

Creating and Modifying a Provider Profile in PASS

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

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.

	innesota Judicial	Branch	1 Log in
JIII Pr	rovider Availabilit	ty Scheduling System	
 _			
Provider Schedule	😸 For Providers Only	Roster	
MyCourtMN L	og In		Don't have an account? Create one
Login	og m	Welcome to MyCourtMN! MyCourtMN is a gateway for accessing electronic applications to	Create Account
Login to your State of Email	f MN Courts account.	business with the Judicial Branch. Creating a MyCourtMN account provides you with one log can then use for any Branch application.	
1		If this is your first visit, click on "Create Account". If you already have a MyCourtMN account, login and get right to the application you need.	
Password			
Log In			
Forgot your password	12		
Questions regarding y	your case or court service cont	tact your local court or Programs and Services.	
[MyCourtMN New	Account	
	Who are you?		
	First Name (required) Jane	Last Name (required) Middle Name	
	How can we contact		
	Email Address (required - jane.sample@somelawfi	this will be your user name). Important alerts will be sent to the email address provided. irm.com	
	Street Address	City County	
	123 Main Street State Zip	St. Paul Ramsey	
	Minnesota V 551	155	
	Phone Number 651-555-5555	1	
	Security questions		
		ed to verify your identity in the event you forget your password. In order to reset your password you r Nease note that your answer is case-sensitive and will require an exact match to reset your password	
	Question 1 Answer	What is your dog's name? Bingo	-
	Question 2	What is your favorite flavor of ice cream?	
	Answer	Chocolate	
	Specify your passwo	ord	
	A password strength of go (~,!,@,#,\$,%,&,*,+). Mult New Password	od or strong is required. When this requirement is met the bars below will be green. For your passwor tiples of each add to the strength.	d
	•••••	Password Strength: Strong	
	Confirm Password		
		·	
	Confirm your changes		
	I have read and unders	stood the <u>Terms of Service</u> .	
4	Save	Cancel	



Add profile information

MINNESOTA

Inform
Instruct

IRT SERVICES DIVISION

1. Click **Log in** in the upper-right corner of the screen.

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Inspire

- Enter the email and password for the MyCourtMN account and click Log In.
- 3. Click View/Maintain Provider Profile.
- Read the Acknowledgements and click I Agree.
- 5. Click the **blue tabs** to open each section.
- Click + Add... to enter information. Complete all required and applicable fields.
 - The Personal Information section is prepopulated with first and last name. To enter preferences for domestic violence cases and travel for non-SENE sessions, click Edit.
- 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.



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

