

## Creating and Modifying a Provider Profile in PASS

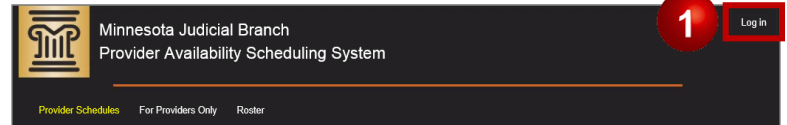
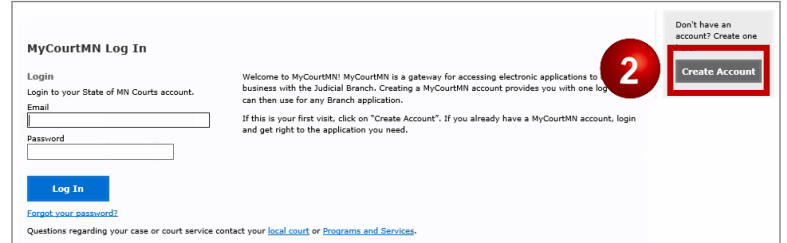
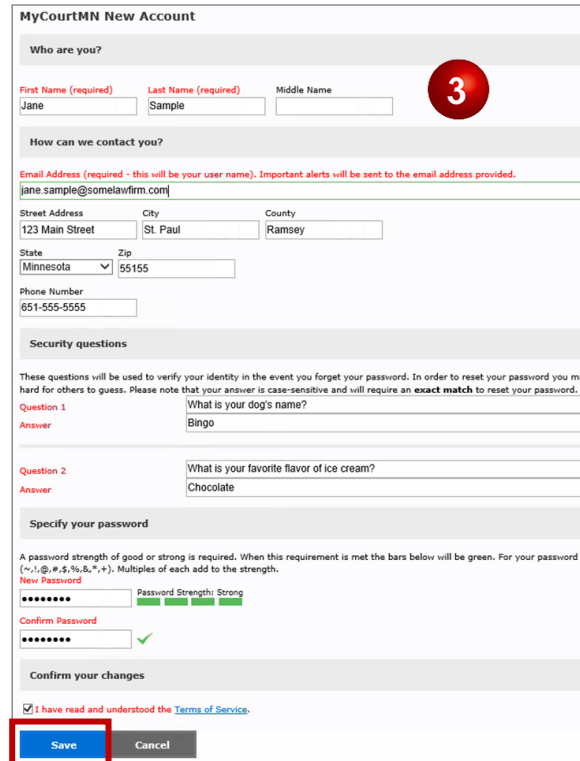
The link to PASS is available on the Minnesota Judicial Branch public website. Go to <http://mncourts.gov/Help-Topics/ENE-ECM.aspx#tab05Provider>.

### Create a MyCourtMN account

1. Click **Log in** in the upper-right corner of the screen.
2. Click **Create Account** in the upper-right of the screen.
3. Enter all required information.
4. Click **Save**.



Follow the instructions provided in the email from MyCourtMN to activate the account.

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### Add profile information

1. Click **Log in** in the upper-right corner of the screen.
2. Enter the **email** and **password** for the MyCourtMN account and click **Log In**.
3. Click **View/Maintain Provider Profile**.
4. Read the Acknowledgements and click **I Agree**.
5. Click the **blue tabs** to open each section.
6. Click **+ Add...** to enter information. Complete all required and applicable fields.
7. Click **Save** after completing each section. To add additional information (e.g., a second address or professional license) click **+ Add...** after saving.
8. Click **Cancel/Close**.



The Personal Information section is pre-populated with first and last name. To enter preferences for domestic violence cases and travel for non-SENE sessions, click Edit.



At least one primary address, email address, and phone number are required to receive communication from the court.

