



Instructions for Consultant Registrations

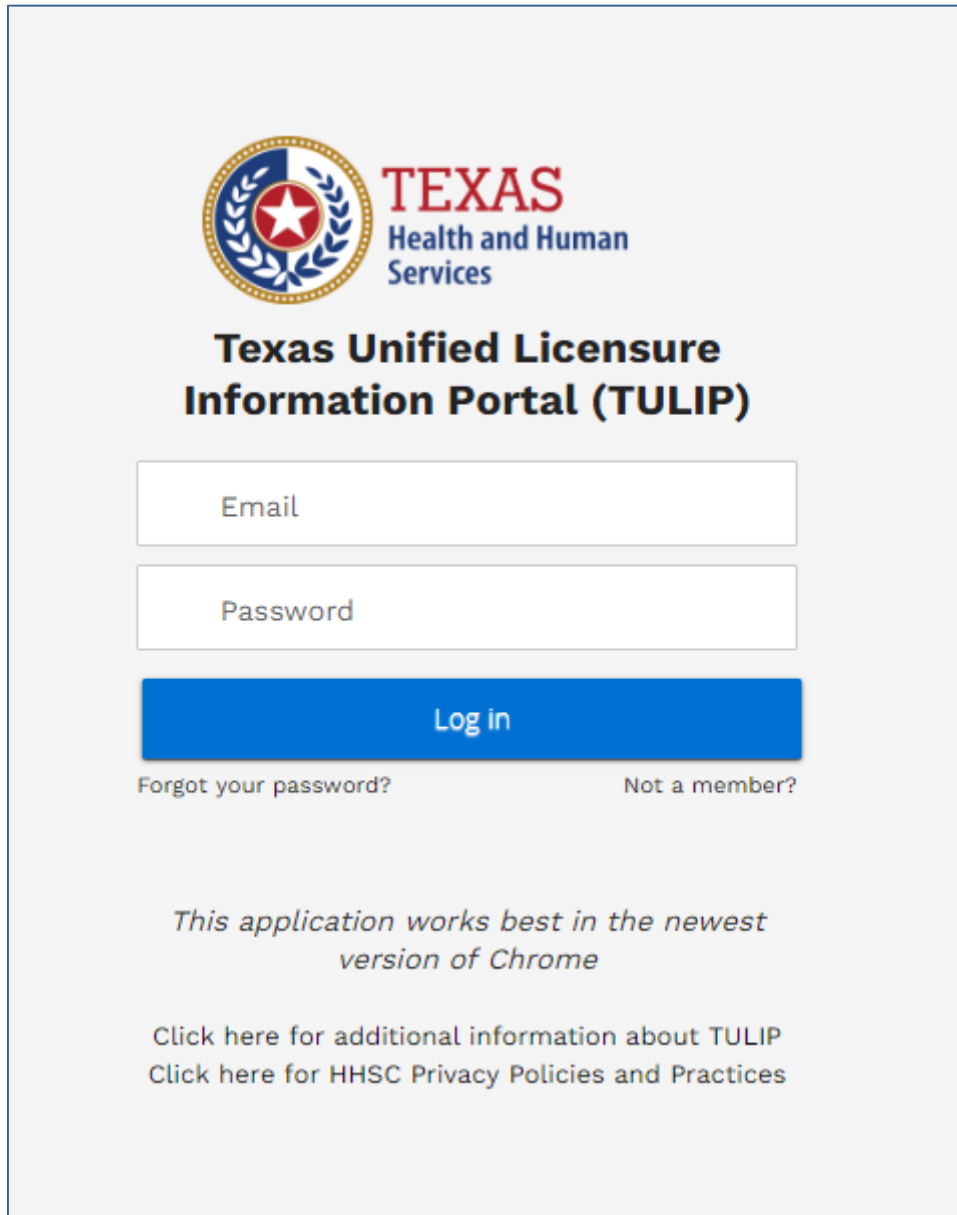
Training Guide

September 19, 2018

Version 1.0

Step 1

Please have the security authority login to their TULIP account for which the consultant needs access to by [clicking here](#).



The image shows the login page for the Texas Unified Licensure Information Portal (TULIP). At the top left is the Texas Health and Human Services logo, which includes a star and a wreath. To the right of the logo, the text reads "TEXAS Health and Human Services". Below the logo and text is the title "Texas Unified Licensure Information Portal (TULIP)". Underneath the title are two input fields: "Email" and "Password". Below these fields is a blue "Log in" button. Under the button are two links: "Forgot your password?" and "Not a member?". At the bottom of the page, there is a note: "This application works best in the newest version of Chrome". Below the note are two more links: "Click here for additional information about TULIP" and "Click here for HHSC Privacy Policies and Practices".

Figure 1: TULIP Login Page

Step 2

From TULIP homepage, click on Manage Facility/Agency Access

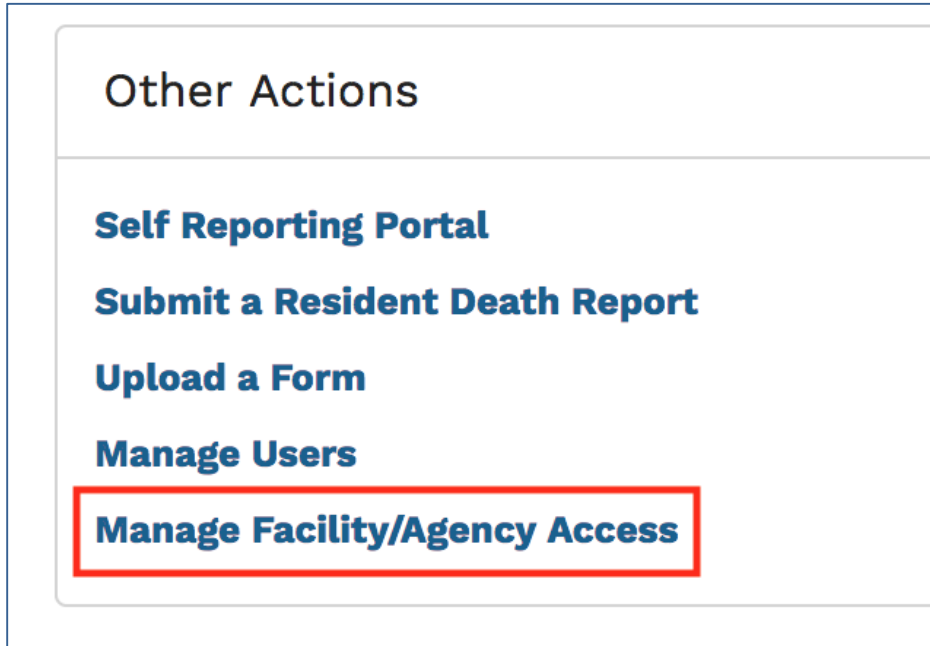


Figure 2: Other Actions on TULIP Homepage

Step 3

Click on the 'New' button

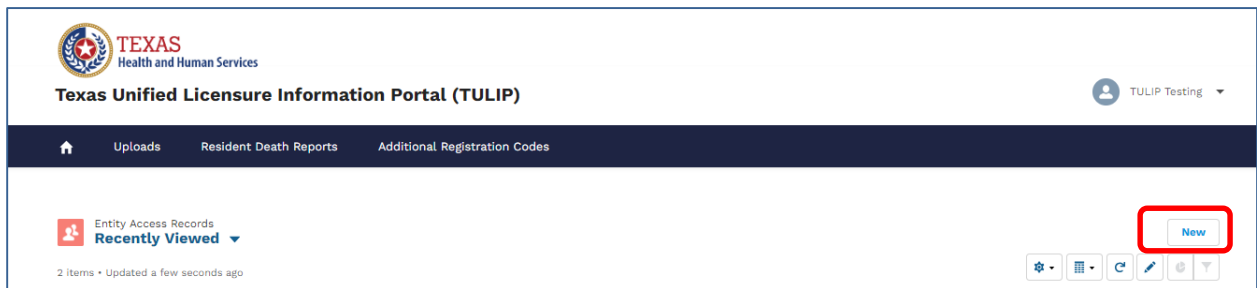


Figure 3: Manage Facility/Agency Access Page

Step 4

Enter Consultants email address and select the entity

New Entity Access

Entity Access ID

Contact

Search Contacts...

* Entity

Search Accounts...

Consultant Email

Security Authority

Allowed to Submit Applications for this?

Can Submit Death Reports

Created By

Last Modified By

Cancel Save & New Save

Figure 4: New Entity Access Page

Step 5

Wait for 30-45 minutes and the consultant should have access to the agency/facility from their account