EDRS program UPDATES

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The New Jersey Office of Vital Records and Registry released an update in June to the Electronic Death Registration System (EDRS). The new update, which affects all users of the system, introduces security improvements to the EDRS accounts. The purpose of this article is to provide you with a quick overview and instructions on working with the updates.

New Security Features

The State of New Jersey's Office of Information Technology has implemented mandatory security requirements for its systems statewide. As a result, your EDRS account has been updated with enhanced security features.

1. Security Questions

You created a Security Question when you first setup your account on EDRS. With the enhanced features, EDRS now requires two Security Questions.

The first time you log into EDRS after the June update (if you have not done so already) the system will display the **Update Password Retrieval Security Questions** screen.

Security Question 1 will contain the initial question/ response that you established when your account was first set up. You need to add Security Question 2 at this time. You can also update Security Question 1, if necessary.

These questions will be used by EDRS in the event you are locked out of your account or if you need to reset your password.

You can also access the Security Question screen at any time once you are logged into EDRS.

   a. Click on **Update Profile** to display your
      Profile screen.
   b. Click on the **Login/Password** tab to
      review and/or change the Security
      Questions.

NEW HELP DESK TELEPHONE NUMBER
877.797.4796

The New Jersey Office of Vital Records and Registry has issued a new **Help Desk number: 877.797.4796**. Please use the new number or the e-mail **EDRSSupport@doh.state.nj.us** whenever you have to reach the EDRS Help Desk.

Note: The old number (866.668.3788) DOES NOT access the EDRS support team.

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2. Confirmation E-mails

Confirmation e-mails are now being sent to the EDRS user whenever his or her profile is updated or the password is changed. If the EDRS user's e-mail address is updated, a confirmation will be sent to the new e-mail address **and** the old e-mail address to ensure security on the account.

Note: You may want to review your EDRS account to ensure that your current e-mail address is on file. You can change your e-mail address on the Update Profile screen once you are logged into EDRS.

a. Click on **Update Profile** from the Welcome menu to display your Profile screen.
b. Click on the **Communication** tab.
   i. You may have to enter your password to review the **Update Communication** screen to change your e-mail address.
c. Make changes to your e-mail address if applicable and click the **Save** button.
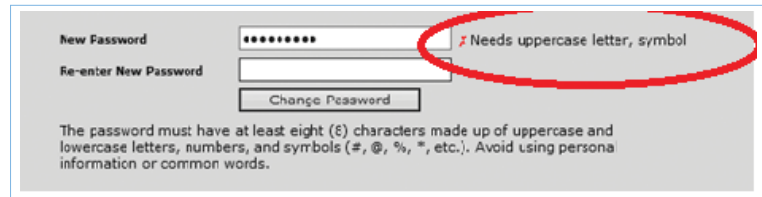

3. Password Enhancements

Passwords on all EDRS user accounts will need to be changed every 90 days. This is an enhanced feature to ensure security on your EDRS account. This first password change will be mandatory 90 days after the upgrade, which occurred on June 5, 2014.

After the 90-day period on your account, a **Change Expired Password** screen will display once you log into your account with your expired password.

a. Enter your current password.
b. Enter a new password.
   i. The system will require that all users choose a more secure password. The new password must be at least eight (8) characters long and MUST contain at least an uppercase character, a lowercase character, a number AND a symbol.
   ii. You cannot reuse **any** old passwords that were previously used in EDRS.
   iii. A strength meter will check the new password and confirm whether it is acceptable or if a character is missing.

c. Re-enter the new password.

d. Click **Submit** to save the new password for your account.

   i. The system will display the EDRS **Welcome** screen once the new password is saved.

   ii. You will receive an e-mail confirming that the password was changed.

4. Facility Administrator Enhancements

Facility administrators can now assist users who get locked out of their accounts or who need their passwords reset. Previously, users had to contact the Help Desk for account support. The facility administrator will be able to reset the user's password or unlock the user's account under the **Manage User** function of EDRS.

a. Log into EDRS with a Facility Administrator account.

b. Click **Manage User** on the left-side of the menu.

   i. The **Associate User** screen will display.

c. Locate the individual from the list and click on the round button beside the name.

d. Click the **Edit User** button at the bottom of the page.

   i. The **Edit User** screen will display.

e. From the **Edit User** screen you can select one of the following:

   i. Click **E-mail Username** to send the user his or her EDRS login name.

   ii. Click **Reset Password** to e-mail the user with a new temporary password.

   iii. Click **Unlock Account** if the account was locked because of too many unsuccessful login attempts.
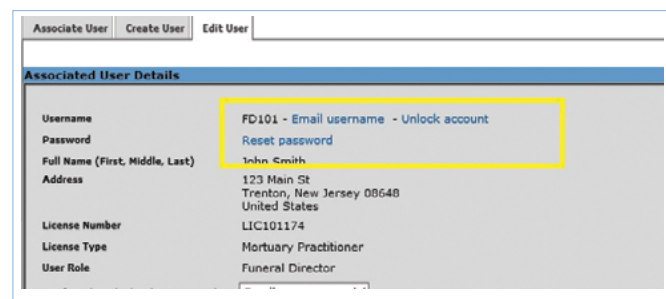
Please Note: Users who have a common e-mail address, or an e-mail that is being shared by two or more EDRS accounts, and are associated with more than one facility, will only be able to self-reset their passwords through the **Forgot password** link on the login page. An administrator cannot reset passwords in this scenario.

If you have any questions regarding the EDRS enhancements, contact the Manager of the Day Program at 800.734.3712, Monday through Friday from 9:00 a.m. to 5:00 p.m. or via e-mail at njsfda@njsfda.org.