

**Electronic Vital Registration System  
User Training Guide  
Getting Started**

**Netsmart Technologies**

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behavioral/mental health | public health | substance abuse | methadone | mr/dd | social services

**Prepared by:**

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## Revision History

Date	Document Version	Description	Author(s)
08/14/08	1.0	Initial Version	Alesia Preece
09/22/08	2.0	B3 Updated	Alesia Preece
9/26/2008	3.0	Splitting of Original Guide	Alesia Preece
10/30/08	4.0	Final Version	Alesia Preece

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## Configure Internet Explorer



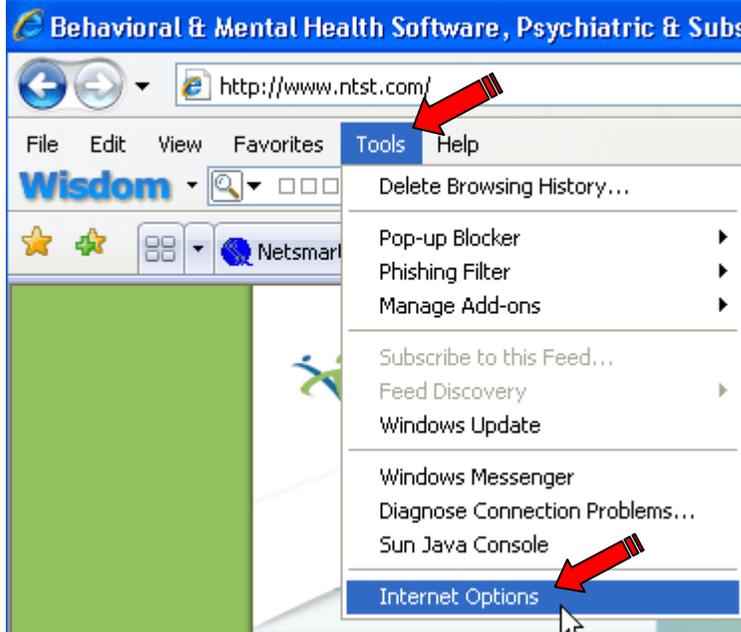
### Requirements:

1. Internet Explorer Browser (Minimum Version 6.0)
2. Citrix Presentation Server Client (ICA Client) (**Recommended that IT Admin for the specific user site perform the Citrix Client installation**).

- **You will only do this ONCE!**

Internet explorer must be configured to work properly with the VRS application. Open the Internet Explorer browser or the internet web browser you use.

**Select “Tools” and then “Internet Options” from the application menu.**



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Click on the “Security Tab” then click on the “Trusted Sites” icon, and then click the “Sites” button.

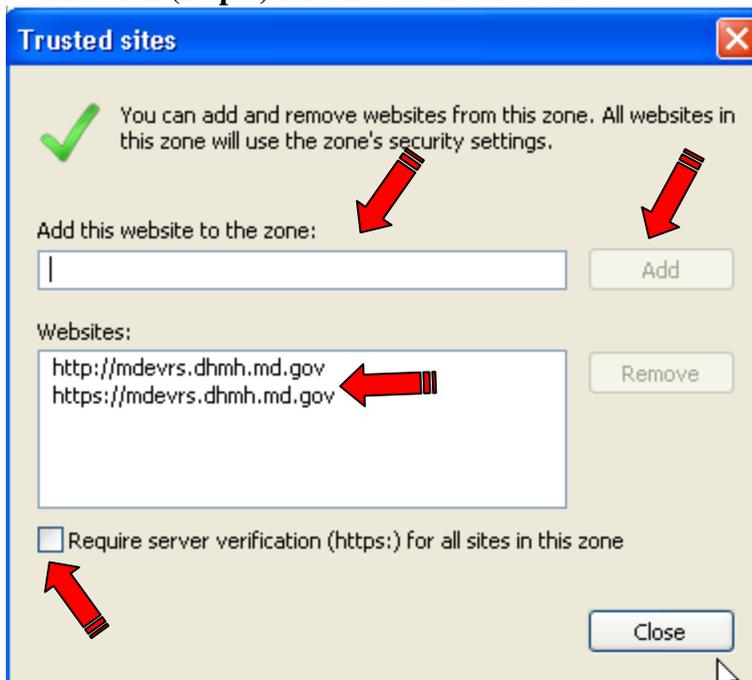


This brings up the “Trusted Sites” window. There are 2 websites you need to add to the trusted sites in your browser (in the “Add this web site to the zone:” field.)

Type in <https://mdevrs.dhmf.md.gov> and click the “Add” button.

Also add the site <http://mdevrs.dhmf.md.gov>.

Next, unselect the checkbox at the bottom of the window with the “Require server verification (https:) for all sites in this zone”.



You will see the sites added to the window “Web sites:” This means you have added the sites successfully.

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Click “OK” to complete this process.



Click the “OK” to close out of the “Internet Options” window

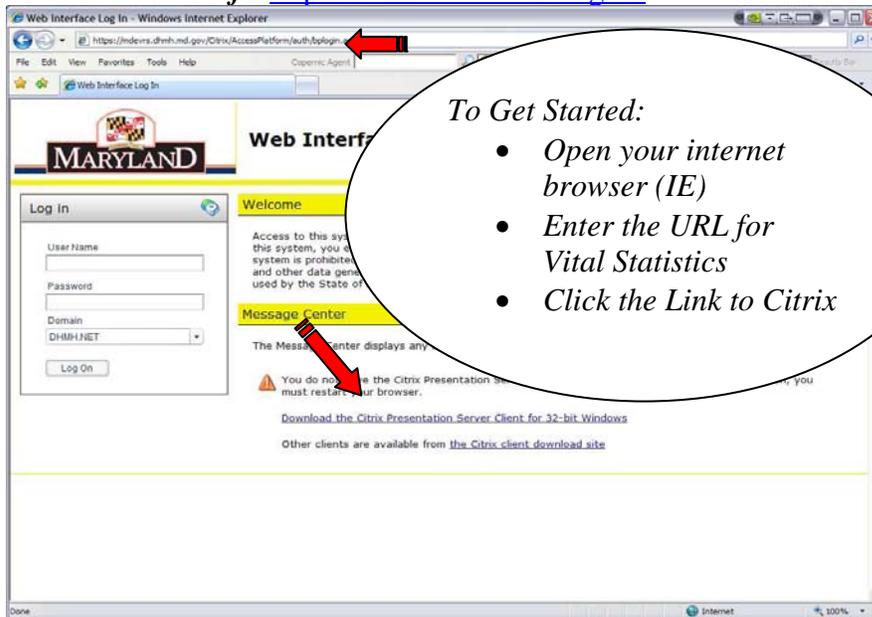


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## Downloading the Citrix Client

When you bring up the Maryland EVRS site, the system will display a link for the downloading of the Citrix 9.x Web Client to your computer from the Maryland server. The time for the download to complete will vary according to the type of internet connection you have.

**Enter the URL of:** <https://mdevrs.dhmf.md.gov/>

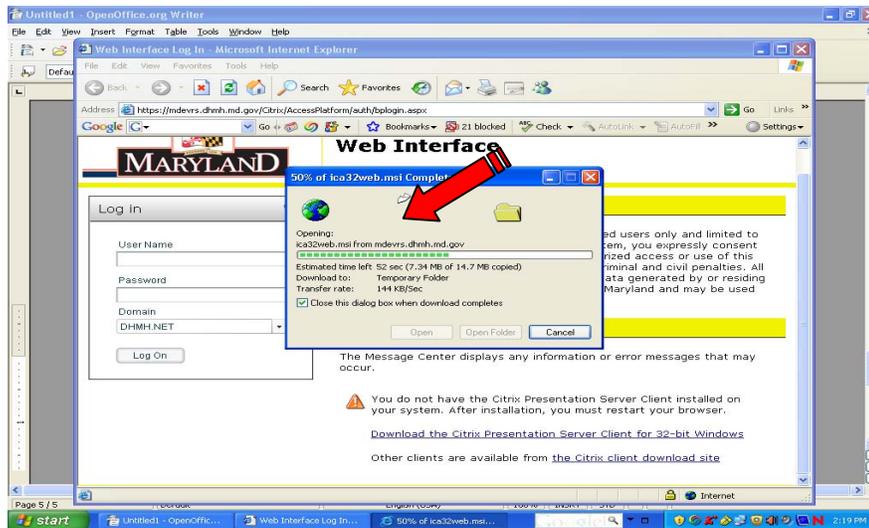


Click Run

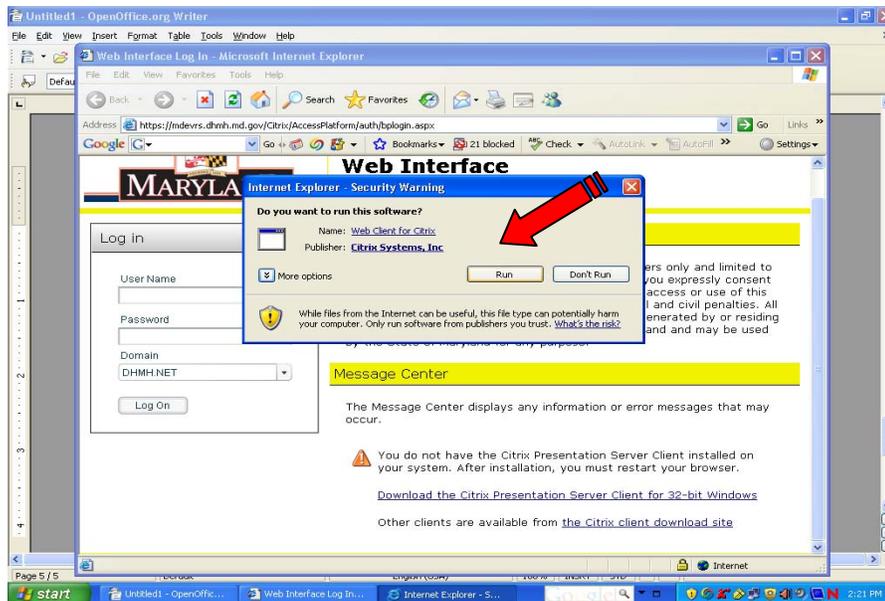


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The system will display a box showing the progress of your download.



Next you will need to confirm the download by clicking Run.



**Follow the prompts and respond appropriately;**

**Click Finish**



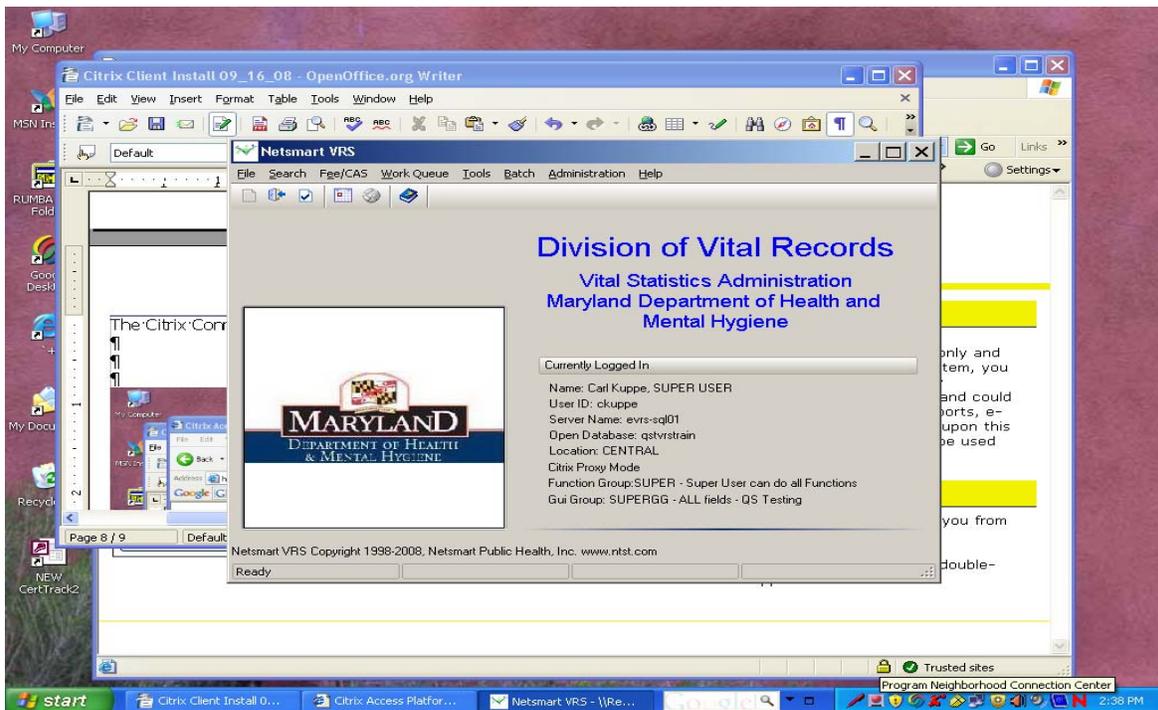
**Note:** Without any Prior installation of the Citrix Client; the Install only took about a minute and a half. On machines that have an older Citrix Client (or the whole Program Neighborhood) this version un-installs the older version and installs the newer WebAccess Only version.

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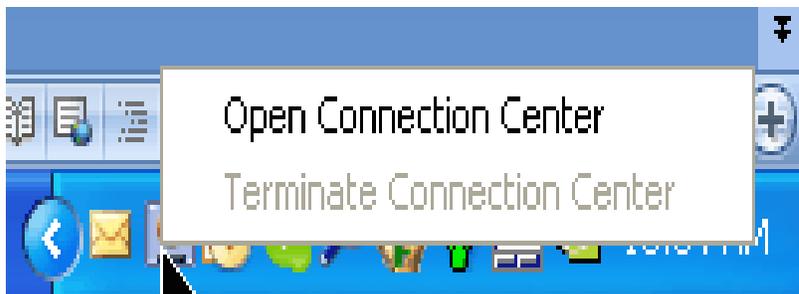
## Accessing the Connection Center

The Connection Center does not show up in the task bar until the user has logged into the EVRS application. To access the connection center for configuring the client file security and access authorization level for the local workstation drive.

### Right Click on the Citrix Neighborhood icon

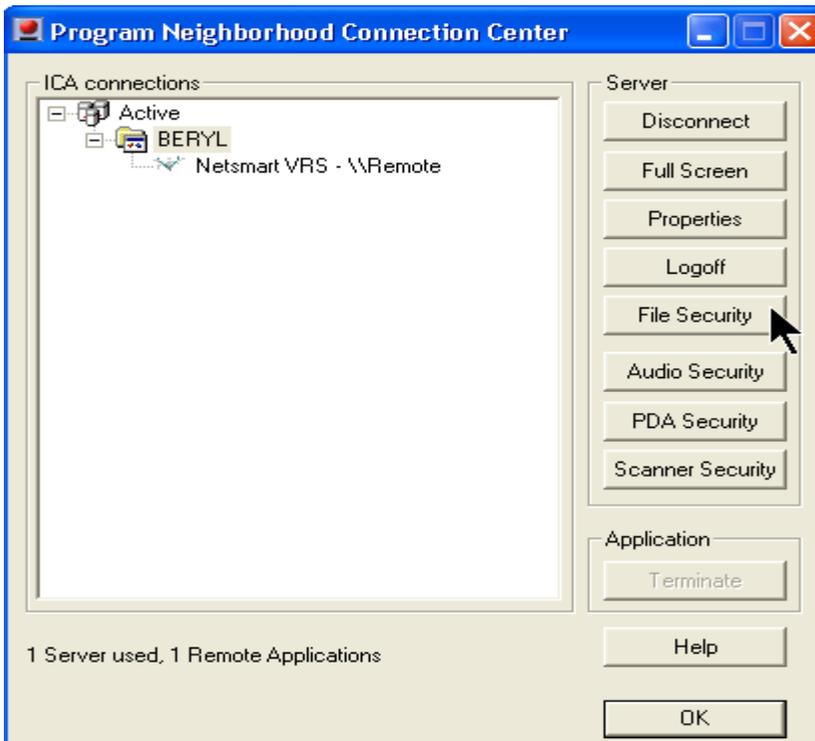


### Click Open Connection Center

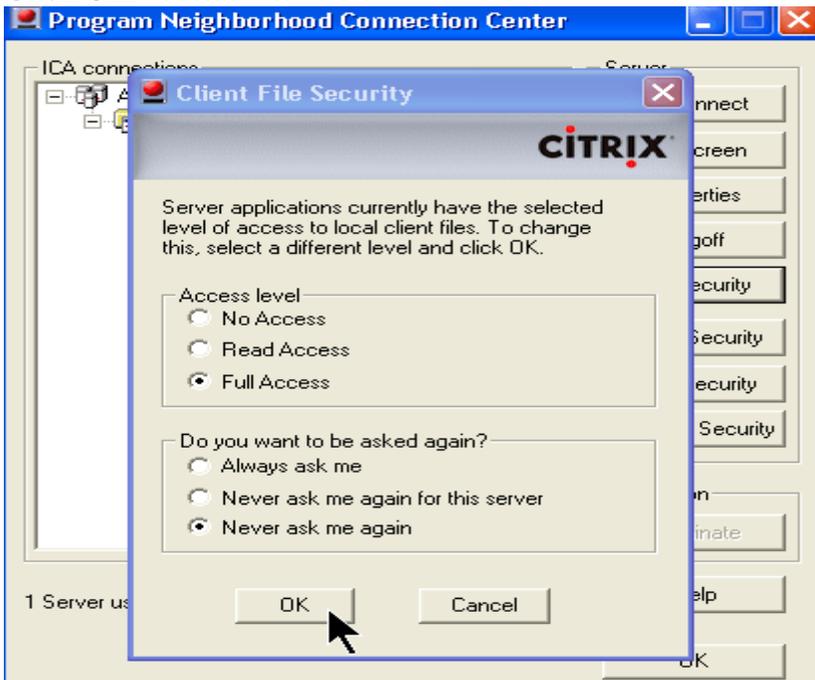


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Click the File Security option



Set the access levels to: Full Access – Never Ask Me Again  
Click OK



## Getting Started with VRS

To get started with VRS, open a web browser, and key in the URL address of:  
<https://mdevrs.dhmv.md.gov>



***Open your Internet Browser  
This guide will use Internet  
Explorer for the browser.***



***Enter the URL in the  
Address box  
https://mdevrs.dhmv.md.gov***

***Enter your user id and password. Click Log In.***



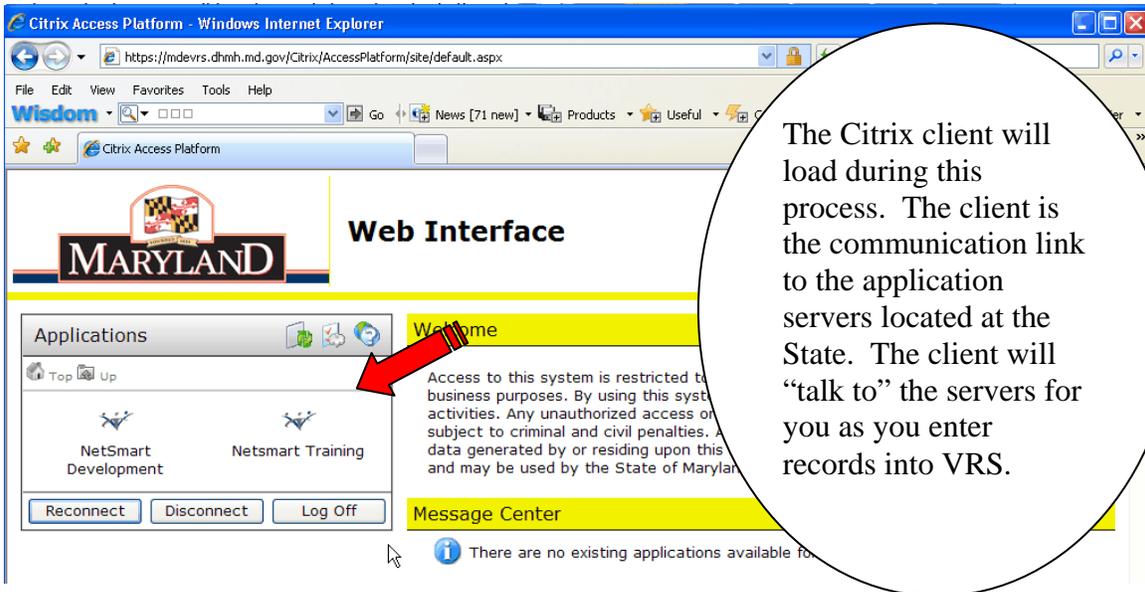
**For Training Purposes Only!!**

User ids: trainee01 to 10  
Password: MDevr~01

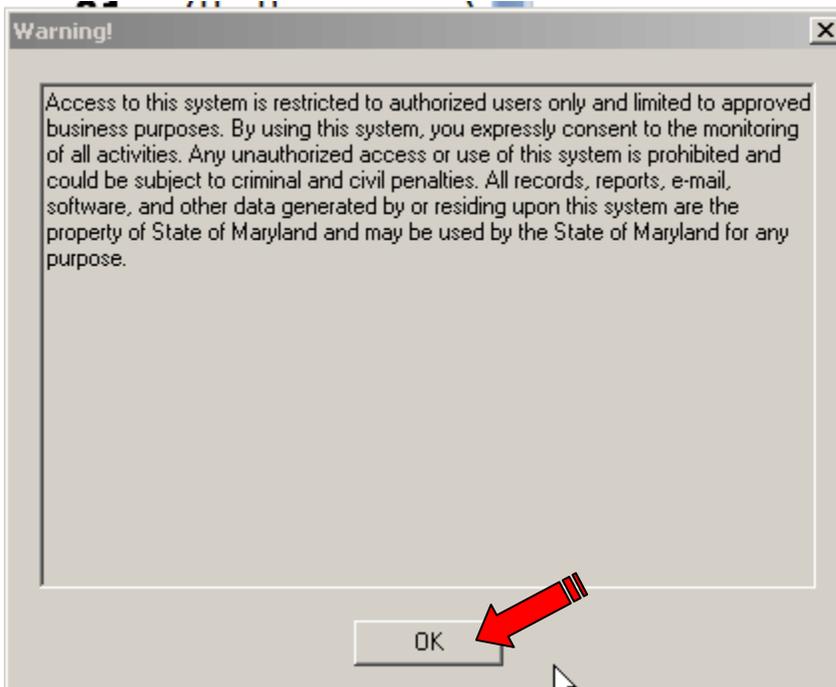
**Note:** You will need to reset your password on the first login

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**Click on the application icon: Netsmart Training**



**Click – OK**

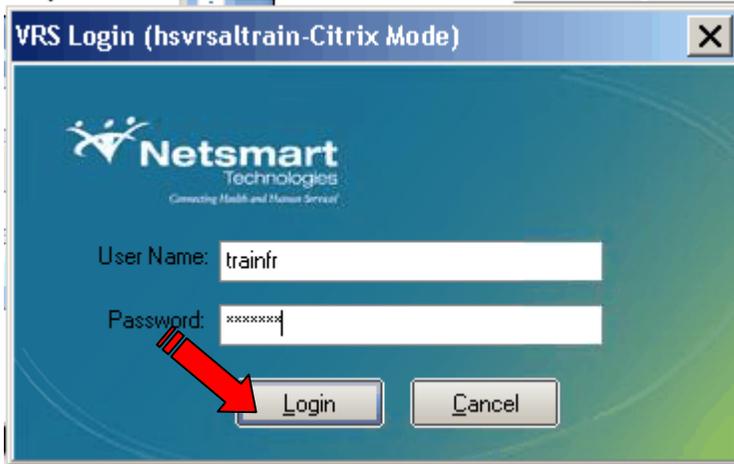


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**Note:** The Citrix client will always load during the sign on process.



Login to EVRS



The Main Menu for Vital Records Software



## Password Complexity Requirements

- Not contain significant portions of the user's account name or full name
- Be at least six characters in length
- **Contain characters from three of the following four categories:**
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %)

### A weak password:

- Is no password at all.
- Contains your user name, real name, or company name.
- Contains a complete dictionary word. For example, *Password* is a weak password.

### A strong password:

- Is at least seven characters long.
- Does not contain your user name, real name, or company name.
- Does not contain a complete dictionary word.
- Is significantly different from previous passwords. Passwords that increment (*Password1*, *Password2*, *Password3* ...) are not strong.
- Contains characters from each of the following four groups:

Group	Examples
Uppercase letters	A, B, C ...
Lowercase letters	a, b, c ...
Numerals	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
Symbols found on the keyboard (all keyboard characters not defined as letters or numerals)	` ~ ! @ # \$ % ^ & * ( ) _ + - = { }   \ : " ; ' < > ? , . /

An example of a strong password is *J\*p2leO4>F*.

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An example of a weak password is *Hello2U!* A password can meet most of the criteria of a strong password but still be rather weak, even though it meets most of the criteria for a strong password and also meets the complexity requirements of password policy.

*H!elZl2o* is a strong password because the dictionary word is interspersed with symbols, numbers, and other letters.

**Note:** Password must be changed every 42 days.

If you have any questions or need help with the change password process please contact the helpdesk at XXX-XXX-XXXX

**Note:** The level of password complexity - using all four types of characters (only three types are required).

The BioPassword is not currently enabled on these training accounts. When the production accounts are activated it will be turned on! As soon as the user ids and passwords are activated, it will be important to remember your password and enter the "User Name" and "Password" CONSISTENTLY! i.e. with the same typing rhythm. BioPassword records the typing rhythm, to prevent the stealing or inappropriately using of the account name and password of an authorized user.