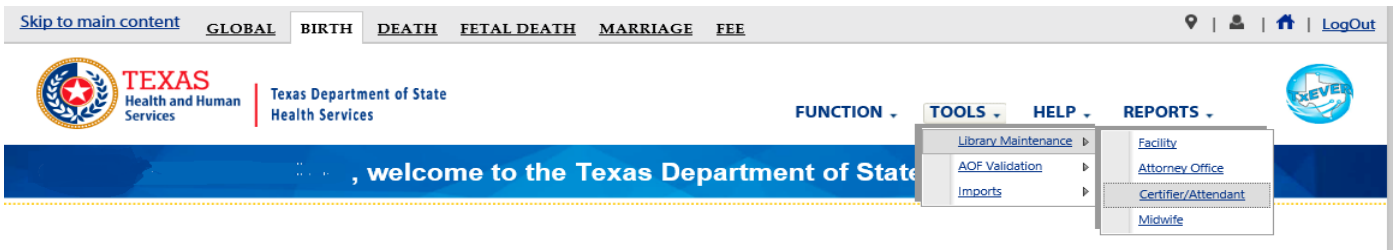


1) Open Certifier/Attendant Table by selecting *Birth > Tools > Library Maintenance > Certifier/Attendant*



2) When the table scroll to the bottom of the screen where Certifier/Attendant registered at your facility are listed, and scroll the grid to the right until you see the column "User Name":

Select a role to filter the grid below: CERTIFIER ONLY

ier Title	License	NPI	To Email	CC Email	Fax#	Method of Contact	Display in List	User ID	Date/Time	User Name
						FAX	ALWAYS	STATEU	11/27/2017 10:23:45 AM	
						FAX	ALWAYS	STATEU	11/7/2017 12:41:38 PM	
BIRTH CERTIFIER						FAX	ALWAYS	STATEU	11/27/2017 10:23:27 AM	
					( )-( )-( )	FAX	RELAXED ONLY	STATEU	11/27/2017 10:17:16 AM	PARKHOSPADMIN
					( )-( )-( )	PHONE	ALWAYS	VICTHOI	4/18/2018 3:41:52 PM	VICTHORTHHEVIKII
					(512)776-3111	PHONE	ALWAYS	STATEU	9/28/2018 8:36:00 AM	TESTUSER

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3) Select the row where a User Name is missing and "Edit":

Select a role to filter the grid below: CERTIFIER ONLY

ier Title	License	NPI	To Email	CC Email	Fax#	Method of Contact	Display in List	User ID	Date/Time	User Name
						FAX	ALWAYS	STATEU	11/27/2017 10:23:45 AM	
						FAX	ALWAYS	STATEU	11/7/2017 12:41:38 PM	
BIRTH CERTIFIER						FAX	ALWAYS	STATEU	11/27/2017 10:23:27 AM	
					( )-( )-( )	FAX	RELAXED ONLY	STATEU	11/27/2017 10:17:16 AM	PARKHOSPADMIN
					( )-( )-( )	PHONE	ALWAYS	VICTHOI	4/18/2018 3:41:52 PM	VICTHORTHHEVIKII
					(512)776-3111	PHONE	ALWAYS	STATEU	9/28/2018 8:36:00 AM	TESTUSER

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4) View the available User IDs in the drop down just above the grid:

County: \* DALLAS  
 City/Town: \* DALLAS

Method of Contact: FAX  
 Display in List: \* ALWAYS  
 User: \* PARKCERTIFIER1

Select a facility to filter the grid below: PARKLAND HOSP

Available User IDs in dropdown: PARKCERTIFIER1, PARKCERT10, PARKHOSPADMIN, PARKLOCALADMIN, PARKUSER1

5) Select user ID for the Certifier/Attendant and select save:

City/Town: \* DALLAS  
 Display in List: \* ALWAYS  
 User: \* PARKCERTIFIER1

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

6) Verify the mapped user ID appears in the grid:

Select a role to filter the grid below: CERTIFIER ONLY

User Title	License	NPI	To Email	CC Email	Fax#	Method of Contact	Display in List	User ID	Date/Time	User Name
						FAX	ALWAYS	STATEU	11/27/2017 10:23:45 AM	
						FAX	ALWAYS	STATEU	11/7/2017 12:41:38 PM	
10TH CERTIFIER						FAX	ALWAYS	STATEU	11/27/2017 10:23:27 AM	PARKCERTIFIER1
					( ) -	FAX	RELAXED ONLY	STATEU	11/27/2017 10:17:16 AM	PARKHOSPADMIN
					( ) -	PHONE	ALWAYS	VICTHO	4/18/2018 3:41:52 PM	VICTHOREVIKII
					(512)776-3111	PHONE	ALWAYS	STATEU	9/28/2018 8:36:00 AM	TESTUSER

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