

Wyoming Department of Health Vital Statistics Services Electronic Registration System Requesting Access

Vital Statistics Services (VSS) System users will need to request access through the website:
<https://vss.health.wyo.gov>

You should see this screen:

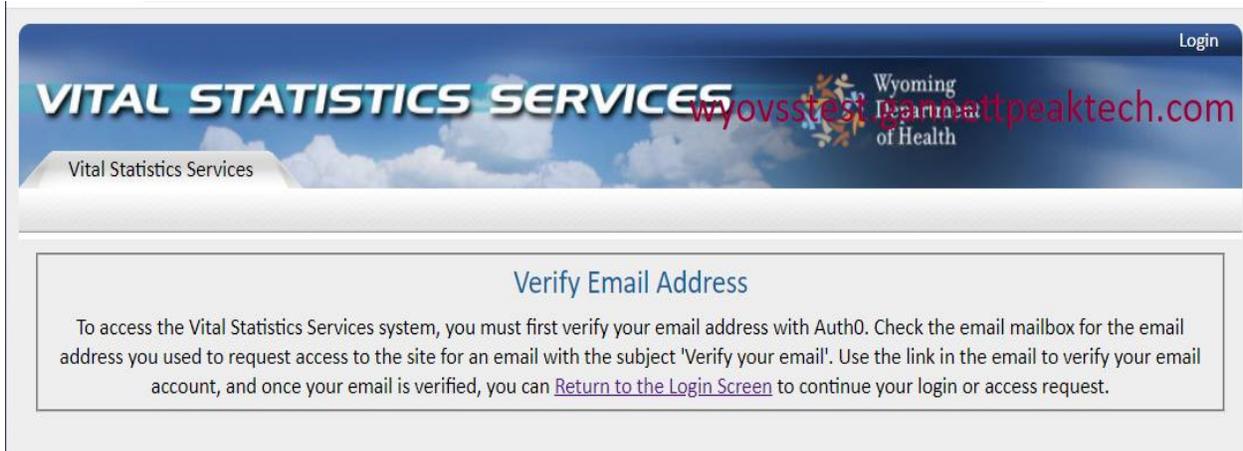
The screenshot shows the login interface for the Vital Statistics Services. At the top, there is the Wyoming Department of Health logo and the text 'Vital Statistics Services'. Below this, there are two buttons: 'Log In' and 'Sign Up'. The main content area contains a 'Sign in with Google' button, followed by the word 'or', an email input field with the placeholder 'yours@example.com', a password input field with the placeholder 'your password', and a link that says 'Don't remember your password?'. At the bottom of the form is a large blue button labeled 'LOG IN >'. Four red arrows point to the 'Sign in with Google' button, the email field, the password field, and the 'LOG IN >' button.

You have two options at this point.

1. Option 1: If you have a Google account, you can click on “Sign in with Google.”
 - a. You will be prompted to “Sign In” to your Google account.
 - b. If you have your google account set up to require two-factor authorization, you will see the two-factor authorization screen. You will need to enter the code that is texted to you.

The screenshot shows the Google 2-Step Verification screen. At the top, there is the Google logo and the text 'Sign in with Google'. Below this, there is a heading '2-Step Verification' and the text 'This extra step shows it's really you trying to sign in in name.name@email.com'. Below this, there is another heading '2-Step Verification' and the text 'A text message with a 6-digit verification code was just sent to (•••) •••••00'. There is an input field labeled 'Enter the code' with a 'G-' prefix. Below the input field is a checked checkbox labeled 'Don't ask again on this computer'. At the bottom left is a link 'Try another way' and at the bottom right is a blue 'Next' button. At the very bottom, there are links for 'English (United States)', 'Help', 'Privacy', and 'Terms'.

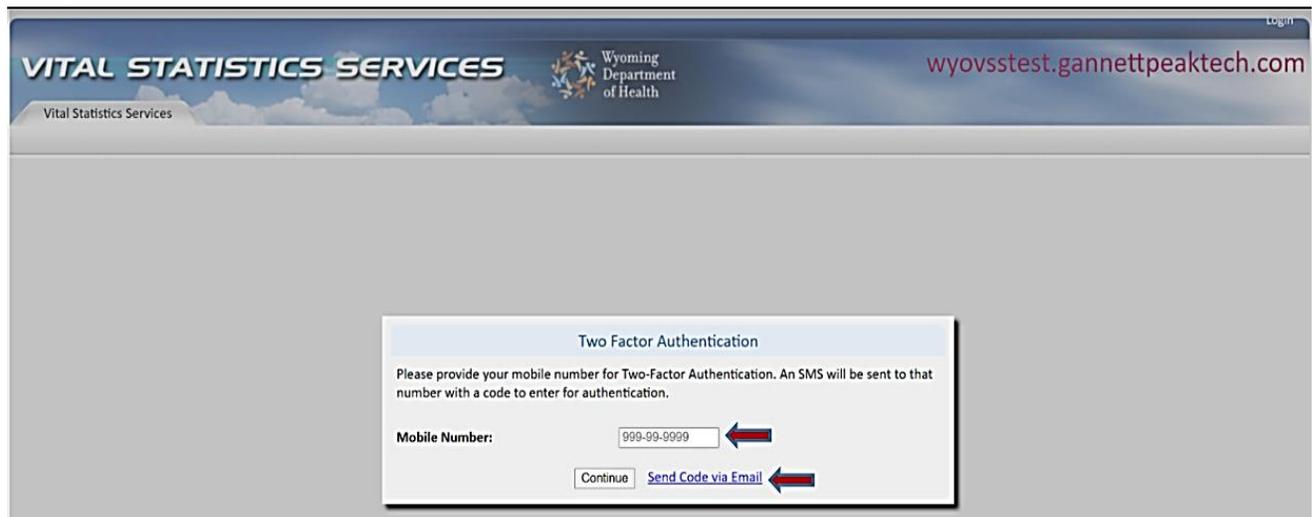
2. Option 2: Enter your email address and create a password, then click “LOG IN”
 - a. If you are using an email account that is not a Google account you will see this screen next.



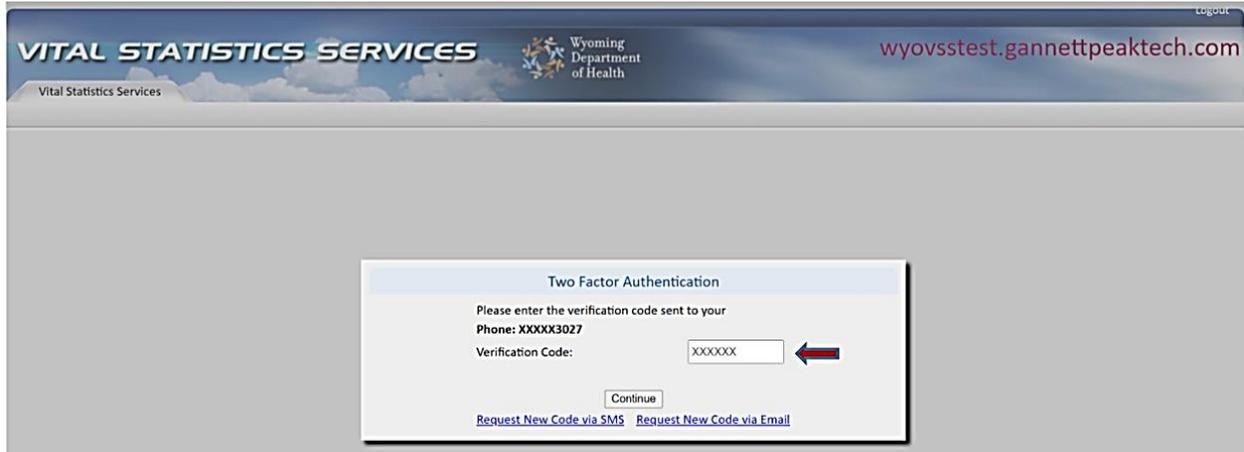
- b. You will need to log into your email account to verify your email address.
- c. Then you will return to the VSS login screen to continue.

The next screen will be setting up two-factor authentication for your VSS account. Enter your mobile number in the box and click on “Continue”

If you prefer to receive the code via email click the link that says “Send Code via Email”
Enter your email address when prompted, then check your email for the verification code.



Once you receive your code, enter it in this box, and click “Continue”

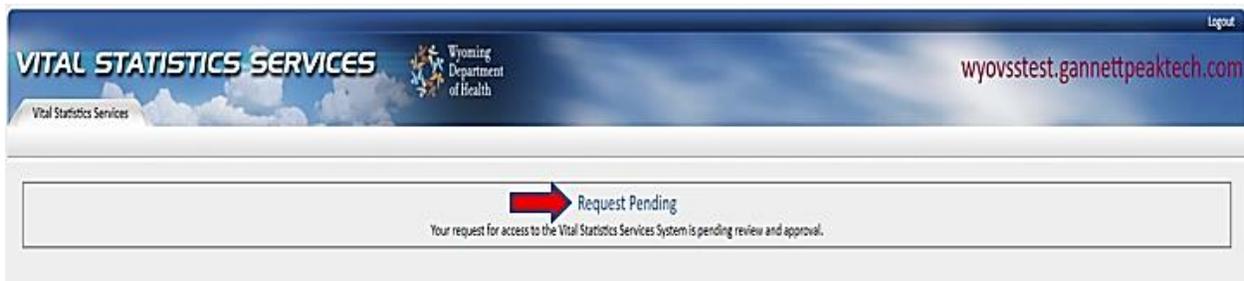


Complete your request on this screen:



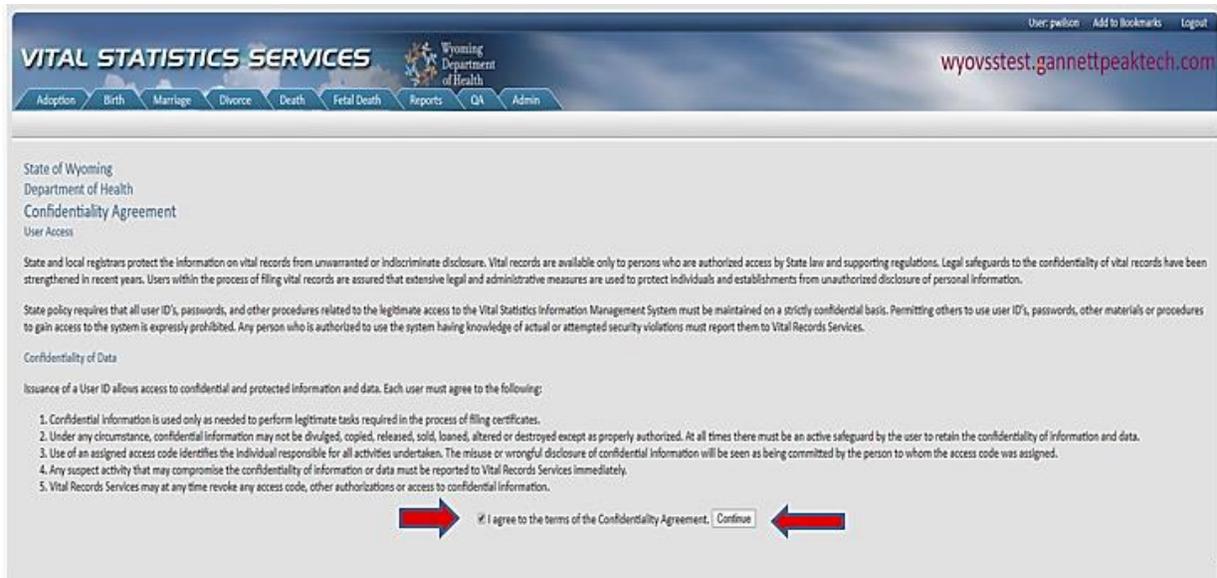
Fill in your name, phone number, and previous Username if you have one. In the notes section, let us know your reason for needing access. This will ensure that you have the correct user roles. Click “Request Access.”

The next page will show that your request is pending.



At this point, VSS staff will be notified. We will review your information and either approve your request or contact you for more information. It is important that you enter correct contact information so that we can complete your request.

After your request has been approved by VSS staff, you will be notified to log in again. You will be sent an access code by text message or email. Once you enter the code, you will see this screen:



Read the information, then click the box beside “I agree to the terms of the Confidentiality Agreement.” Click “Continue.”

Congratulations, you are now in the new VSS system!

If you have any issues, please contact a member of the VSS staff for assistance.

Important reminder!!!

If you are logged into your Google account, are using Google to log into VSS, and ask the system to remember your password for 30 days, others may be able to use your credentials to log into VSS on that computer!

For security, please log out of VSS and your Google account and/or lock your computer screen anytime you leave your computer unattended.