



Instructions for adding the ability to submit licensure applications

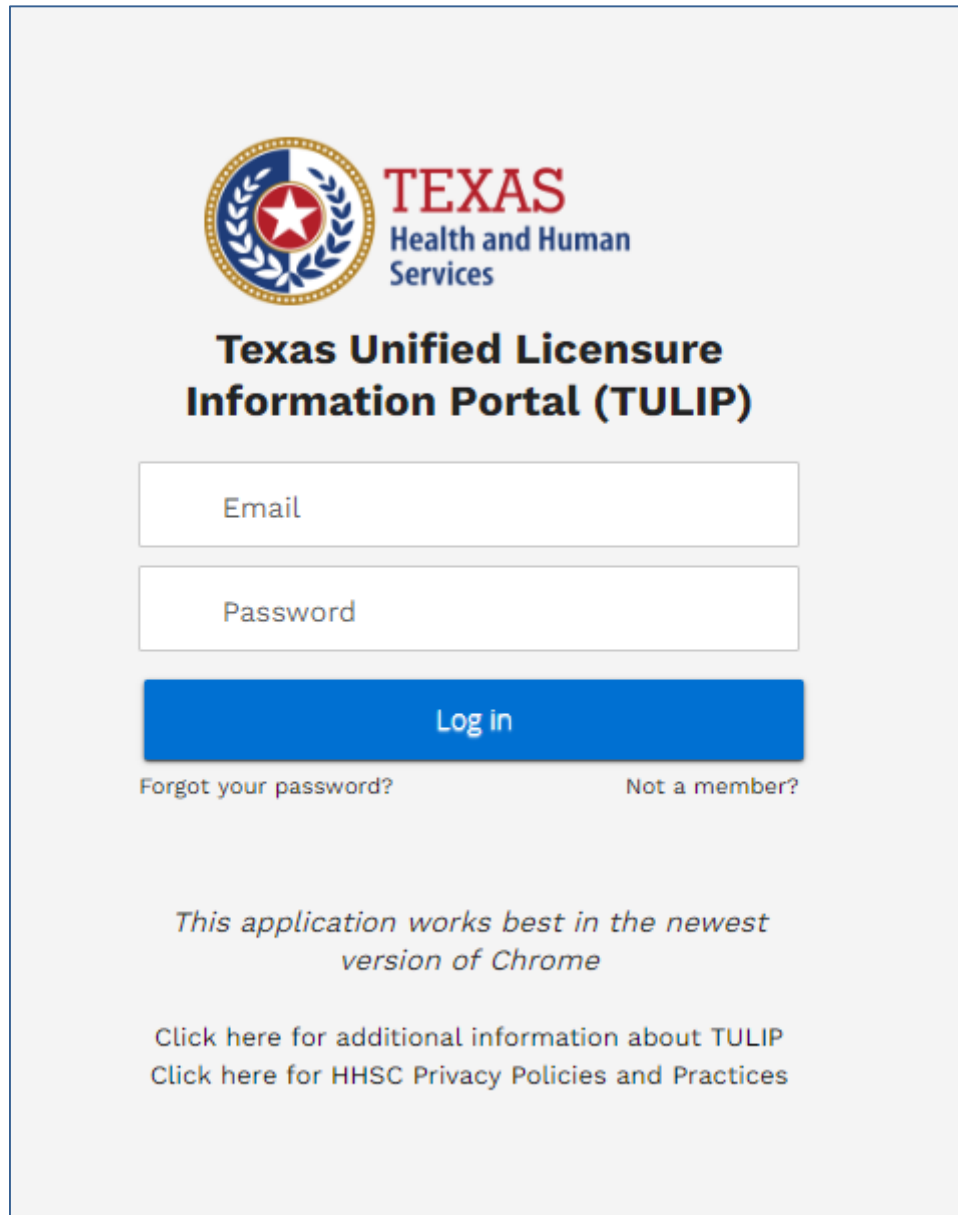
Training Guide

September 19, 2018

Version 1.0

Step 1

Please have the security authority login to their TULIP account 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 features a circular emblem with a star and the text "TEXAS Health and Human Services". Below the logo, the title "Texas Unified Licensure Information Portal (TULIP)" is displayed in bold. The page contains two input fields: "Email" and "Password". Below these fields is a blue "Log in" button. Underneath 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" and 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 the TULIP homepage click on 'Manage Facility/Agency Access'

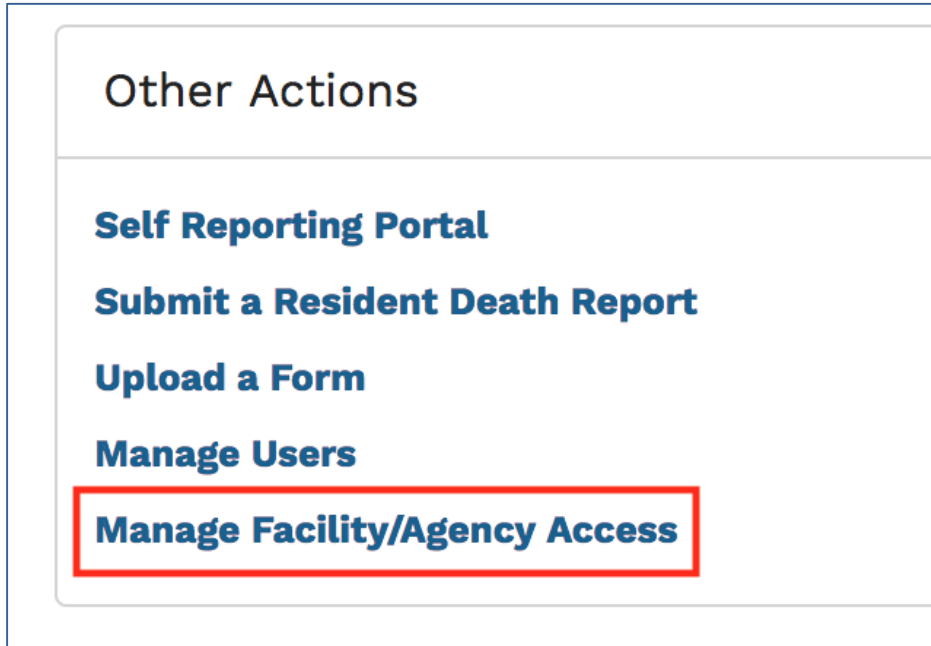


Figure 2: Other Actions on TULIP Homepage

Step 3

Select 'All' from 'Entity Access Records' dropdown and check the box 'Allowed to submit' on the user who would need submit permissions.

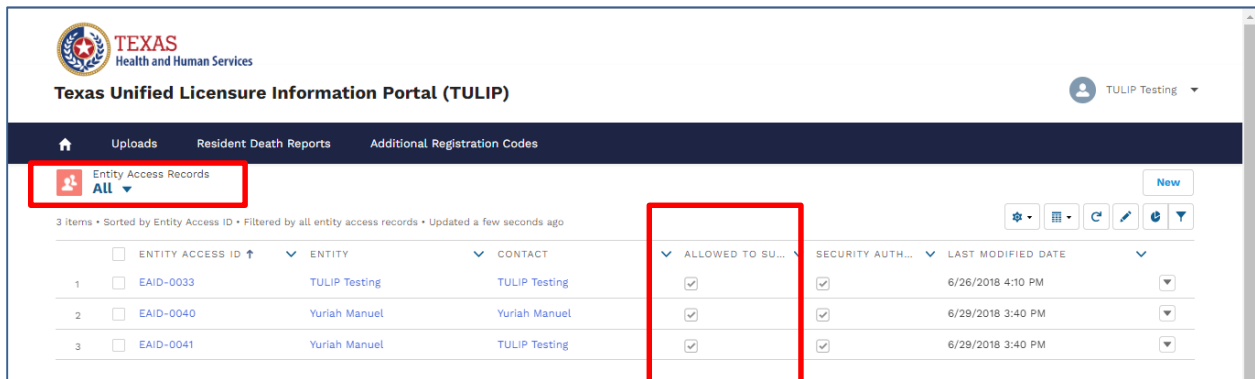


Figure 3: Entity Access Records Page