

Oregon Vital Events Registration System (OVERS)

Adding an OVERS Shortcut to Your Desktop

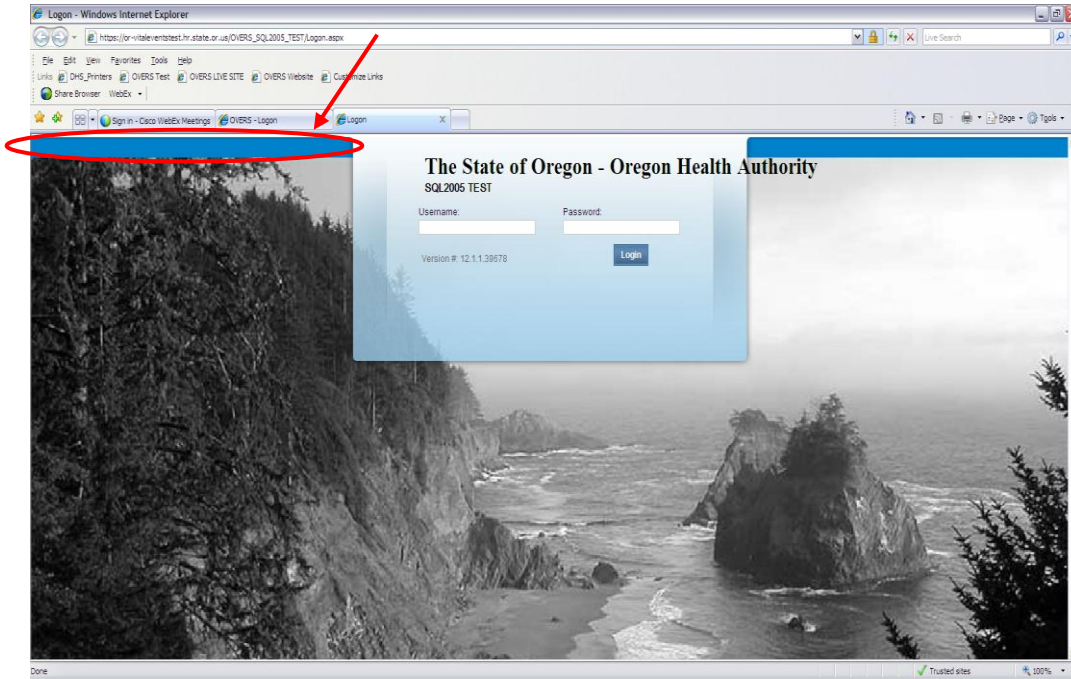
There are many methods to add a shortcut to your desktop. We have provided two options below. You only need to follow one set of instructions.

Method #1

Step 1: Open the OVERS website in Internet Explorer.

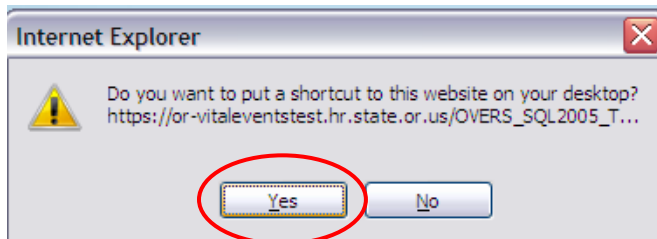
<https://or-vitalevents.hr.state.or.us/OVERS/Logon.aspx>

Step 2: Right click your mouse in the blue area circled below.



Step 3: In the menu that appears, choose **Create Shortcut**.

Step 4: A window will appear, asking “Do you want to put a shortcut to this website on your desktop?” Click **Yes**.



Step 5: The shortcut will appear on your desktop. You may Rename the shortcut to OVERS. Make sure it has the blue letter ‘e’ indicating it will open with Internet Explorer. Double click on the shortcut. Make sure it takes you to OVERS.



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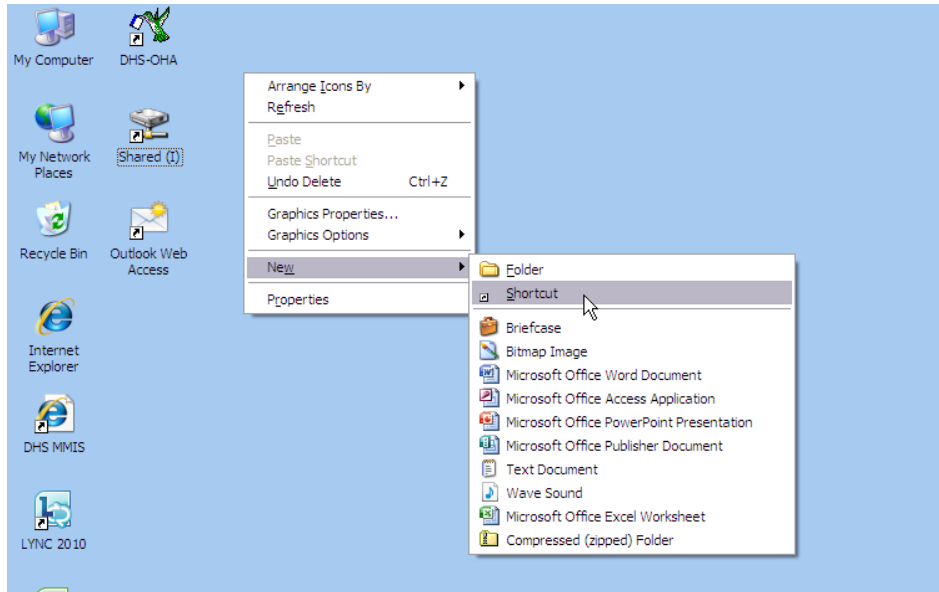
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Method #2

Step 1: From your desktop, right click your mouse.

In the menu that appears, choose **New** then **Shortcut**.

The **Create Shortcut** window will appear.



Step 2: **Copy** and **Paste** the OVERS URL/link into the white box for the “location of the item.”

Then click **Next**.

OVERS URL/link: <https://or-vitalevents.hr.state.or.us/OVERS/Logon.aspx>

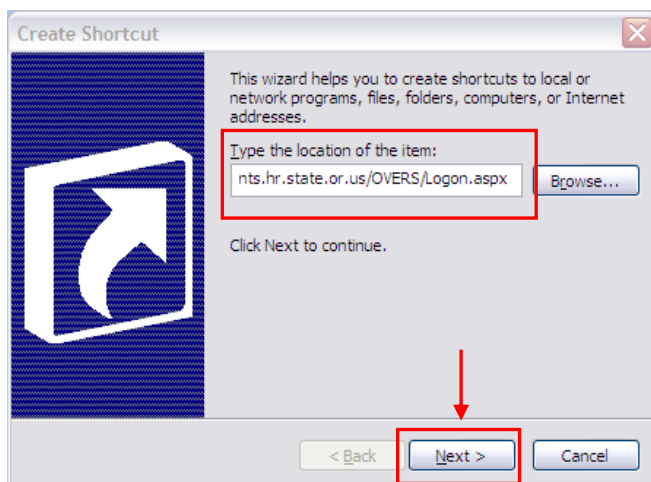
Alternatively, you may hand-type the URL/link into the white box.

To copy, you have two choices:

- Highlight the URL/link, right click it with your mouse, and choose **Copy**, or
- Highlight the URL/link and choose **CTRL+C** on your keyboard.

To paste, you have two choices:

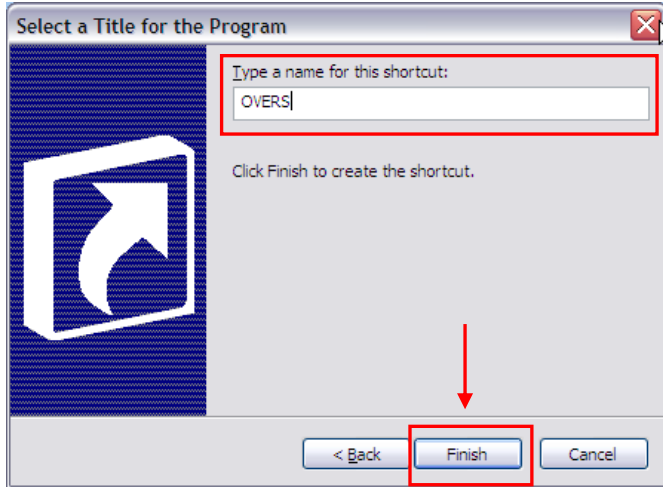
- Right click in the white box with your mouse, and choose **Paste**, or
- Click in the white box with your mouse and choose **CTRL+V** on your keyboard.



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Step 3: Type a name for the shortcut. Then click **Finish**.



Step 4: The shortcut will appear on your desktop. You may Rename the shortcut to OVERS. Make sure it has the blue letter 'e' indicating it will open with Internet Explorer. Double click on the shortcut. Make sure it takes you to OVERS.

