How to Install Prerequisites for the Nebraska Vital Records Electronic Registration System-Browser Application (VRERS-BA): Windows 7-Windows 10

Introduction
This self-help guide is designed to walk you through the installation of the VRERS-BA prerequisites. If you don’t have administrative rights on your computer or if an IT person is required to install software or modify your system, give them this document. Windows 7 and higher versions are supported.

✔ Checkmarks denote a required action. These will have to be accomplished for each computer that is used to access VRERS-BA.

1. The Microsoft Internet Explorer web browser is required to use the VRERS-BA Production system

✔ Open the 32 bit version Internet Explorer. Make sure to not use Edge if Windows 10

✔ Go to https://vitalrecords-dhhs.ne.gov/VrWebprod/Login.aspx

✔ Click the Bookmark Vital Records button below the login window

✔ Click Add to add this web site to your favorites and add Production after Vital Records.
2. Add the site to your trusted sites

✔️ While in Internet Explorer, pick on Tools (at the top)

✔️ Select Internet Options (at the bottom of the list)

✔️ Go to the Security tab

✔️ Confirm Trusted sites (green checkmark) is selected

✔️ Click the Sites button

✔️ Type https://vitalrecords-dhhs.ne.gov in the “Add this website to the zone:”

✔️ Click Add
✔️ Click Close
3. Click the View Application Prerequisites Button below the login window. This will open the Application Prerequisites window.

4. Install Netsmart VR BA Prerequisites

   ✔   a  Click the Netsmart VR BA Prerequisites Setup Wizard

   ✔   b  Click Run

   If you receive this message, select Run:
Select the box next to “I agree to the license terms and conditions and select Install”

You may be prompted by a UAC security window...just select Agree

► Select Close
If the prerequisites are already installed on your PC, then you may receive the following message. If this is the case, select close.

5. **Attempt to log into VRERS-BA.**

- ✔ If you have already received your ID and created your password in the Password Station, please try logging into the system. If you have not received an ID, send an email request to Nebraska Vital Records at DHHS.VRRS@nebraska.gov to get added to the VRERS-BA system.

  If you had access to the previous Citrix system, try and find a record and print to ensure everything is working properly.

  The Vital Records Help Desk phone number is 402-471-8275 if you have any problems or questions.

- ✔ If you use a Netsmart Vital Records BA system in another state such as South Dakota or Iowa for death records, you will need to install the Netsmart Multi State refresh utility that is used to clear local cache. This is also a useful tool to have installed. Under certain circumstances, the Vital Records help desk may suggest that you use the tool.

  It will need to be ran by double clicking on icon that is installed on your desktop before logging onto the other states system.

- ✔ To install, click on “Running Multiple Versions of VR” and go to Setup under “B. Using MultiSiteRefreshUtility to Clean Local Cache:”
Select Run and then select Yes if you are asked about permission to install:

You should then see a message box that installation was successful. This should have been placed on your desktop.
When it needs run, double click on it, you should get the following message:

![Local cache refreshed!](image)