator:

- 📁 BIRTH - LOCAL ADMINISTRATOR (ADMIN ,SYSADMIN,ADMIN )
  - 📄 ADVANCE USER SEARCH
  - 📄 AOP USER MANAGEMENT
  - 📄 BIRTH ATTENDANT MAINTENANCE
  - 📄 GLOBAL INVALID LOGIN ATTEMPTS DISABLE REPORT
  - 📄 GLOBAL SYSTEM USAGE REPORT
  - 📄 GLOBAL USER INACTIVITY REPORT
  - 📄 GLOBAL USER MAINTENANCE HISTORY REPORT
  - 📄 REVIEW ENROLLMENTS
  - 📄 USER MAINTENANCE

Birth Facility (Hospital and Birthing

Center – Birth Clerk:

- 📁 BIRTH - CLERK (STATEUSER1 ,SYSADMIN,STATEUSER1 )
  - 📄 BIRTH ABANDON
  - 📄 BIRTH AOP SIGNATURE HISTORY FOR LINKED AOPS
  - 📄 BIRTH AOP VIEW
  - 📄 BIRTH DENIAL OF PATERNITY SIGNATURE
  - 📄 BIRTH FACILITY STATISTICAL CORRECTION
  - 📄 BIRTH HOSPITAL AOP REPORT
  - 📄 BIRTH PATERNITY ACKNOWLEDGMENT FORM
  - 📄 BIRTH PATERNITY ACKNOWLEDGMENT REPORT
  - 📄 BIRTH PATERNITY ACKNOWLEDGMENT SIGNATURE
  - 📄 BIRTH PRE/POST BIRTH AOP
  - 📄 BIRTH RECORDS RELEASED BUT PENDING AOP REPORT
  - 📄 BIRTH SEARCH AOP RECORD
  - 📄 BIRTH SIGNATURE HISTORY
  - 📄 BIRTH UNRESOLVED RECORD REPORT
  - 📄 BIRTH UPLOAD AOP FORMS

Birth Facility (Hospital and Birthing Center – Birth Certifier:

- 📁 BIRTH - CERTIFIER (ADMIN ,SYSADMIN,ADMIN )
  - 📄 BIRTH BLANK WORKSHEET
  - 📄 BIRTH CERTIFICATION
  - 📄 BIRTH CERTIFIED BY CERTIFIER REPORT
  - 📄 BIRTH DE-CERTIFY
  - 📄 BIRTH FACILITY HELP
  - 📄 BIRTH FACILITY PRODUCTIVITY REPORT
  - 📄 BIRTH FACILITY REGISTRATION
  - 📄 BIRTH HOSPITAL VERIFICATION FORM
  - 📄 BIRTH HOSPITAL VERIFICATION SIGNATURE
  - 📄 BIRTH INSTITUTION REGISTRATION AND TIMELINESS AUDIT
  - 📄 BIRTH LISTING OF UNMATCHED BIRTHS WITH HIGH PROBABLE
  - 📄 BIRTH MULTIPLE BIRTH EXCEPTION REPORT
  - 📄 BIRTH MULTIPLE BIRTH REPORT
  - 📄 BIRTH RECORD STATUS REPORT
  - 📄 BIRTH REJECTED RECORDS REPORT
  - 📄 BIRTH RELEASE
  - 📄 BIRTH UNCERTIFIED BY CERTIFIER REPORT
  - 📄 BIRTH VIEW SSN
  - 📄 BIRTH WORKSHEET
  - 📄 DOWNLOAD BLANK ENROLLMENT FORM - BIRTHING CENTER
  - 📄 EMAIL DIRECTORY
  - 📄 GENERIC FORM
  - 📄 SWITCH LOCATION
  - 📄 UPDATE PROFILE
  - 📄 USER PARAMETERS

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

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

FUNCTION RECORD TOOLS HELP 

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

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

Fax #: ( ) - -

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

Pin: [masked]

Is Supervisor:

Fee Allocation Indicator  OVRA Allocation Indicator

DCOA Allocation Indicator  TDCJ Allocation Indicator

(for mass emailing): \*

- DEATH GENERAL DATA ENTRY
- DEATH LOCAL ACCEPTANCE QUEUE
- DEATH LOCAL BATCH PRINT
- DEATH LOCAL BURIAL TRANSIT PERMIT QUEUE
- DEATH LOCAL PROCESSES
- DEATH REFER TO JP/MEDICAL EXAMINER GDE
- DEATH RELEASE GDE
- DEATH RELINQUISH
- DEATH REMINDER TO MEDICAL CERTIFIER
- DEATH REQUEST DISINTERMENT PERMIT
- EMAIL DIRECTORY
- FEE LOCAL REGISTRAR PAPER INVENTORY
- FEE NEW REQUEST
- FEE NEW TRANSACTION
- FEE NEW TRANSACTION
- FEE REGISTRATION
- FEE SEARCH INPROGRESS VITAL RECORDS
- FEE SEARCH TRANSACTION
- FEE TRANSACTION COMPLETE
- REVIEW ENROLLMENTS
- USER MAINTENANCE**

**Process Assigned:**

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

**Process Maintenance**

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

# Library Tables Maintenance

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

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

Welcome to the Texas Department of State Health Services!

**LOG IN to TxEVER**

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.  
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.  
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

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

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756 Ph. (512) 776-7111
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Log on to Texas Department of State Health Services

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

Click here to report issues with TxEVER

Click here to open the TxEVER log in page

Click here to enroll

This section is the second and final part of the *Create a New User Account-Local Admin Process* in TxEVER.

This is an essential part of your initial system setup.

It is also the section a local administrator will maintain to add new attendants, certifiers, and attendants/certifiers; this section will also serve to de-activate attendants, certifiers, attendants/certifiers who are no longer employed at the facility location.

Library tables are essential for the creation of event records because they hold the information for individuals involved in the registration process, such as birth attendant, birth certifiers, and birth attendant/certifiers. Information for these individuals will be part of the birth record.

The purpose of this document is to provide the user with a detailed step-by-step process for creating and/or updating library tables in the system.

# Add a New User to the Certifier/Attendant Library Table

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

[Skip to main content](#) GLOBAL BIRTH DEATH FETAL DEATH ITOP FEE MARRIAGE ADOPTION REGISTRY IMAGING

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

FUNCTION - TOOLS - CONFIGURATION - HELP - REPORTS -

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

Facility  
Certifier/Attendant  
Attorney Office  
Midwife

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

**Step 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

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

--Select a value--

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

--Select a value--

- ATTENDANT ONLY
- CERTIFIER ONLY
- BOTH ATTENDANT AND CERTIFIER

**CERTIFIER/ATTENDANT**

\* Indicates a mandatory field

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

Role: \* --Select a value--

Prefix: --Select a value--

First Name: \*

Middle Name:

Last Name: \*

Suffix: --Select a value--

Address: \*

Apt:

State: \* TEXAS

County: \* --Select a value--

City/Town: \* --Select a value--

Zip: \* --Select a value--

Zip Ext:

Title: \* --Select a value--

Other Title:

License:

NPI:

PIN:

TO Email:

CC Email:

Fax#: ( ) - -

Method of Contact: FAX

Display in List: \* ALWAYS

User: \* --Select a value--

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

**New** Edit Save Clear Delete Search Undo

Select a facility to filter the grid below:

PARKLAND HOSPITAL

Select a role to filter the grid below:

ATTENDANT ONLY



### CERTIFIER/ATTENDANT

**Indicates a mandatory field**

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

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

Select a facility to filter the results below:

Select a role to filter the results below:

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

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

This Page is Left Blank

# 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/>

The screenshot shows the Texas Department of State Health Services website. At the top left is the Texas Health and Human Services logo. To its right is the text "Texas Department of State Health Services". On the top right is the TxEVER logo. Below the logos is a blue banner with the text "Welcome to the Texas Department of State Health Services!". Underneath the banner is a photograph of a woman smiling and holding a baby. A yellow arrow points from the text "Click here to open the TxEVER log in page" to a yellow button labeled "LOG IN to TxEVER". Below the photograph is a section titled "Contacting the Texas Department of State Health Services(DSHS)". This section contains a table of telephone numbers and a mailing address. A yellow arrow points from the text "Log on to Texas Department of State Health Services" to the top of this section. Below the table, there are two links: "User Enrollment" and "Report TxEVER Issue(s)". A dashed box with the text "Click here to report issues with TxEVER" has a dotted line pointing to "Report TxEVER Issue(s)". Another dashed box with the text "Click here to enroll" has a dotted line pointing to "User Enrollment".

What about the User Maintenance?  
This section is a guide for local facility administrator and state administrator.

Click here to open the TxEVER log in page

LOG IN to TxEVER

Vital Records by Genesis Systems, Inc. | Issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of  
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.  
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

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

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756 Ph. (512) 776-7111
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Log on to Texas Department of State Health Services

Click here to report issues with TxEVER

[User Enrollment](#)

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

Click here to enroll

# EDIT AN EXISTING USER ACCOUNT

## Simple Search



Texas Department of State  
Health Services

FUNCTION . RECORD . TOOLS . HELP .



**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.**

The screenshot shows a web application interface for user management. At the top, there is a header with the Texas Health and Human Services logo and navigation links. Below the header is a form for editing a user account. The form includes fields for User ID, First Name, Middle Name, Last Name, Suffix, Password, and User Type. A "Search" button is highlighted with a red box. A "Search User" pop-up window is open, displaying a text input field and "OK" and "CANCEL" buttons. The pop-up window contains the text "Please enter the user's last name." Below the form, there is a table of users with columns for User ID, Middle, Last, Suffix, Permissions, Status, Agency, and User Phone. The table shows two rows of data. At the bottom of the page, there is a footer with the current date, build number, and copyright information.

User ID	Middle	Last	Suffix	Permissions	Status	Agency	User Phone
ADMIN		ADMIN2		L	Active		
ADMIN		ADMIN2		L	Active		

# EDIT AN EXISTING USER ACCOUNT

## Advanced Search



Texas Department of State Health Services



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

The screenshot displays the 'USER MAINTENANCE' web application. The main form includes fields for User ID, First Name, Middle Name, Last Name, Email, Password, and User Type. A 'Show List' button is visible. A red box highlights the 'Advanced Search' button. A pop-up window titled 'Advanced User Search' is open, containing search criteria for Last Name, Location Type, License Number, User ID, Location Name, and User Role. It also features buttons for 'Unlock User', 'Deactivate User(s)', 'Reactivate User(s)', 'Search', and 'Close'. A 'Select all' checkbox is present above a list area. A second red box highlights the 'Search' button in the pop-up window. A red arrow points from the 'Advanced Search' button in the main interface to the 'Advanced Search' button in the pop-up window.

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



# EDIT AN EXISTING USER ACCOUNT

## Advanced Search



Texas Department of State

FUNCTION . RECORD . TOOLS . HELP .



**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 where you can complete your edit)**

The screenshot displays the 'USER MAINTENANCE' interface. At the top, there are input fields for 'Email: \*', 'Password: \*', and 'User Type: \*'. Below these are buttons for 'Show password rules' and 'Show List'. A search bar is visible with 'Advanced Search' selected. The main area shows a table of users with columns for 'Select', 'Manage Locations', 'Manage Processes', 'User ID', 'First', 'Middle', and 'Last'. The first row is selected, and the first column has a checked checkbox. Below the table are buttons for 'Unlock User', 'Deactivate User(s)', 'Reactivate User(s)', 'Search', and 'Close'. A 'Search' dialog box is overlaid on the table, containing fields for 'User ID', 'Location Name', and 'User Role', along with 'Unlock User', 'Deactivate User(s)', 'Reactivate User(s)', 'Search', and 'Close' buttons. The dialog box also has a 'Select all' checkbox and a table with columns for 'Select', 'Manage Locations', 'Manage Processes', 'User ID', 'First', 'Middle', and 'Last'. The table in the dialog box shows several rows with 'ADMIN' in the 'User ID' column and 'ADMIN2' in the 'First' column. The 'Select' column has a checked checkbox for the first row. The dialog box also has a 'Page 1 of 3' indicator and a 'Displaying Records 1 - 20 of 48' message. The main interface also shows a 'Displaying Records 1 - 50 of 575' message and a '575 Records' indicator.



# EDIT/CHANGE LOCATIONS

Skip to main content GLOBAL BIRTH DEATH FEE 📍 | 👤 | 🏠 | 📧 | LogOut

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

FUNCTION . RECORD . HELP . 

---

**User ID:** \*  **Email:** \*

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

**Middle Name:**

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

**Suffix:**

**Select User Status:**  **Select Location:**

User ID	First	Mid	Last	Suffix	Permissions	Status	Agency	User Phone
ADMIN	ADMIN2		ADMIN2		L	Active		
			AUSTINREG1USE		L	Active	REGISTRAR - CITY OF	(512)555-1234
			AUSTINREG2USE		L	Active	REGISTRAR - CITY OF	(737)555-3215
			CARPENTIER		U	Active		(512)555-2585
			HEMINGWAY		U	Active		(512)555-2585
			DEAN		U	Inactive		(909)999-9999
			DERRICK		U	Active		

Page 1 of 1 Displaying Records 1 - 9 of 9

**9 Records**

**Step 1: Click the "Add/Edit Locations" button.**



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

Location Type: --Select a value--

Available Locations:	Assigned Locations:

Birth Facility

- State Department of Health
- County Office
- Funeral Home
- Medical Office
- JP/ME Office
- Birth Facility
- Local Registrar Office
- Midwife
- Attorney Office
- Office Of Attorney General
- Other Entities

Save

**Step 2: Click the dropdown arrow and select a value from the list**

Helpful Tip: According to the type of user, several "Location Type" may be available.



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

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

Location Type: Birth Facility

PARKLAND

Available Locations:

Assigned Locations:

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

- ANGEL PEREZ MD PA - L1693 - (DEATH)
- BAYLOR FAMILY MEDICAL CENTER AT ELLIS COUNTY - (DEATH)
- BRYAN WHITE MD - J4607 - (DEATH)
- BSA HEALTH SYSTEM - (BIRTH)
- CALVARY HILL FUNERAL HOME - (DEATH)
- CANOVA INTERNAL MEDICINE CLINIC - (DEATH)
- CHAMBERS COUNTY JP PCT 4 - (DEATH)
- CORLEY FUNERAL HOME - (DEATH)
- DALLAS COUNTY MEDICAL EXAMINER - (DEATH)
- GIRDNER FUNERAL HOMES - (DEATH)
- GREENWOOD - MOUNT OLIVET - ARLINGTON - (DEATH)
- HALCOYON HOME LLC - (DEATH)
- HAND IN HAND HOSPICE - (DEATH)

Save



**Step 4: Select a location from the "Available Locations" list. Upon selection, the highlight color for item(s) selected will change.**

UserID: **GCARPENTIER18**

PARKLAND HOSPITAL - (BIRTH)

Title:  
Agency:  
Department:  
Method of Contact:

Location Type: Birth Facility

**Available Locations:**

PARKLAND HOSPITAL - (BIRTH)

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

PARKLAND

**Assigned Locations:**

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

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

**Locations Maintenance**

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

OK

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

Save



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

Location Type:

### Locations Maintenance

Locations for the user saved successfully.

OK

#### Available Locations:

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

#### Assigned Locations:

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

Save

**Step 7: Upon clicking the "OK" button, the system will display the following pop-up message. Then, click the "OK" button to complete the process with selecting the security processes.**

# EDIT/CHANGE PROCESSES

Skip to main content GLOBAL BIRTH DEATH FEE LogOut

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

FUNCTION RECORD HELP 

---

User ID: \*  Email: \*

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

Middle Name:

Last Name: \*  Password: \*

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

Select User Status:  Select Location:

User ID	First	Middle	Last	Suffix	Permissions	Status	Agency	User Phone
ADMIN	ADMIN2		ADMIN2		L	Active		
AUSTINREG1USE					L	Active	REGISTRAR - CITY OF	(512)555-1234
AUSTINREG2USE					L	Active	REGISTRAR - CITY OF	(737)555-3215
CARPENTIER					U	Active		(512)555-2585
HEMINGWAY					U	Active		
DEAN					U	Inactive		(900)900-9000
DERRICK					U	Active		

Page 1 of 1 Displaying Records 1 - 9 of 9

9 Records

**Step 1: Click the "Add/Edit Processes" button.**



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

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

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

Skip to main content GLOBAL BIRTH DEATH FEE LogOut


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

FUNCTION RECORD TOOLS HELP

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

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

Special Permission:  User  Local Admin  Sys Admin  
 Pin:

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

Process Assigned:

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

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

**Step 5: Upon clicking the "Generate Pin" button, the system will display the following pop-up message. Click the "Yes" or "No" button to complete the process.**

**Process Maintenance**

Are you sure you want to generate new pin?

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

**Process Maintenance**

New pin generated and email sent successfully.

What is the purpose for a PIN?  
 Throughout the system, the PIN is used as a user's electronic signature and will be required prior to certifying, submitting, and releasing a record.

**In the meantime, the new user should receive an email notification containing the User ID and a PIN #.**  
**Below are examples of emails the system issues. The first image shows the initial email generated by the system, and the second image shows the notification after a PIN is reset.**

---

**From:** [NO\\_REPLY@genesisinfo.com](mailto:NO_REPLY@genesisinfo.com)  
**Sent:** Wednesday, May 2, 2018 8:47:03 AM (UTC-06:00) Central Time (US & Canada)  
**To:** Carpentier,Gaetan (DSHS)  
**Subject:** User Pin

User: FIELDSERVICE2598  
Location: REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)  
Pin: 883817

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

---

**From:** [NO\\_REPLY@genesisinfo.com](mailto:NO_REPLY@genesisinfo.com)  
**Sent:** Wednesday, May 2, 2018 8:48:03 AM (UTC-06:00) Central Time (US & Canada)  
**To:** Carpentier,Gaetan (DSHS)  
**Subject:** User Pin

User: FIELDSERVICE2598  
Pin: 770238

This is an automatically generated E-mail. Please do not 'Respond' to this E-mail as a response by E-mail will not be processed.

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

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

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

Special Permission:  User  Local Admin  Sys Admin

Pin: \*\*\*\*\*

Is Supervisor:

Fee Allocation Indicator  OVRA Allocation Indicator  
 DCOA Allocation Indicator  Allocation Indicator

Process Assigned:

**Groups And Processes:**

- DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN )
- DEATH LOCAL (ADMIN ,SYSADMIN,ADMIN )**
- DEATH DE-VERIFY
- DEATH LOCAL ACCEPTANCE QUEUE
- DEATH LOCAL BATCH PRINT
- DEATH LOCAL BURIAL TRANSIT PERMIT QUEUE
- DEATH LOCAL PROCESSES
- DEATH REQUEST DISINTERMENT PERMIT
- LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN )
- LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN )
- BIRTH ABANDON
- BIRTH BLANK WORKSHEET
- BIRTH CERTIFICATION
- BIRTH DE-CERTIFY
- BIRTH DENIAL OF PATERNITY SIGNATURE
- BIRTH LEGAL VIEW
- BIRTH LOCAL ACCEPTANCE
- BIRTH LOCAL BATCH FILE
- BIRTH LOCAL BATCH FILE DOWNLOADER.
- BIRTH LOCAL PRINT QUEUE

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

**Step 9: Click the "Save" button. The system will display the following pop-up message. Then, click the "OK" button to complete the process.**

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

Birth Facility (Hospital and Birthing Center)

– Local Administrator:

- 📁 BIRTH - LOCAL ADMINISTRATOR (ADMIN ,SYSADMIN,ADMIN )
  - 📄 ADVANCE USER SEARCH
  - 📄 AOP USER MANAGEMENT
  - 📄 BIRTH ATTENDANT MAINTENANCE
  - 📄 GLOBAL INVALID LOGIN ATTEMPTS DISABLE REPORT
  - 📄 GLOBAL SYSTEM USAGE REPORT
  - 📄 GLOBAL USER INACTIVITY REPORT
  - 📄 GLOBAL USER MAINTENANCE HISTORY REPORT
  - 📄 REVIEW ENROLLMENTS
  - 📄 USER MAINTENANCE

Birth Facility (Hospital and Birthing

Center – Birth Clerk:

- 📁 BIRTH - CLERK (STATEUSER1 ,SYSADMIN,STATEUSER1 )
  - 📄 BIRTH ABANDON
  - 📄 BIRTH AOP SIGNATURE HISTORY FOR LINKED AOPS
  - 📄 BIRTH AOP VIEW
  - 📄 BIRTH DENIAL OF PATERNITY SIGNATURE
  - 📄 BIRTH FACILITY STATISTICAL CORRECTION
  - 📄 BIRTH HOSPITAL AOP REPORT
  - 📄 BIRTH PATERNITY ACKNOWLEDGMENT FORM
  - 📄 BIRTH PATERNITY ACKNOWLEDGMENT REPORT
  - 📄 BIRTH PATERNITY ACKNOWLEDGMENT SIGNATURE
  - 📄 BIRTH PRE/POST BIRTH AOP
  - 📄 BIRTH RECORDS RELEASED BUT PENDING AOP REPORT
  - 📄 BIRTH SEARCH AOP RECORD
  - 📄 BIRTH SIGNATURE HISTORY
  - 📄 BIRTH UNRESOLVED RECORD REPORT
  - 📄 BIRTH UPLOAD AOP FORMS

Birth Facility (Hospital and Birthing  
Center – Birth Certifier:

- 📁 BIRTH - CERTIFIER (ADMIN ,SYSADMIN,ADMIN )
  - 📄 BIRTH BLANK WORKSHEET
  - 📄 BIRTH CERTIFICATION
  - 📄 BIRTH CERTIFIED BY CERTIFIER REPORT
  - 📄 BIRTH DE-CERTIFY
  - 📄 BIRTH FACILITY HELP
  - 📄 BIRTH FACILITY PRODUCTIVITY REPORT
  - 📄 BIRTH FACILITY REGISTRATION
  - 📄 BIRTH HOSPITAL VERIFICATION FORM
  - 📄 BIRTH HOSPITAL VERIFICATION SIGNATURE
  - 📄 BIRTH INSTITUTION REGISTRATION AND TIMELINESS AUDIT
  - 📄 BIRTH LISTING OF UNMATCHED BIRTHS WITH HIGH PROBABLE
  - 📄 BIRTH MULTIPLE BIRTH EXCEPTION REPORT
  - 📄 BIRTH MULTIPLE BIRTH REPORT
  - 📄 BIRTH RECORD STATUS REPORT
  - 📄 BIRTH REJECTED RECORDS REPORT
  - 📄 BIRTH RELEASE
  - 📄 BIRTH UNCERTIFIED BY CERTIFIER REPORT
  - 📄 BIRTH VIEW SSN
  - 📄 BIRTH WORKSHEET
  - 📄 DOWNLOAD BLANK ENROLLMENT FORM - BIRTHING CENTE
  - 📄 EMAIL DIRECTORY
  - 📄 GENERIC FORM
  - 📄 SWITCH LOCATION
  - 📄 UPDATE PROFILE
  - 📄 USER PARAMETERS

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

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

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 #: ( ) - -

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

Pin: [masked]

Is Supervisor:

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

(for mass emailing): \*

- DEATH GENERAL DATA ENTRY
- DEATH LOCAL ACCEPTANCE QUEUE
- DEATH LOCAL BATCH PRINT
- DEATH LOCAL BURIAL TRANSIT PERMIT QUEUE
- DEATH LOCAL PROCESSES
- DEATH REFER TO JP/MEDICAL EXAMINER GDE
- DEATH RELEASE GDE
- DEATH RELINQUISH
- DEATH REMINDER TO MEDICAL CERTIFIER
- DEATH REQUEST DISINTERMENT PERMIT
- EMAIL DIRECTORY
- FEE LOCAL REGISTRAR PAPER INVENTORY
- FEE NEW REQUEST
- FEE NEW TRANSACTION
- FEE NEW TRANSACTION
- FEE REGISTRATION
- FEE SEARCH INPROGRESS VITAL RECORDS
- FEE SEARCH TRANSACTION
- FEE TRANSACTION COMPLETE
- REVIEW ENROLLMENTS
- USER MAINTENANCE**

**Process Assigned:**

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

**Process Maintenance**

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

# 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.



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

Clear Fields Deactivate User Add/Edit Locations  
Select User Status: --Select a value-- Select Location:

User ID	First	Last	Suffix	F	Phone
ADMIN	ADMIN2	ADMIN2			
AUSTINREG1USE				L	Active REGISTRAR - CITY (512)555-1234
AUSTINREG2USE				L	Active REGISTRAR - CITY (737)555-3215
CARPENTIER				U	Active REGISTRAR - CITY (512)555-2585
HEMINGWAY				U	Active REGISTRAR - CITY (512)555-9999
DEAN				U	Inactive REGISTRAR - CITY (512)555-9999
DERRICK				U	Active REGISTRAR - CITY (512)555-9999

**User Maintenance**  
User deactivated successfully.  
OK

**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"

Last Name: \* [ ] Suffix: [ ]

Email: \* [ ]

Show password rules

Password: \* [ ]

User Type: \* [ ] Show List

Update Search

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

FIELDSERVICE2598	GAETAN	CARPENTIER	U	Inactive
------------------	--------	------------	---	----------

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	Inactive		
GHEMINGWAY	GEORGE		HEMINGWAY		U	Active		(512)555-2530
JIDEAN	JIMMY		DEAN		U	Inactive		(999)999-9999
SDERRICK			DERRICK		U	Active		

Page 1 of 1

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9 Records



# 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.**

User ID: \* FIELDSERVICE2598  
First Name: \* GAETAN  
Middle Name:  
Last Name: \* CARPENTIER  
Suffix:

User Type: LOCAL REGISTRAR [Show List](#)

Save Update Search

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

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

User ID	First	Middle	Last	Suffix	Permissions	Status	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	Inactive		
GHEMINGWAY	GEORGE		HEMINGWAY		U	Active		(512)555-2585
JIDEAN	JIMMY		DEAN		U			
SDERRICK			DERRICK		U			

Page 1 of 1

**User Maintenance**

Are you sure you wish to reactivate this user account?

OK Cancel

**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.**



**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  
 First Name: \* GAETAN  
 Middle Name:  
 Last Name: \* CARPENTIER  
 Suffix:  
 Email: \* gaetan.carpentier@dshs.texas.gov  
 Password: \* \*\*\*\*\*  
 User Type: \* LOCAL REGISTRAR  
 Show password rules  
 Show List  
 Clear Fields  
 Update  
 Search  
 Unlock User  
 Select User Status: --Select a value--  
 Select Location: --Select a value--

**User Maintenance**  
User reactivated successfully.  
OK

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
FIELDSEV/CE2598	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"**



# 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/>

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

Welcome to the Texas Department of State Health Services!

**LOG IN to TxEVER**

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc. DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday. State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

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

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756 Ph. (512) 776-7111
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Log on to Texas Department of State Health Services

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

Click here to report issues with TxEVER

Click here to enroll

# RESET PASSWORD - LOCAL ADMIN

The screenshot shows the REGADMIN AUSTIN web application interface. At the top, there is a navigation bar with tabs for GLOBAL, BIRTH, DEATH, and FEE. A callout box points to the GLOBAL tab with the instruction: "Step 1: Select 'GLOBAL' Module Tab to access the User Maintenance." Below the navigation bar is the Texas Department of State Health Services logo and a welcome message for REGADMIN AUSTIN. On the right side, there are menu items for FUNCTION, TOOLS, and HELP. The TOOLS menu is expanded, showing options for Security and User Maintenance. A callout box points to the TOOLS dropdown with the instruction: "Step 2: Click the dropdown arrow next to 'TOOLS' to be taken to the 'Security'". Another callout box points to the User Maintenance option in the TOOLS menu with the instruction: "Step 3: Select 'User Maintenance' to add a new user account, edit, or de-activate existing accounts." At the bottom left, a dashed red box contains a helpful tip: "Helpful Tip: Follow this procedure if a User is locked out from the application." The footer includes the copyright information for Genesis Systems, Inc. and the GENESIS logo.

**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.**

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

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User ID: \*  Email: \*  Show password rules

First Name: \*  Password: \*

Middle Name:  User Type: \*  Show List

Last Name: \*  Save Update Search

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

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

User ID	First	Middle	Suffix	Permissions	Status	Agency	User Phone
ADMIN	ADMIN2		ADMIN2	L	Active		
AUSTI			1USE	L	Active	REGISTRAR - CITY OF	(512)555-1234
AUSTI			2USE	L	Active	REGISTRAR - CITY OF	(737)555-3215
FIELD			R	U	Active		
GHEM				U	Active		(512)555-2585
JIDEA				U	Inactive		(999)999-9999
SDER				U	Active		

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**Step 1: Select the User needing a password reset, then click on the "Password" field.**





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

Save Update Search

Add/Edit Processes Unlock User

Permissions

L					
L	Active	REGISTRAR - CITY OF	(512)565-1234		
L	Active	REGISTRAR - CITY OF	(737)565-3215		
L	Active				

Page 1 of 1

**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

Step 3: Re-enter the same new password

**Double Data Entry**

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

Re-enter Value:

OK





User ID: \* FIELDSERVICE2598

First Name: \* GAETAN

Middle Name:

Last Name: \* CARPENTIER

Suffix:

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

Password: \* [Redacted]

User Type: \* LOCAL REGISTRAR

Buttons: Save, Update, Search, Clear Fields, Deactivate, Add/Edit, Add/Edit, Lock User

Select User Status: --Select a value--

User ID	First	Middle	Agency	User Phone
ADMIN	ADMIN2			
AUSTINREG1USER				
AUSTINREG2USER	ABBY			
FIELDSERVICE2598	GAETAN		REGISTRAR - CITY OF	(512)555-1234
GHEMINGWAY	GEORGE		REGISTRAR - CITY OF	(737)555-3215
JIDEAN	JIMMY			(512)555-2585
SDERRICK				(999)999-9999

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**User Maintenance**

User information saved successfully.

OK

**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

The screenshot shows the login interface for the Texas Department of State Health Services. At the top left is the Texas Health and Human Services logo. To its right is the text 'TEXAS Health and Human Services' and 'Texas Department of State Health Services'. At the top right is a 'NEVER' logo. Below the header is a blue 'Login' bar. The main content area contains a login form with fields for 'User Name:' and 'Password:', a 'Log In' button, and a 'Forgot Password?' link. A red box highlights the 'Forgot Password?' link in the form, and a red dotted line points to a larger red box containing the text 'Forgot Password?'. A red arrow points from this box to a final instruction box at the bottom right.

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

NEVER

Login

User Name:

Password:

[Forgot Password?](#)

[Forgot Password?](#)

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

©2017 | [Genesis Systems, Inc.](#) GENESIS

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

**Step 2: Fill in User Name and Email ID.**

**RESET PASSWORD**

User Name:

Email Address:

[Cancel and Login](#) [Reset Password](#)

**Step 3: Click the "Reset Password" button.**



### RESET PASSWORD

User Name:

#### Forgot Password

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

OK

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

**Step 5: Check your desktop or webmail mail application for the "Password Reset Notification" email.  
This email contains a temporary password.**

---

**From:** [NO\\_REPLY@genesisisinfo.com](mailto:NO_REPLY@genesisisinfo.com)  
**Sent:** Thursday, May 3, 2018 10:46:03 AM (UTC-06:00) Central Time (US & Canada)  
**To:** Carpentier,Gaetan (DSHS)  
**Subject:** Password Reset Notification

**WARNING:** This email is from outside the HHS system. Do not click on links or attachments unless you expect them from the sender and know the content is safe.

Please do not respond to this e-mail. This mailbox is not monitored.

Your password has been successfully reset in our system. Your temporary password is: 5Pg!q7#M2

Please login with temporary password and set password of your choice.

If you copy and paste the computer generated temporary password to log in, copy it backwards, i.e. right to left, instead of left to right. Sometimes copying and pasting the password left to right creates an invisible space in the box which will cause the system to reject the temporary password and not allow you to log in. If you're still having problems, you can also type the password manually.

## Login

**Step 6: Go back to the Log-in page of TxEVER and enter your User Name and the temporary password provided in the "Password Reset Notification" email.**

User Name:	<input type="text" value="fieldservice2598"/>
Password:	<input type="password" value="....."/>
<a href="#">Forgot Password?</a>	<input type="button" value="Log In"/>

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

# CHANGE PASSWORD - USER

The screenshot shows the user interface of the Texas Department of State Health Services. At the top left, there is a link for "Skip to main content" and a "GLOBAL" module tab. The main header includes the Texas Health and Human Services logo and the text "Texas Department of State Health Services". On the right, there are navigation menus for "FUNCTION", "TOOLS", and "HELP", with a "LogOut" link. A blue banner below the header displays the user's name: "GAETAN CARPENTIER, welcome to the Texas Department of State Health Services!". Below the banner is a "NOTIFICATIONS" section. Three callout boxes with red borders and arrows provide instructions: Step 1 points to the "GLOBAL" tab; Step 2 points to the "Utilities" dropdown under the "TOOLS" menu; Step 3 points to the "Change Password" link in the expanded "TOOLS" menu.

**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"**



**Step 4: Enter the current password.**

**Change Password**

Password must meet the following criteria:  
- Must have at least one numeric character  
- Must contain uppercase and lowercase characters  
- Must contain at least one of the [\*\_%\$#@!~+/-=?., ] symbols  
- Must be a minimum of 9 characters long

Old Password:

New Password:

Confirm New Password:

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

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.**





**Change Password**

Password must meet the following criteria:

- Must have at least one numeric character
- Must contain uppercase and lowercase characters
- Must contain at least one of the [\*\_%\$#@!~+/-=:?., ] symbols
- Must be a minimum of 9 characters long

---

Old Password:

---

**Change Password**

Password changed successfully. You will be redirected to home page.

---

**WARNING!**

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

**Step 7: Upon clicking the "Save" button, the system will display the following pop-up message. Then, click the "OK" button to complete the process.**



This Page is Left Blank

**LIBRARY TABLES**

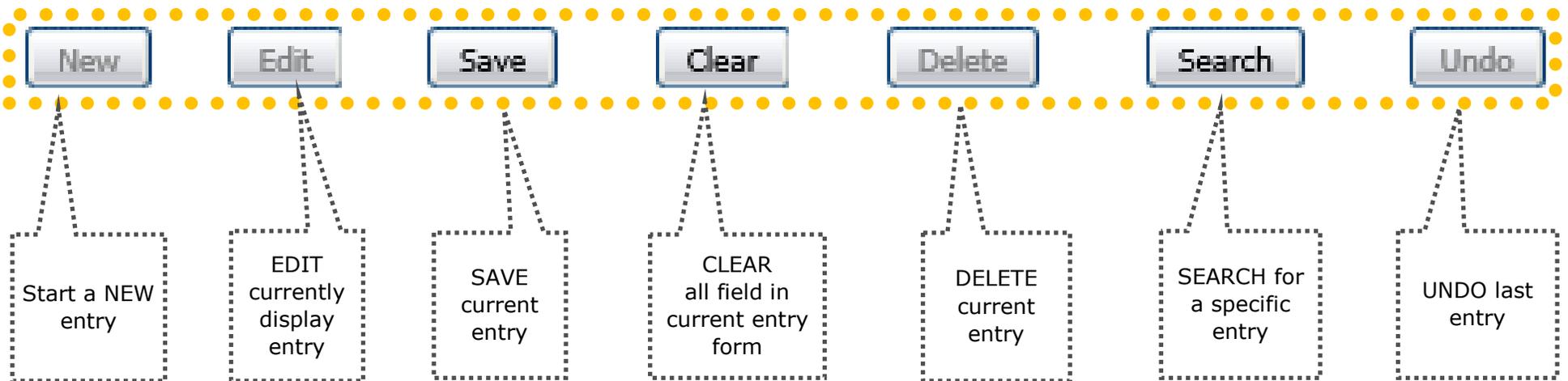
**MAINTENANCE**

This section serves to de-activate attendants, certifiers, attendants/certifiers who are no longer employed at the facility location.

Library tables are essential for the creation of event records because they hold the information for individuals involved in the registration process, such as birth attendant, birth certifiers, and birth attendant/certifiers. Information for these individuals will be part of the birth record.

The purpose of this document is to provide the user with a detailed step-by-step process for updating library tables in the system.

# Library Maintenance Common Navigation Buttons



## Navigation Buttons

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

# Add a User to the Certifier/Attendant Library Table

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

The screenshot shows the website interface for the Texas Department of State Health Services. The URL is [eruat.dshs.texas.gov/TxEVERUI/BirthUI/Home.aspx](http://eruat.dshs.texas.gov/TxEVERUI/BirthUI/Home.aspx). The navigation bar includes links for [Skip to main content](#), [GLOBAL](#), [BIRTH](#), [DEATH](#), [FETAL DEATH](#), [ITOP](#), [FEE](#), [MARRIAGE](#), [ADOPTION REGISTRY](#), and [IMAGING](#). The Texas Department of State Health Services logo is on the left, and the 'eVER' logo is on the right. The main navigation menu includes [FUNCTION](#), [TOOLS](#), [CONFIGURATION](#), [HELP](#), and [REPORTS](#). The 'TOOLS' dropdown menu is open, showing options: [Library Maintenance](#), [Utilities](#), [AOF Validation](#), [Imports](#), and [Extract](#). The 'Library Maintenance' dropdown is also open, showing options: [Facility](#), [Certifier/Attendant](#), [Attorney Office](#), and [Midwife](#). A blue banner at the top of the main content area reads 'STATE USER3 , welcome to the Texas Department of State Health Services'.

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

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

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

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

--Select a value--

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

--Select a value--

- ATTENDANT ONLY
- CERTIFIER ONLY
- BOTH ATTENDANT AND CERTIFIER

### CERTIFIER/ATTENDANT

\* Indicates a mandatory field

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

Role: \* --Select a value--

Prefix: --Select a value--

First Name: \*

Middle Name:

Last Name: \*

Suffix: --Select a value--

Address: \*

Apt:

State: \* TEXAS

County: \* --Select a value--

City/Town: \* --Select a value--

Zip: \* --Select a value--

Zip Ext:

Title: \* --Select a value--

Other Title:

License:

NPI:

PIN:

TO Email:

CC Email:

Fax#: ( ) - -

Method of Contact: FAX

Display in List: \* ALWAYS

User: \* --Select a value--

Step 4: Click on the "NEW" button

**New** Edit Save Clear Delete Search Undo

Select a facility to filter the grid below:

PARKLAND HOSPITAL

Select a role to filter the grid below:

ATTENDANT ONLY



### CERTIFIER/ATTENDANT

**Indicates a mandatory field**

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

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

Select a facility to filter the results below:

Select a role to filter the results below:

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

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

# Search/Update to the Certifier/Attendant Library Table

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

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

[Skip to main content](#) GLOBAL BIRTH DEATH FETAL DEATH ITOP FEE MARRIAGE ADOPTION REGISTRY IMAGING

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

FUNCTION - TOOLS - CONFIGURATION - HELP - REPORTS -

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

Facility  
Certifier/Attendant  
Attorney Office  
Midwife

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

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

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

## CERTIFIER/ATTENDANT

\* Indicates a mandatory field

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

Role: \* --Select a value--

Prefix: --Select a value--

First Name: \*

Middle Name:

Last Name: \*

Suffix: --Select a value--

Address: \*

Apt:

State: \* TEXAS

County: \* --Select a value--

City/Town: \* --Select a value--

Zip: \* --Select a value--

Zip Ext:

Title: \* --Select a value--

Other Title:

License:

NPI:

PIN:

TO Email:

CC Email:

Fax#: ( ) - -

Method of Contact: FAX

Display in List: \* ALWAYS

User: \* --Select a value--

Select a facility to filter the grid below:

--Select a value-- 

Select a role to filter the grid below:

--Select a value--

Facility Name	Role	Prefix	First Name	Middle Name	Last Name	Suffix	Address	Apt
PARKLAND HOSPITAL	ATTENDANT ONL'	MRS.	WILMA		ACOSTA		3432 NORTH BELTLINE RD, 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		4587 HILL ST	KEN
PARKLAND HOSPITAL	BOTH ATTENDAN		ALISON		ATTENDANT		123 SOUTH	TEXA
PARKLAND HOSPITAL	ATTENDANT ONL'		TEST		ATTENDANT		111 MAIN ST	TEXA
PARKLAND HOSPITAL	ATTENDANT ONL'		BIRTH		ATTENDANT		123 SOUTH STREET	TEXA

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

## CERTIFIER/ATTENDANT

\* Indicates a mandatory field

Step 5: Enter a value in the search field

--Select a value--  
--Select a value--  
Prefix: --Select a value--  
First Name: \*  
Middle Name:  
Last Name: \*  
Suffix: --Select a value--

Zip: \* --Select a value--  
Zip Ext:  
Title: \* --Select a value--  
Other Title:  
License:  
NPI:  
PIN:

**Find Facility**

Please enter the facility name(Please enter at least three characters).

  
OK CLOSE

Step 6: Click the "OK" button

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	State
PARKLAND HOSPITAL	ATTENDANT ONL'	MRS.	WILMA		ACOSTA		3432 NORTH BELTLINE RO 3	TEXA
SETON MEDICAL CENTER	BOTH ATTENDAN		ALLISON		ADAMS		123 MAIN	TEXA
PARKLAND HOSPITAL	ATTENDANT ONL'		ATTENDANT ONLY		ASDF	SR.	ASDF	ALAE
PARKLAND HOSPITAL	CERTIFIER ONLY		ATTENDANT TESTER		ATT TEST		4587 HILL ST	KEN'
PARKLAND HOSPITAL	BOTH ATTENDAN		ALISON		ATTENDANT		123 SOUTH	TEXA
PARKLAND HOSPITAL	ATTENDANT ONL'		TEST		ATTENDANT		111 MAIN ST	TEXA
PARKLAND HOSPITAL	ATTENDANT ONL'		BIRTH		ATTENDANT		123 SOUTH STREET	TEXA

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

## CERTIFIER/ATTENDANT

\* Indicates a mandatory field

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 role to filter the grid below:

--Select a value--

--Select a value--

Facility Name	Role	Prefix	First Name	Middle Name	Last Name	Suffix	Address	Apt	State
PARKLAND HOSPITAL	ATTENDANT ONL	MRS.	WILMA		ACOSTA		3432 NORTH BELTLINE RO	3	TEXA
SETON MEDICAL CENT	BOTH ATTENDAN		ALLISON		ADAMS		123 MAIN		TEXA
PARKLAND HOSPITAL	ATTENDANT ONL		ATTENDANT ONLY		ASDF	SR.	ASDF		ALAB
PARKLAND HOSPITAL	CERTIFIER ONLY		ATTENDANT TESTER		ATT TEST		4587 HILL ST		KENT
	ATTENDAN		ALISON		ATTENDANT		123 SOUTH		TEXA
	NT ONL		TEST		ATTENDANT		111 MAIN ST		TEXA
	NT ONL		BIRTH		ATTENDANT		123 SOUTH STREET		TEXA

Step 8: Select a value from dropdown list

Displaying Records 1 - 10 of 77

## CERTIFIER/ATTENDANT

\* Indicates a mandatory field

Facility Name: \*

--Select a value--

Zip: \*

--Select a value--

Role: \*

--Select a value--

Prefix:

--Select a value--

First Name: \*

---

Middle Name:

---

Last Name: \*

---

Suffix:

--Select a value--

Address: \*

---

Apt:

---

State: \*

TEXAS

County: \*

--Select a value--

--Select a value--

Fax:

( ) - -

Method:

FAX

Display in List:

ALWAYS

User: \*

--Select a value--

New

Edit

Save

Clear

Delete

Search

Undo

Select a facility to filter the grid below:

--Select a value--

Select a role to filter the grid below:

--Select a value--

Facility Name	Role	Prefix	First Name	Middle Name	Last Name	Suffix	Address	Apt	State
PARKLAND HOSPITAL	ATTENDANT ONL'	MRS.	WILMA		ACOSTA		3432 NORTH BELTLINE RO	3	TEXA
SETON MEDICAL CENTER	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		4587 HILL ST		KEN'
PARKLAND HOSPITAL	BOTH ATTENDAN		ALISON		ATTENDANT		123 SOUTH		TEXA
PARKLAND HOSPITAL	ATTENDANT ONL'		TEST		ATTENDANT		111 MAIN ST		TEXA
PARKLAND HOSPITAL	ATTENDANT ONL'		BIRTH		ATTENDANT		123 SOUTH STREET		TEXA

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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

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

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

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

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

### CERTIFIER/ATTENDANT

\* Indicates a mandatory field

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

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

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

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

## CERTIFIER/ATTENDANT

\* Indicates a mandatory field

Facility Name: \* TEST HOSPITAL AUSTIN

Role: \* BOTH ATTENDANT AND CERTIFIER

Prefix: MR.

First Name: \* GAETAN

Middle Name:

Last Name: \* CARPENTIER

State: \* TEX

County: \* TRAVIS

City/Town: \* AUSTIN

Zip: \* 78456

Zip Ext:

Title: \* OTHER

Other Title: FIELD REP

License:

NPI:

PIN: .....

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

CC Email:

Fax#:

Method of Contact: E-MAIL

Display in List: \* ALWAYS

User: \* GCARPENTIER,19

New Edit Save Clear Delete Search Undo

Step 2: Click on the "Edit" button.

Step 1: Select an existing user from the list

Select a facility to filter the grid below:

TEST HOSPITAL AUSTIN

Select a role to filter the grid below:

BOTH ATTENDANT AND CERTIFIER

Facility Name	Role	Prefix	First Name	Middle Name	Last Name	Suffix	Address	Apt	State
TEST HOSPITAL AUSTIN	BOTH ATTENDANT	MR.	GAETAN		CARPENTIER		1100 W. 49TH ST		TEX
TEST HOSPITAL AUSTIN	BOTH ATTENDANT	MR.	MIKE		MCNUTT		1100 W. 49TH ST		TEX

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

## CERTIFIER/ATTENDANT

\* Indicates a mandatory field

Facility Name: \* TEST HOSPITAL AUSTIN

Role: \* BOTH ATTENDANT AND CERTIF

Prefix: MR.

First Name: \* GAETAN

Middle Name:

Last Name: \* CARPENTIER

State: \*

County: \* TRAVIS

City/Town: \* AUSTIN

Zip: \* 78456

Zip Ext:

Title: \* OTHER

Other Title: FIELD REP

License:

NPI:

PIN: \*\*\*\*\*

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

CC Email:

Fax#:

Method of Contact: E-MAIL

Display in List: \* ALWAYS

User: \* GCARPENTIER18

New Edit Save Clear Delete Search Undo

Select a facility to filter the grid below: TEST HOSPITAL AUSTIN

Select a role to filter the grid below: BOTH ATTENDANT AND CERTIFIER

Facility Name	Role	Prefix	First Name	Middle Name	Last Name	Suffix	Address	Ap	State
TEST HOSPITAL AUSTIN	BOTH ATTENDANT	MR.	GAETAN		CARPENTIER		1100 W. 49TH ST		TEXA
TEST HOSPITAL AUSTIN	BOTH ATTENDANT	MR.	MIKE		MCNUTT		1100 W. 49TH ST		TEXA

Step 4: Click on the "Save" button.

ALWAYS  
NEVER  
ALWAYS  
RELAXED ONLY

Step 3: Select from dropdown list "Never"



**Step 5: Click on the "OK" button.**

**This Certifier/Attendee is no longer displaying in the list.**

**Note: This will not remove the user from the table, since this entry may be linked to vital event records**

Middle Name:

Last Name: \*

Suffix:

Address: \*

Apt:

State: \*

County: \*

City/Town: \*

1100 W. 49TH ST

CARPENTIER

--Select a value--

1100 W. 49TH ST

TEXAS

TRAVIS

AUSTIN

**Certifier/Attendant**

Record updated successfully.

**OK**

Display in List: \*

User: \*

New Edit Save Clear Delete Search Undo

Select a facility to filter the grid below:

TEST HOSPITAL AUSTIN

Select a role to filter the grid below:

BOTH ATTENDANT AND CERTIFIER

Facility Name	Role	Prefix	First Name	Middle Name	Last Name	Suffix	Address	Apt	State
TEST HOSPITAL AUSTIN	BOTH ATTENDANT	MR.	GAETAN		CARPENTIER		1100 W. 49TH ST		TEXAS
TEST HOSPITAL AUSTIN	BOTH ATTENDANT	MR.	MIKE		MCNUTT		1100 W. 49TH ST		TEXAS

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 PROBABLE
  - 📄 BIRTH MULTIPLE BIRTH EXCEPTION REPORT
  - 📄 BIRTH MULTIPLE BIRTH REPORT
  - 📄 BIRTH RECORD STATUS REPORT
  - 📄 BIRTH REJECTED RECORDS REPORT
  - 📄 BIRTH RELEASE
  - 📄 BIRTH UNCERTIFIED BY CERTIFIER REPORT
  - 📄 BIRTH VIEW SSN
  - 📄 BIRTH WORKSHEET
  - 📄 DOWNLOAD BLANK ENROLLMENT FORM - BIRTHING CENTE
  - 📄 EMAIL DIRECTORY
  - 📄 GENERIC FORM
  - 📄 SWITCH LOCATION
  - 📄 UPDATE PROFILE
  - 📄 USER PARAMETERS

# **APPENDIX V**

## **Keyboard Shortcuts & Diacritical Marks**



# Keyboard Shortcuts

T or		Enters current date in any date field.
T and	or	Enters the current date and you can populate a day before or after.
Tab or		Moves forward from one box/field to another box/field.
Shift Tab or	+	Moves backward from one box/field to another box/field.
Enter or		Activates the next button on the page.
1st Letter of a Word		Enters selection from pick list of a dropdown list. Scroll through that letter.
Space Bar or		Selects a radio button or check box.
Arrow Keys or	or	Moves from one radio button to the next. Right to Left or Left to Right.
Down Arrow or		Opens a dropdown list.
Escape or		Closes a dropdown list.
Ctrl + S or	+	Saves the current record.
State Abbreviations		Selects the associated State by typing the first letter.

# Diacritical Marks

TxEVER will allow the use of Diacritical Marks. To insert a diacritical mark within a name, Press and Hold the "ALT" key and type the 3 or 4 digit code. Release the "ALT" key and the respective diacritical mark will appear. Example: **ALT+128 = Ç**

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