

X-ray Registrant Verification System

INVITE QUICK GUIDE

Important Notice

It is highly suggested that registrants gather all data before entering it into the X-ray Registrant Verification System. Registrants will receive a warning after 25 minutes of inactivity. Data will be lost if the time is not extended another 30 minutes. The Equipment tab can be saved as a draft by clicking "Save As Draft" on the bottom of the tab. The draft will be saved for 72 hours.

The system may function better in Chrome or Firefox. If you are experiencing problems, please switch browsers.

Summary of Process

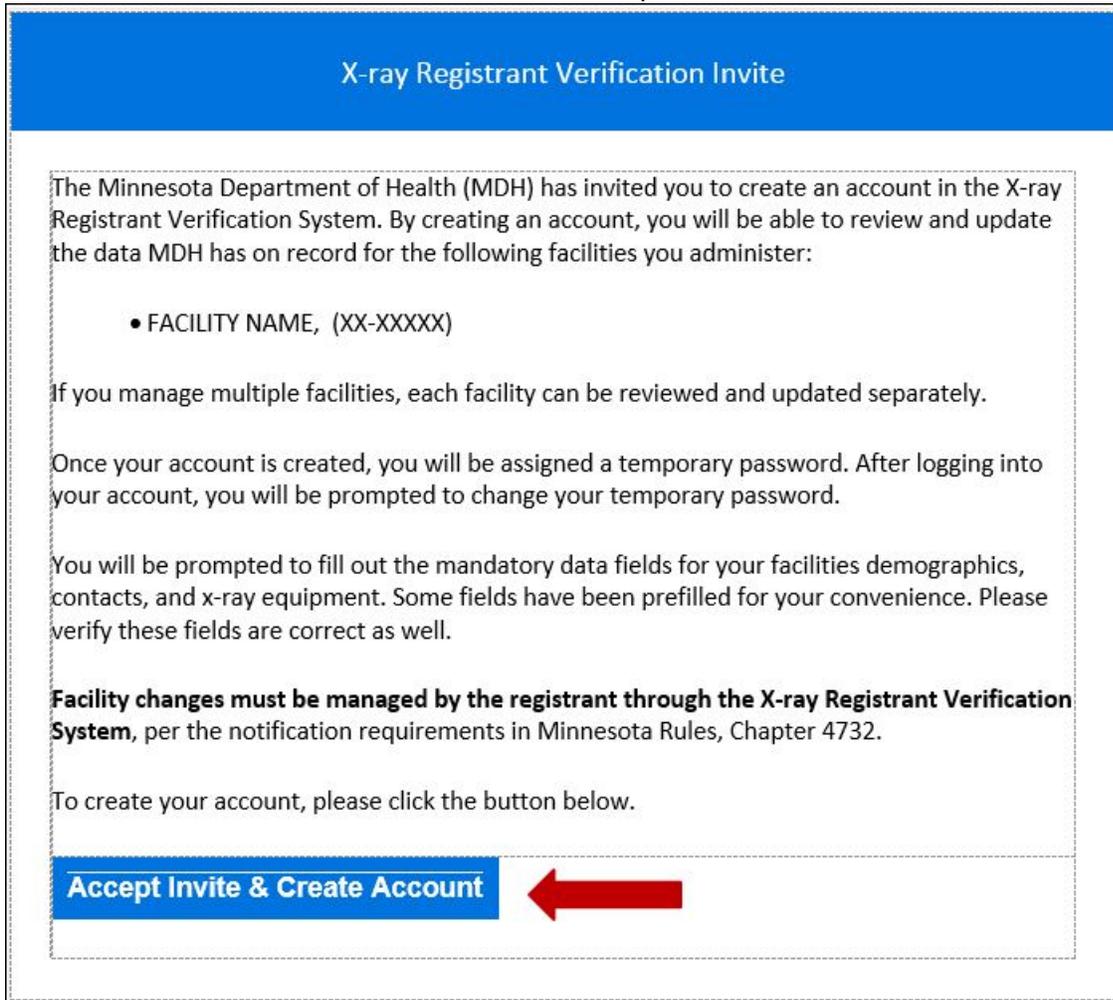
1. Invite email is sent to the facility Administrator from the X-ray Registrant Verification System to accept an invite and create an account. Facility clicks on "Accept Invite & Create Account" in email invite.
2. Administrator is directed to the X-ray Registrant Verification System to create an account, clicks on "Create".
3. Administrator receives a message on the top of the screen directing them back to their email to retrieve a temporary password.
4. Administrator goes to email to retrieve their temporary password and clicks on "Visit X-ray Registrant Verification System" in the email sent to them.
5. Administrator is directed back to X-ray Registrant Verification System to enter their temporary password.
6. Administrator is prompted in the system to enter a new password to replace the temporary password. Username is the invite email address.
7. Administrator has access to the X-ray Registrant Verification System.
8. Administrator clicks on "view" to enter their site records.

Gather Data

- Demographic data: Tax ID numbers, business address, mailing address, phone numbers, and emails.
- Contacts data: Owner name and email, Administrator name and email, Radiation Safety Officer name and email, Radiology Administrator name and email.
- Equipment data: Console assembly date, console manufacturer, console model, console serial number, tube type, tube manufacturer, tube insert serial number.

Accept Invite

1. Invite email is sent from health.xray@state.mn.us to the facility Administrator from the X-ray Registrant Verification System to accept the invite and create an account.
2. Administrator retrieves email and clicks on “Accept Invite & Create Account”, see example below.



The screenshot shows an email interface with a blue header bar containing the text "X-ray Registrant Verification Invite". The main body of the email is enclosed in a dashed border and contains the following text:

The Minnesota Department of Health (MDH) has invited you to create an account in the X-ray Registrant Verification System. By creating an account, you will be able to review and update the data MDH has on record for the following facilities you administer:

- FACILITY NAME, (XX-XXXXX)

If you manage multiple facilities, each facility can be reviewed and updated separately.

Once your account is created, you will be assigned a temporary password. After logging into your account, you will be prompted to change your temporary password.

You will be prompted to fill out the mandatory data fields for your facilities demographics, contacts, and x-ray equipment. Some fields have been prefilled for your convenience. Please verify these fields are correct as well.

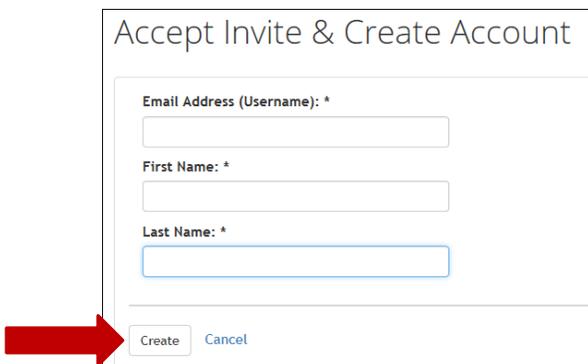
Facility changes must be managed by the registrant through the X-ray Registrant Verification System, per the notification requirements in Minnesota Rules, Chapter 4732.

To create your account, please click the button below.

At the bottom of the email body, there is a blue button labeled "Accept Invite & Create Account". A red arrow points to this button from the right side of the email content area.

Create Account

1. After clicking “Accept Invite & Create Account”, Administrator is directed to the X-ray Registrant Verification System to create an account.
2. Click on “Create”, see example below.



The screenshot shows a web form titled "Accept Invite & Create Account". The form contains three input fields:

- Email Address (Username): *
- First Name: *
- Last Name: *

At the bottom of the form, there are two buttons: "Create" and "Cancel". A red arrow points to the "Create" button from the left side of the page.

Retrieve Temporary Password

1. After Administrator clicks “Create”, they receive a message on the top of this screen directing them back to their email to retrieve a temporary password, see example below.



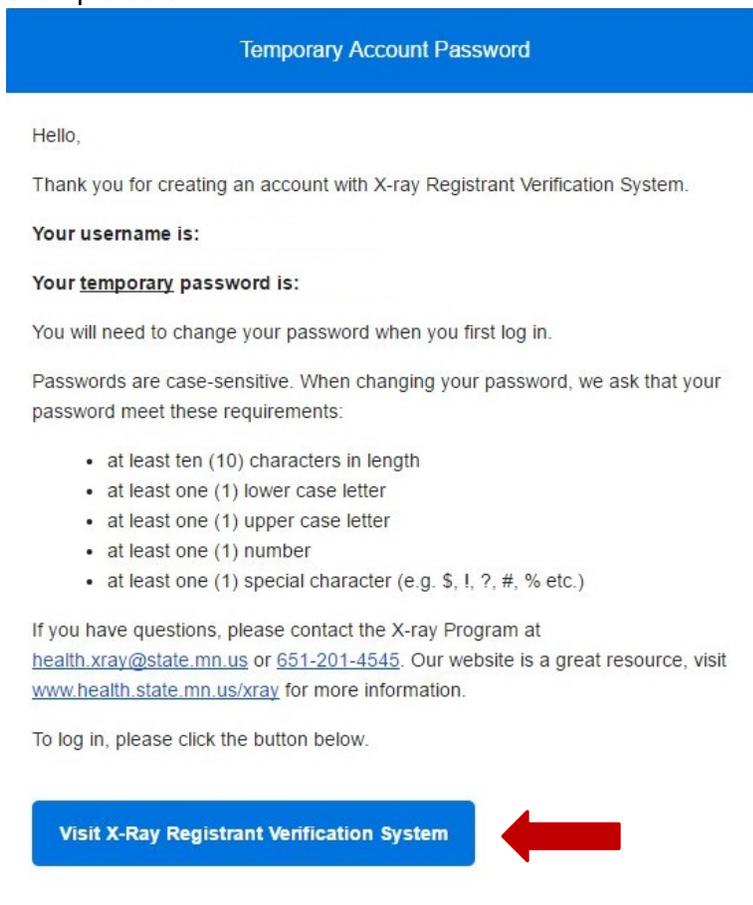
2. Administrator goes to email to retrieve their temporary password email, see example below.



Please Check Your Email Now!



3. Administrator clicks on “Visit X-ray Registrant Verification System” in temporary password email, see example below.



4. Administrator is directed back to X-ray Registrant Verification System to enter their temporary password and create a new password.
5. Administrator clicks on “Log in”, see example below.

ENVIRONMENTAL HEALTH

Email

Password

[Forgot Password?](#)

Change Password

1. After entering temporary password, Administrator is prompted to enter their new password in the system. Passwords can be changed if forgotten, but the username is the email address the invite was sent to.
2. Enter “New Password” and repeat password in the “Confirm password” field. Click “Submit”, see example below.

UPDATE PASSWORD

⚠ You need to change your password to activate your account.

New Password

Confirm password

Login to X-ray Registrant Verification System

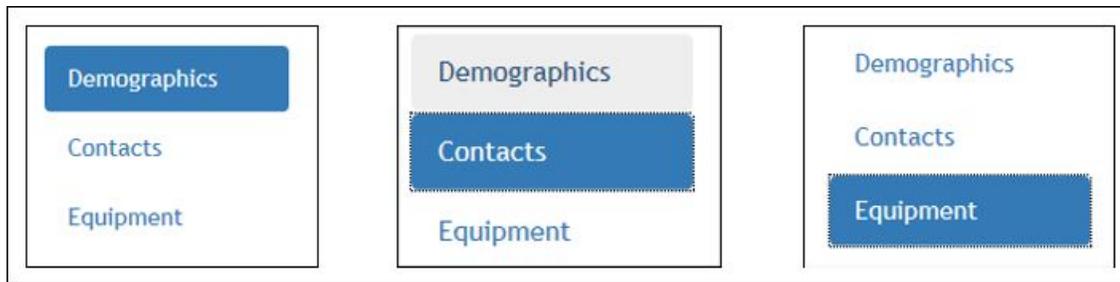
1. Administrator has access to the X-ray Registrant Verification System.
2. Click on “view” to enter record, see example below.

X-ray Registrant Verification System

Welcome Back, ADMINISTRATOR NAME

Facility Id	Facility Name	Last Verified	Actions
XX-XXXXX	FACILITY NAME	DATE	view (click here)

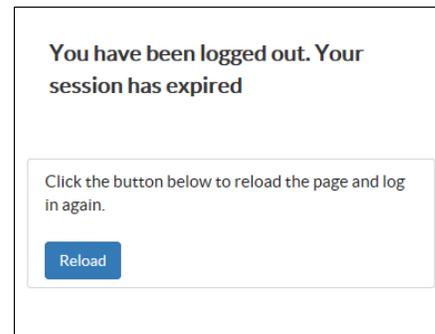
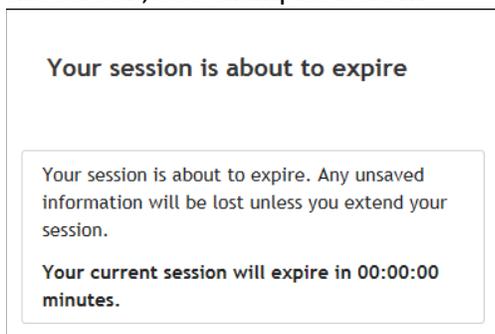
Update Demographics, Contacts, and Equipment



1. Prior to entering data, gather all the necessary information.
2. Facility must enter all mandatory fields on the Demographics, Contacts and Equipment tabs. Click on each tab to verify all the data on that tab. If all fields are not entered after clicking on “Submit Changes”, an error message will appear on the top of the screen.
3. Data is not saved if the mandatory fields are not completed.
4. Verification is complete when all tabs have been completed and submitted.
5. The System will time-out after 30 minutes of inactivity. The Equipment tab can be saved as a draft by clicking “Save As Draft” at the bottom of the tab. The draft will be saved for 72 hours.
6. For questions regarding field definitions, please refer to the Verification System Field Definition document on our website: <http://www.health.state.mn.us/divs/eh/radiation/xray/forms/index.html>.

Update Equipment

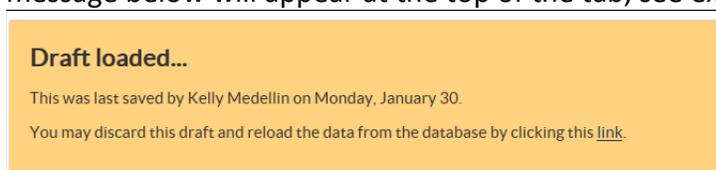
1. The System will time-out after 30 minutes of inactivity. The message below will appear in the middle of the screen, see examples below.



2. The Equipment tab can be saved as a draft by clicking “Save As Draft” at the bottom of the tab. The draft will be saved for 72 hours. The message below will appear at the top of the screen, see example below.



3. If the facility attempts to make changes in the Equipment tab before the draft has expired, the message below will appear at the top of the tab, see example below.



4. An equipment report is available for printing on the Equipment tab, click on “Printable Equipment Report” in upper right-hand corner of the tab. The report can be printed for drafts or final reports. Deleted equipment is not included in the equipment report.

