MINNESOTA
JUDICIAL BRANCH

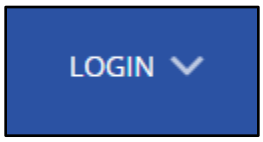
Quick Reference Guide

Managing Profile Information for Examiners

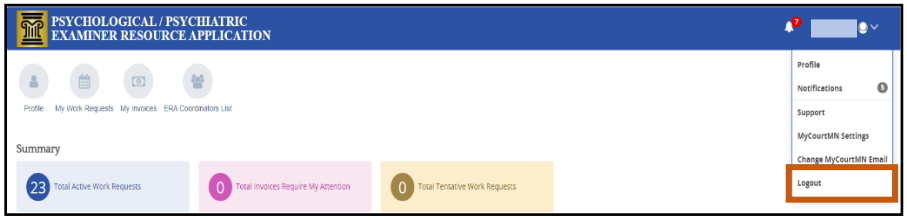
Login or logout of the application

1. Go to http://era.courts.state.mn.us.

2. Click **Login**.

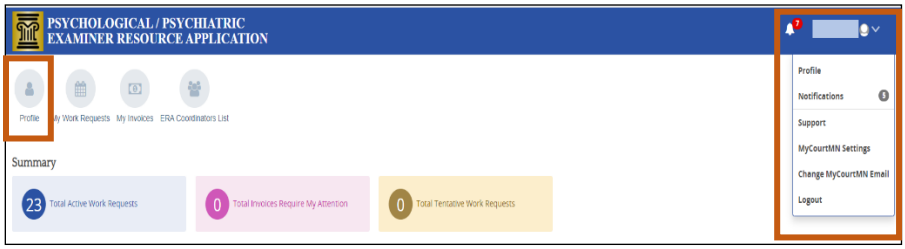


3. Enter your MyCourtMN **Email**, **Password**, **One-Time Code**. Login instructions are in QRG – Creating a MyCourtMN Account located on mncourts.gov > Help Topics > ERA Training.
4. To log out, click the account dropdown and select **Logout**.



View and edit profiles

1. Click the **Profile** quick link. The profile can also be accessed by clicking on the account name and selecting **Profile** from the dropdown.

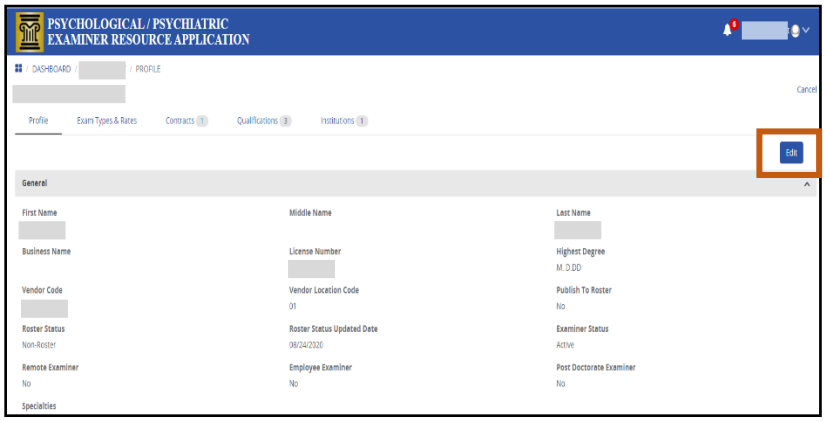


MINNESOTA
JUDICIAL BRANCH

Quick Reference Guide

Managing Profile Information for Examiners

2. Review the account profile information.
3. To edit, click **Edit**.



4. Update profile information fields, if applicable:

   a. General information

      - Name
      - Title
      - Suffix
      - Business Name

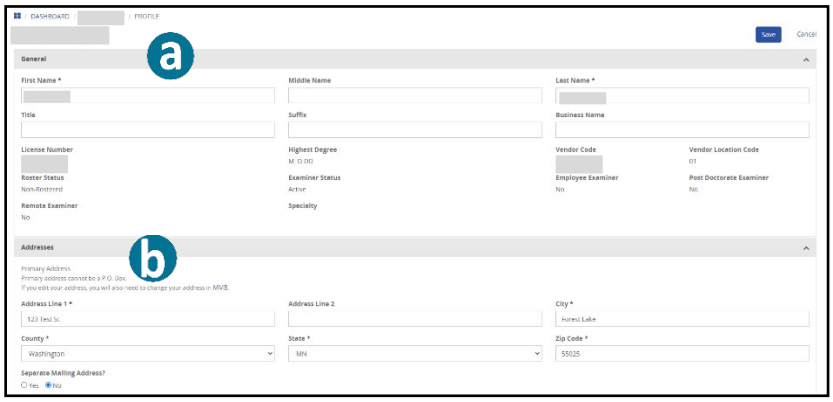
   b. Address information

      - Street
      - Address
      - City
      - State
      - Zip code

MINNESOTA JUDICIAL BRANCH

Quick Reference Guide

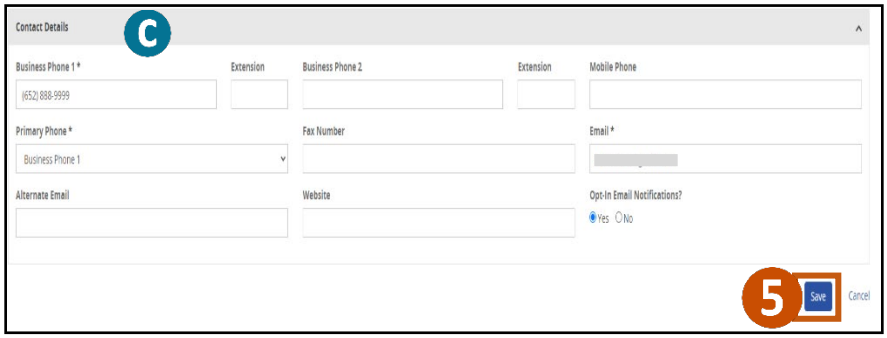
Managing Profile Information for Examiners



c. Contact details

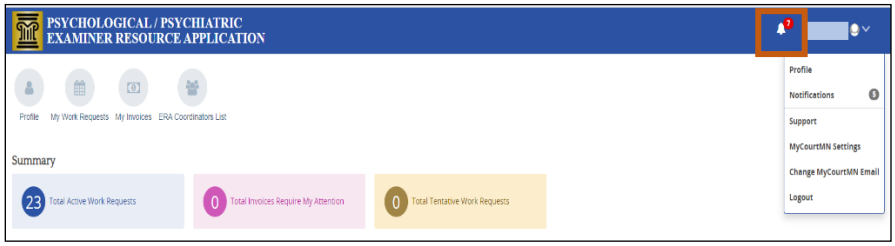
- Phone numbers
- Fax number
- Email(s)
- Select **Yes** or **No** receive email notifications

5. Click **Save.**



Review notifications

1. Click the notification icon.

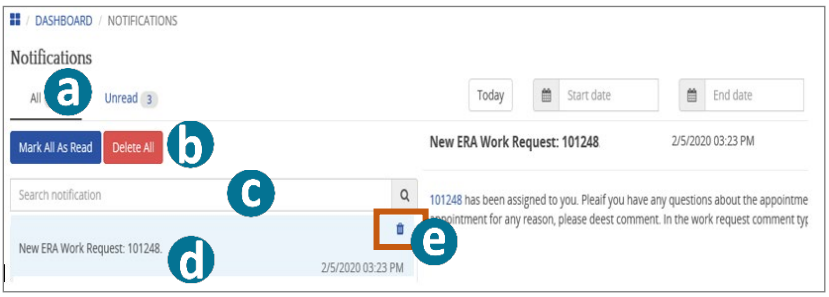


MINNESOTA
JUDICIAL BRANCH

Quick Reference Guide

Managing Profile Information for Examiners

2. Review notification(s):
   a. Click **All** to view all notifications
   b. Click **Mark All As Read** to change the status of messages to read, or click **Delete All** to permanently delete messages
   c. Enter keywords to search for a specific notification
   d. Click an individual notification to view details
   e. Click the trash can icon to delete a single notification



Select travel location(s) you are willing to travel to and exam types

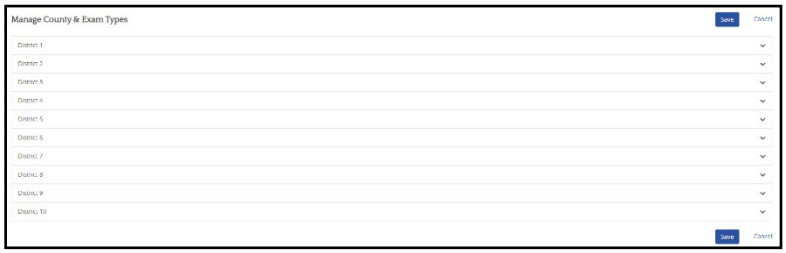
1. Click **Profile**.

2. Click **Exam Types & Rates**.
3. Click **Manage County (travel locations) & Exam Type**.

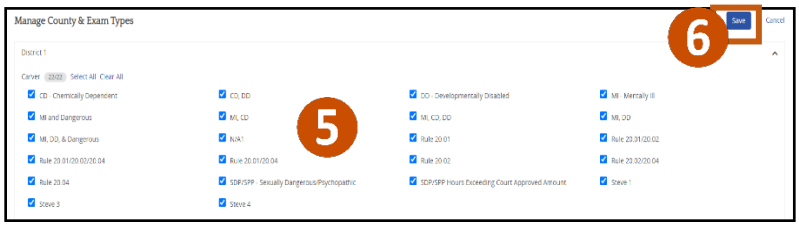
Quick Reference Guide

Managing Profile Information for Examiners

4. Click the **District** to expand and modify exam types and locations (counties) you are willing to travel to.



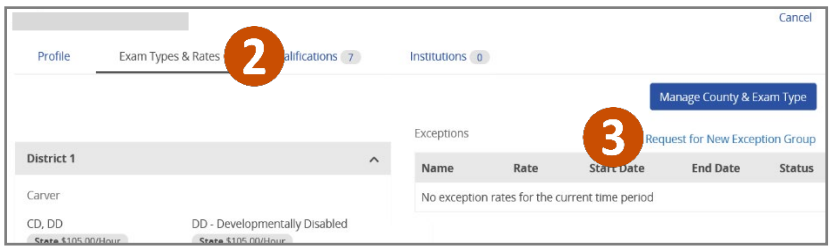
5. Check exam types and travel locations (counties). Click **Select All** to select all and **Clear All** to clear the selections.
6. Click **Save**.



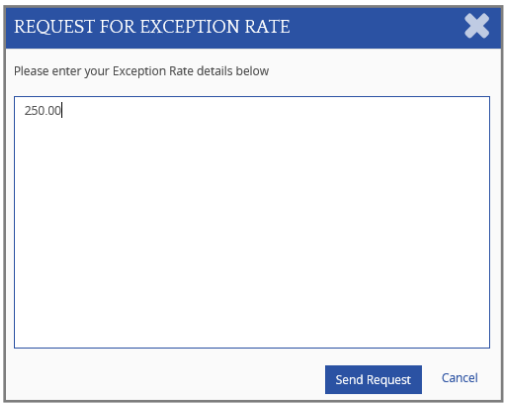
Enter a request for new exception group

1. Click **Profile**.

2. Click **Exam Types & Rates**.
3. Click **Request for New Exception Group**.



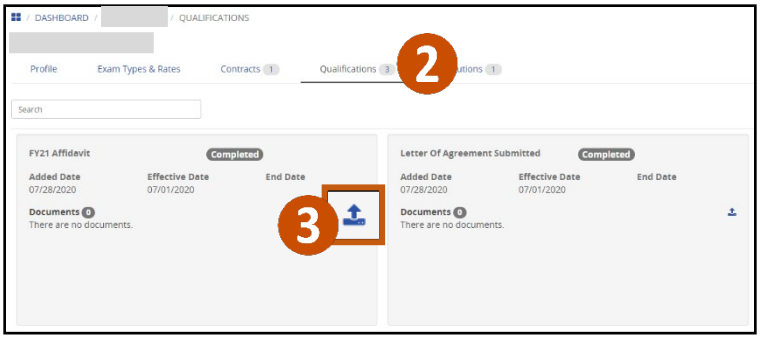
4. Enter request information, and click **Send Request**.



Upload documents to qualify

1. Click **Profile**.

2. Click **Qualifications**.
3. Click the upload icon.

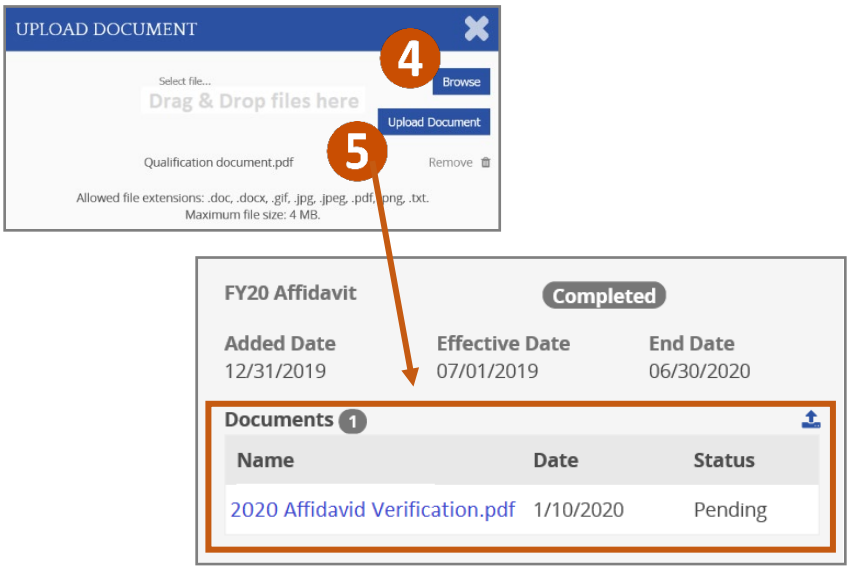


4. Click **Browse** and select a file to upload or drag and drop a file into the dialog box.
5. Click **Upload Document**. Document has a pending approval status.

MINNESOTA JUDICIAL BRANCH

Quick Reference Guide

Managing Profile Information for Examiners



View or request associated institutions

1. Click **Profile**.

2. Click **Institutions**. All institutions that an examiner is associated with displays.

If additional institutions are needed for this account, please contact the ERA Program Administrator.