VIRGINIA DEPARTMENT OF HEALTH

DIVISION OF VITAL RECORDS

SETTING UP YOUR USER PROFILE IN THE VIRGINIA VITAL EVENTS AND SCREENING TRACKING SYSTEM (VVESTS)

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1. Introduction –

The VVESTS is a suite of applications which currently houses modules for birth registration, infant hearing screening registration and death registration. The VVESTS is the electronic vital records system. You are a VVESTS user if you are involved in any of the above mentioned registrations.

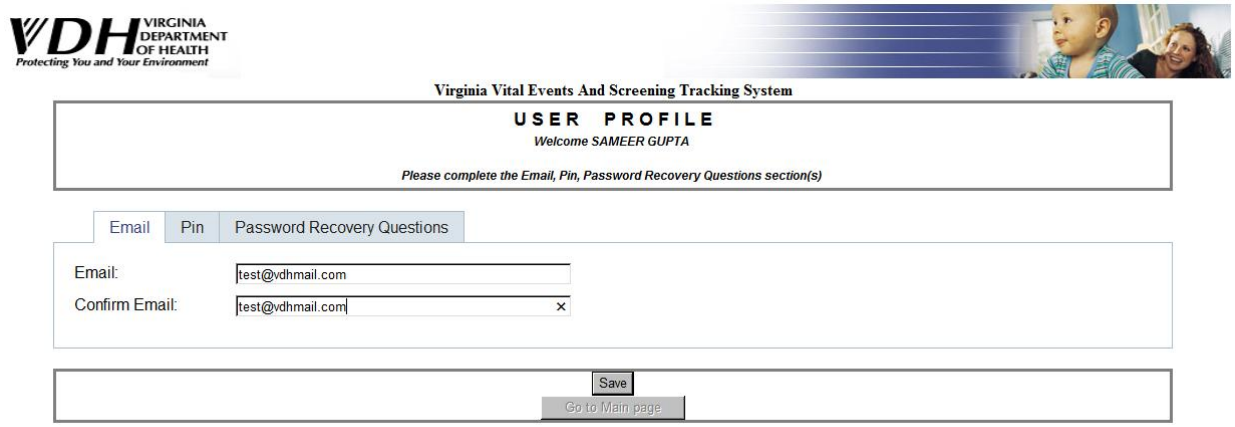
As a user of the Virginia Vital Events and Screenings Tracking System (VVESTS), you will have the ability to maintain your own user profiles by performing the following -

- Update your e-mail address on file.
- Update your password recovery questions.
- Change your own password
- Change your Personal Identification Numbers (PINs). A user shall only have a PIN associated with them if they have a role to perform digital signatures in the system.

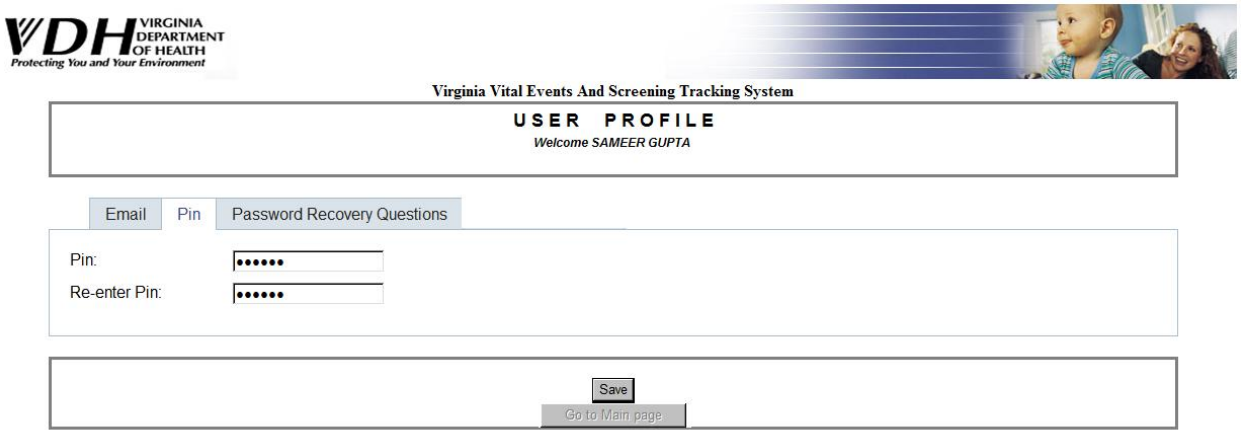
2. First time logging in –

a. Change Password –
When you enroll for the VVESTS, you will be provided a temporary password. When you log into the VVESTS application for the first time with your temporary password, the system will require you to change your password to one that is known only to you.

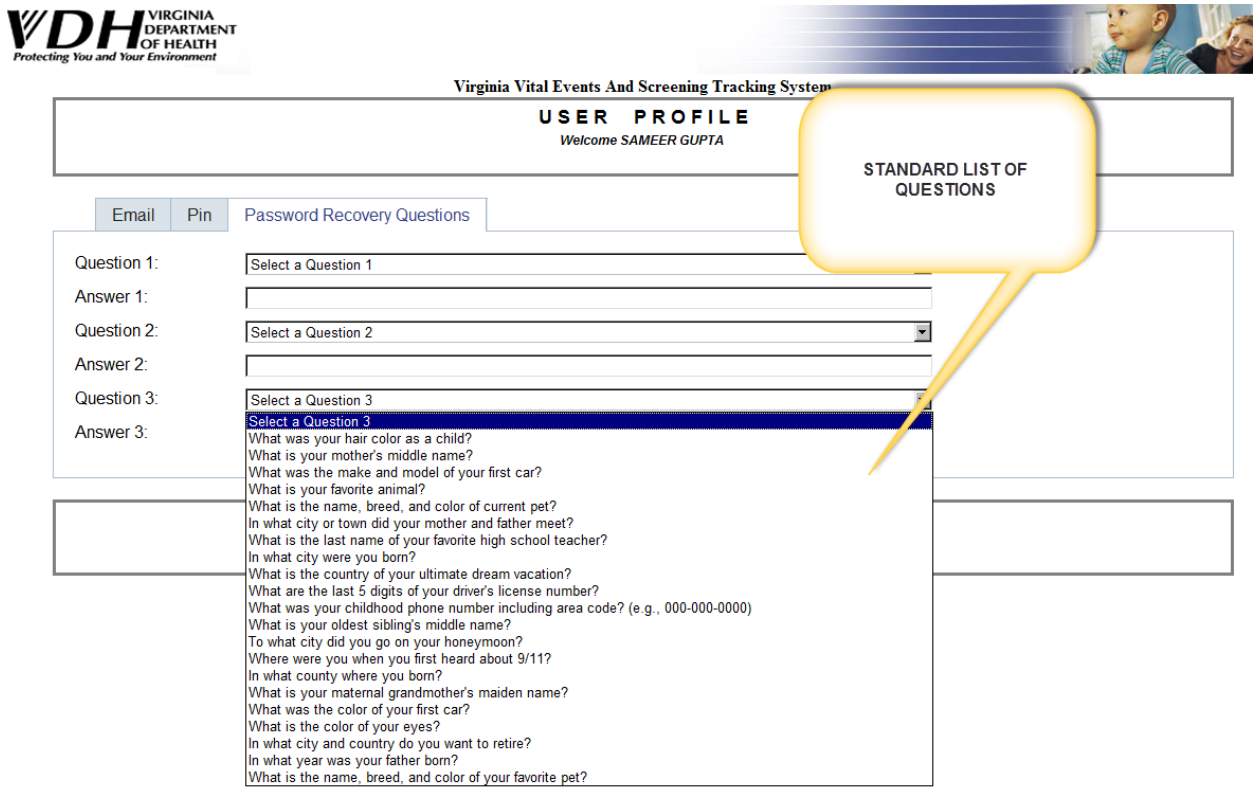
b. Setup user profile –
- Once you have changed your password, upon logging in for the first time, the system will navigate you to a user profile page where you must enter and confirm your email address.



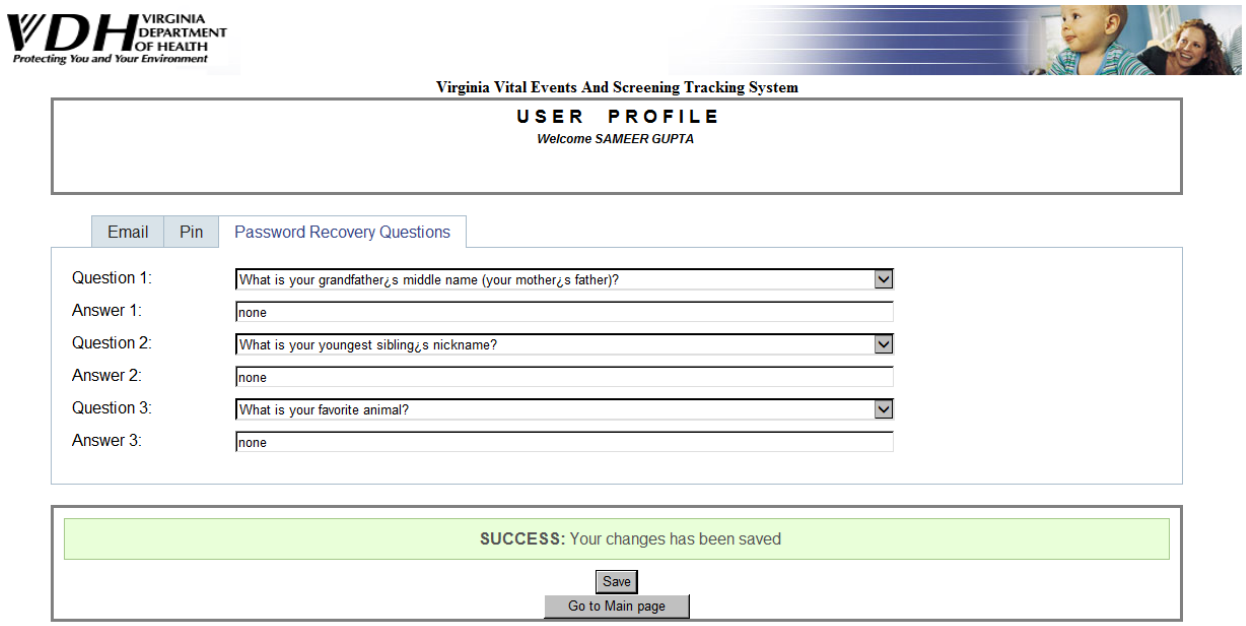
- Secondly, you must setup your user PIN. The PIN must be
    - Alphanumeric – can take alphabets and numbers
    - 6 characters in length, and
    - Shall not allow for any special characters



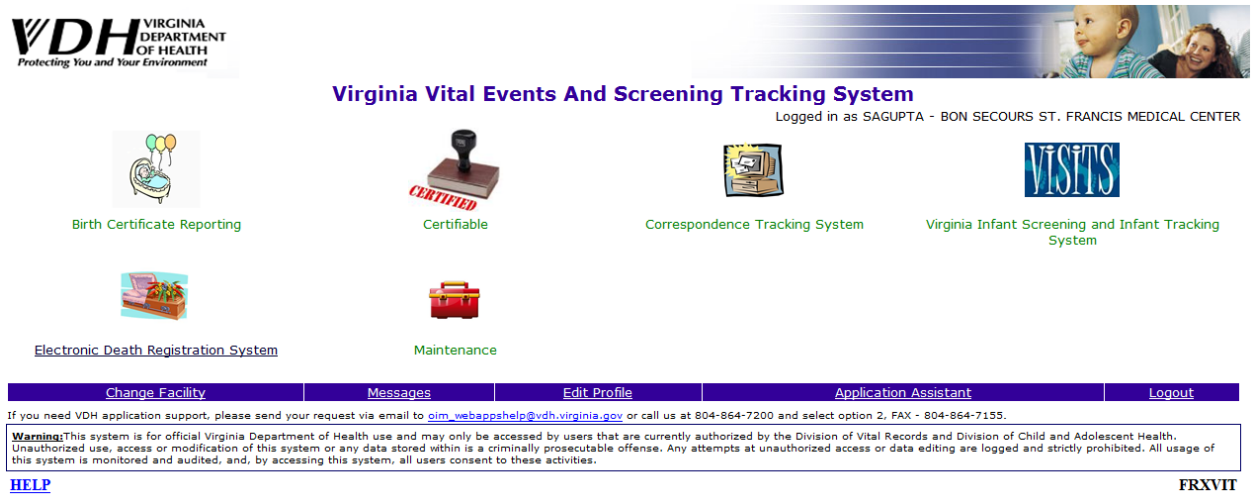
- Lastly, you must setup 3 password recovery security questions from a standard list of questions provided.



- Upon saving all information, the GO TO MAIN PAGE button at the bottom of the screen gets enabled.



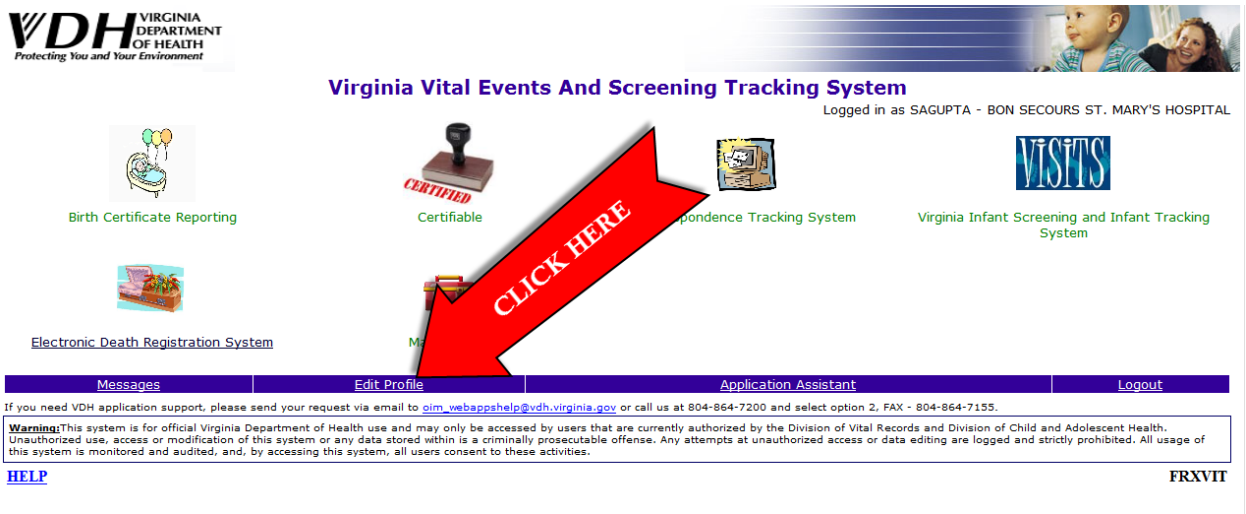
- Clicking on the GO TO MAIN PAGE button will require you to log in with the new password and shall navigate the users to the VVESTS home page.



3. Edit Profile –

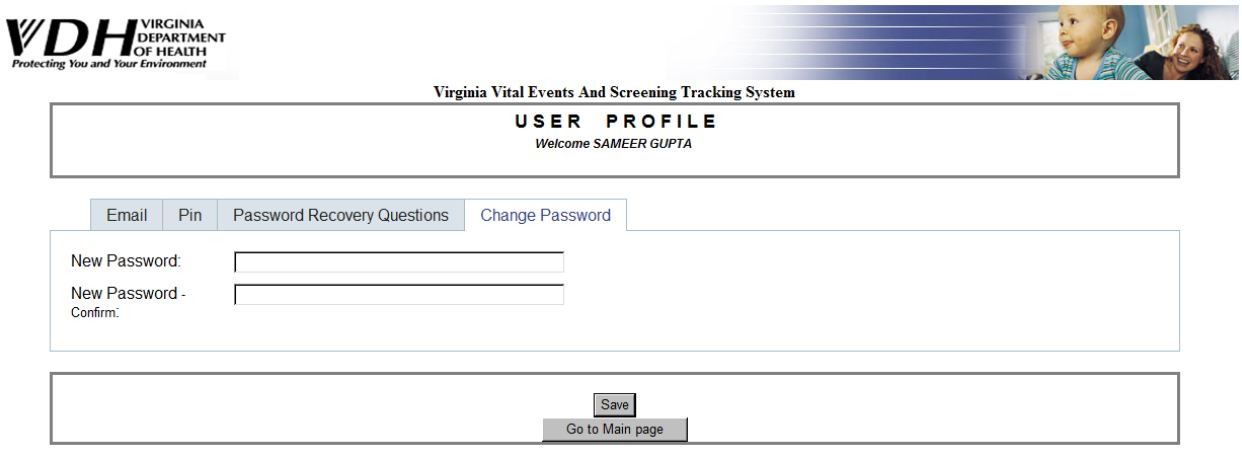
a. Navigation –

In any future sessions, you may edit the profile that you had setup in the previous session. To do this you must navigate to the user profile screen by clicking on the Edit Profile link on the VVESTS home page.



b. Update profile –

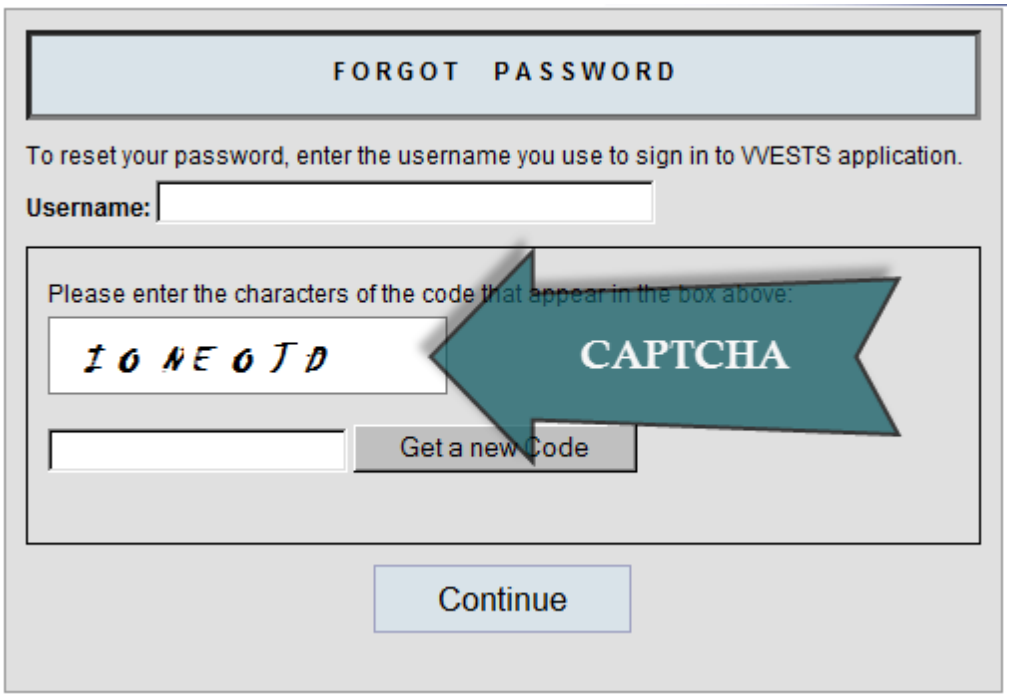
On the user profile screen, now, you may update any of the information; namely – email address, PIN, password recovery questions. In this session you may also change your password to a new one. When changing your password, you must enter the desired new password and also confirm the new password on the same screen.



4. Forgot Password

a. In an event you have forgotten your password, the system shall enable you to recover your password by using the forgot password link which is housed on the VVESTS login page. Upon selecting to recover your password, the system shall display a password recovery page where you will need to enter

- Your user ID, and
- A 'CAPTCHA'.
    - CAPTCHA stands for "Completely Automated Public Turing Test to Tell Computers and Humans Apart". - http://www.captcha.net/
    - A CAPTCHA is a program that protects websites against bots by generating and grading tests that humans can pass but current computer programs cannot. - http://www.captcha.net/
    - For the purposes of VVESTS, the CAPTCHA shall be a
        - Randomly generated 7 character code
        - Combination of numbers 0-9 & Alphabets A- Z.
    - If the randomly generated code is illegible, you may opt to receive a new code as many times as you wish by clicking on the GET A NEW CODE BUTTON on the page.



Once the username and correct CAPTCHA has been entered, click on the continue button at the bottom of the page.

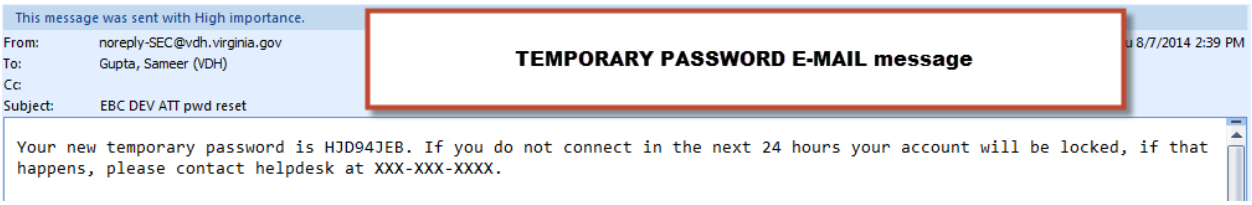
b. On the next page-

i. Answer one of the randomly provided password recovery questions which are a part of their user profile.

ii. Enter another CAPTCHA

iii. Click on the CONTINUE button.

c. Upon completing the above actions the system will send to you, via email a temporary password which you may use to login. Upon logging in with this temporary password, the system shall force you to change the password to one that is known only to you.



NOTE – This temporary password shall be valid only for a period of 60 minutes (1 hour) and if not used within that time, the user would have to again obtain a new temporary password using the steps above.