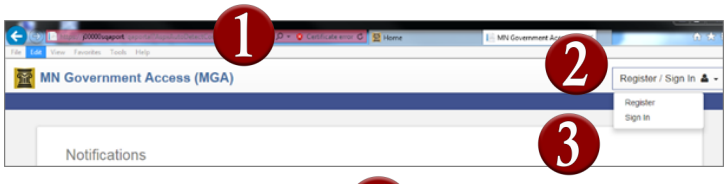
Quick Reference Guide

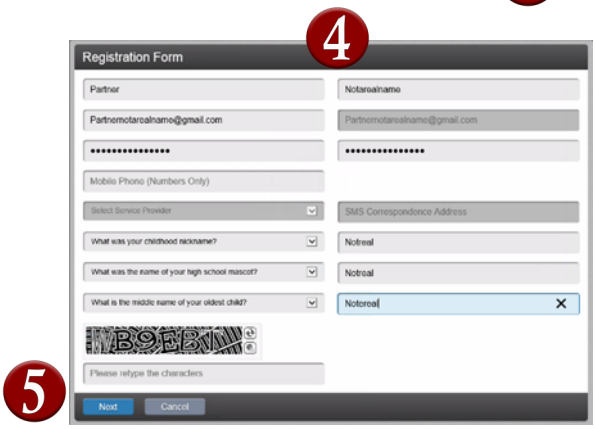
Registering for an Account

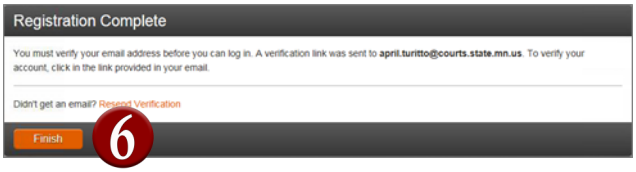
Register an account

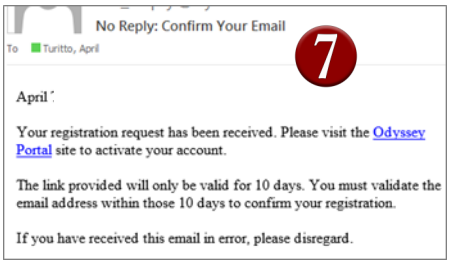
Registration is a two-step process: setting up a user profile and requesting access rights. Complete both steps to gain access to Minnesota Government Access (MGA).

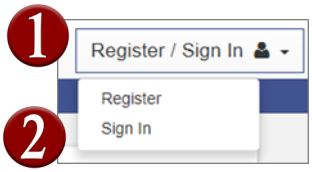
1. Go to https://mga.courts.state.mn.us/MNPRODPORTAL/
2. Click **Register / Sign In**.
3. Select **Register**.
4. Enter the required information in the Registration Form.
5. Click **Next**. A verification link will be sent to your email.
6. Click **Finish** on the Registration Complete box.
7. Access the verification link sent via e-mail and click the **Odyssey Portal** link in the email.











If you do not receive an email, check your mail folder. If it is not there, click **Resend Verification** in the Registration Complete box.

If there is a need to receive access to more than one agency, the accounts may be required to register each agency separately.

Request Access Rights

1. After the email has been validated, sign into MGA. Go to the website and click **Register / Sign In**.
2. Select **Sign In.**

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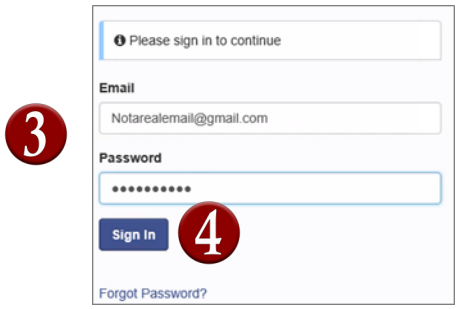
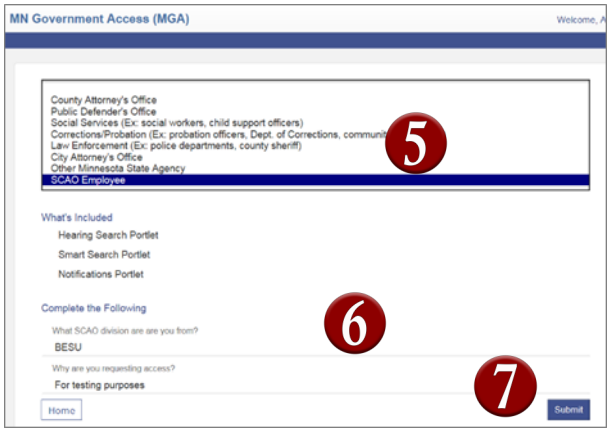
3. Enter a Username and Password.
4. Click **Sign In**.
5. Select a Role from the dropdown menu.
6. Enter additional information, if applicable.
7. Click **Submit**. Contact your Agency Account Manager and let them know you have completed the registration in MGA.





Both steps must be complete to receive access to MGA. Access is not given right away and does take some time. Once access is granted, a notification email is sent.

To go back to the Home Page, click on the **MN Government Access (MGA) icon** in the upper left corner.

This document is written and published by the Minnesota State Court Administrator's Office.