



Birth Registrar Local Administrator TxEVER Cheat Sheet



Add a New User:

1. Go to global, Tools → Security → User Maintenance
2. Enter new user's information
3. Add user's location(s)
4. Add user's contact preferences
5. Create user's security pin (click "Generate Pin")
6. Add user's security process(es)

Library Maintenance:

1. Go to birth, then Tools → Library Maintenance →
 - Library maintenance tables for Certifier/Attendant
2. Click "New" and enter user's information. Save

Reset Password:

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

Rest Pin:

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

Unlock, Deactivate, or Reactivate User:

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

User Enrollment Form and Review Enrollments:

1. New user clicks "User Enrollment" on TxEVER home page
2. New user fills out form to create new user or add a location
3. Local Administrator goes to global, Tools → Utilities → Review Enrollments
4. Select type of enrollment request then click search
5. Click "Create New User" next to the person's name
6. Select a user ID and click submit



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

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

Keyboard Shortcuts:

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

Diacritical Marks:

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

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

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