

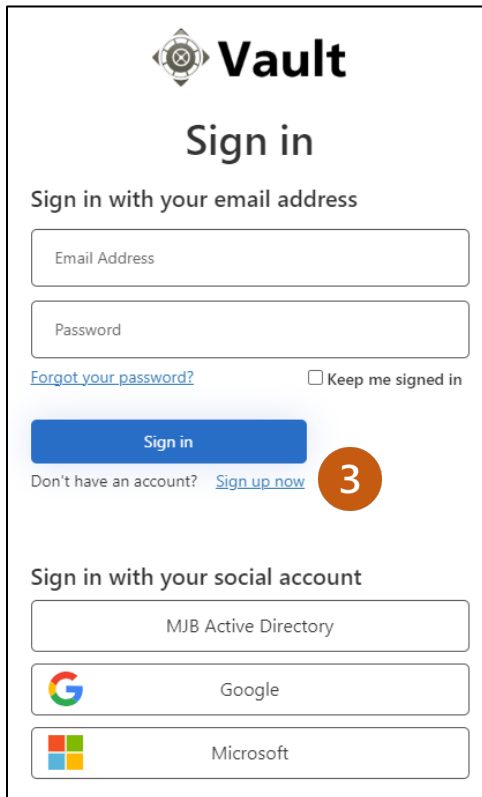
## QRG – Creating and Managing a MNDES Account

### Create an account

1. Click this link to open the MNDES website: <https://mndigitalexhibitsystem.courts.state.mn.us/>.  
The link can also be entered in the address bar in an Internet browser.
2. Under Login or Register for MNDES, Click **Login/Register**.



3. From the Sign in screen, click **Sign up now**.



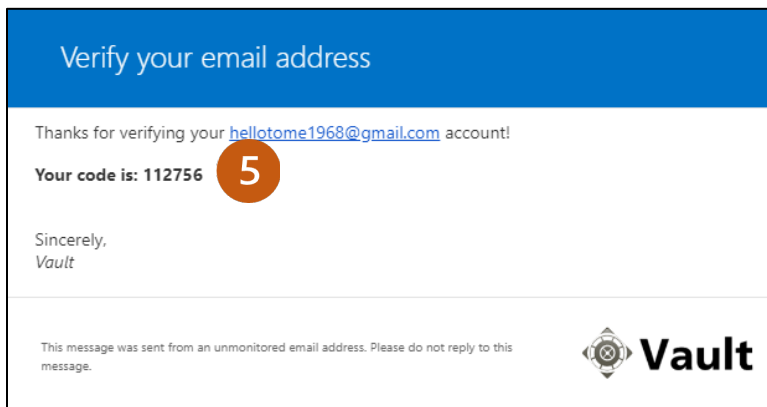


## QRG – Creating and Managing a MNDES Account

4. From the User Details screen, enter your email address and click **Send verification code**. This will create an email, with a verification code, that will be sent to the email address used for your account.

The screenshot shows the 'Vault User Details' screen. At the top left is a 'Cancel' button. The Vault logo is centered at the top. Below it is the title 'User Details'. There is an 'Email Address' input field with a red asterisk to its right. Below that is a blue button labeled 'Send verification code' with a brown circle containing the number '4' to its right. Underneath are three more input fields: 'New Password', 'Confirm New Password', and 'Full Name', each with a red asterisk to its right. Below these are two more input fields: 'First Name' and 'Last Name', each with a red asterisk to its right. At the bottom of the form is a light blue button labeled 'Create'.

5. From your email inbox, open the email you received and copy the verification code.





## QRG – Creating and Managing a MNDES Account

6. From the MNDES User Details screen, enter the code into the Verification Code field and click **Verify Code**.

The screenshot shows the 'Vault User Details' screen. At the top is the Vault logo. Below it, the text reads: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: the first contains 'meç' and 'n', and the second is labeled 'Verification Code'. Both fields have a red asterisk to their right. At the bottom left is a circular orange icon with the number '6'. To its right are two blue buttons: 'Verify code' and 'Send new code'.

7. Type your information in the following fields:
  - a. Type a **New Password**.
  - b. **Confirm New Password**.
  - c. Type a **Full Name** (first and last, required).
  - d. Type a **First Name** (required).
  - e. Type a **Last Name** (required).
8. Click **Create**.



## QRG – Creating and Managing a MNDES Account

**Vault**

**7** User Details

E-mail address verified. You can continue now.

me n \*

Change e-mail

**a** New Password \*

**b** Confirm New Password \*

**c** Full Name \*

**d** First Name \*

**e** Last Name \*

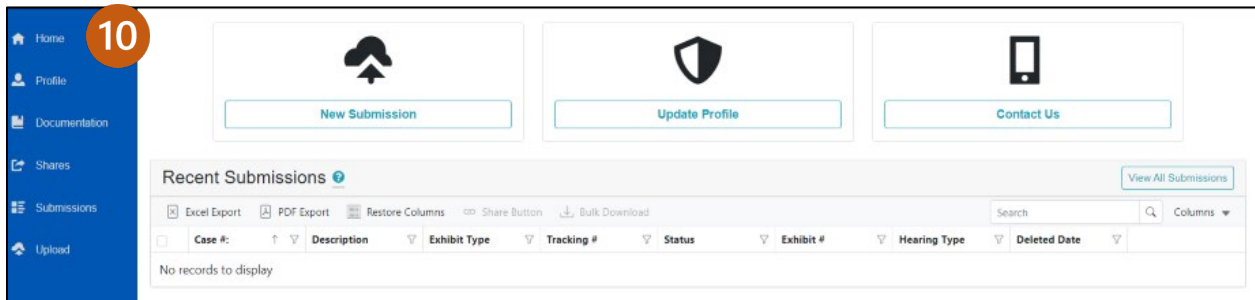
**8** Create

## QRG – Creating and Managing a MNDES Account

9. Click **Accept Terms Button**.



10. You will be directed to the Home screen for MNDES.



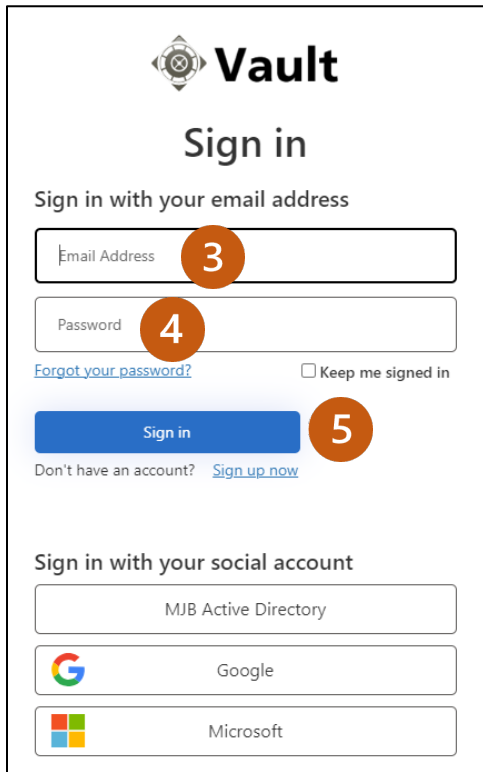
### Login to existing account

1. Click this link to open the MNDES website: <https://mndigitalexhibitsystem.courts.state.mn.us/>.  
The link can also be entered in the address bar in an Internet browser.
2. Click **Login/Register**.



## QRG – Creating and Managing a MNDES Account

3. Type your **Email Address**.
4. Type your **Password**.
5. Click **Sign in**.

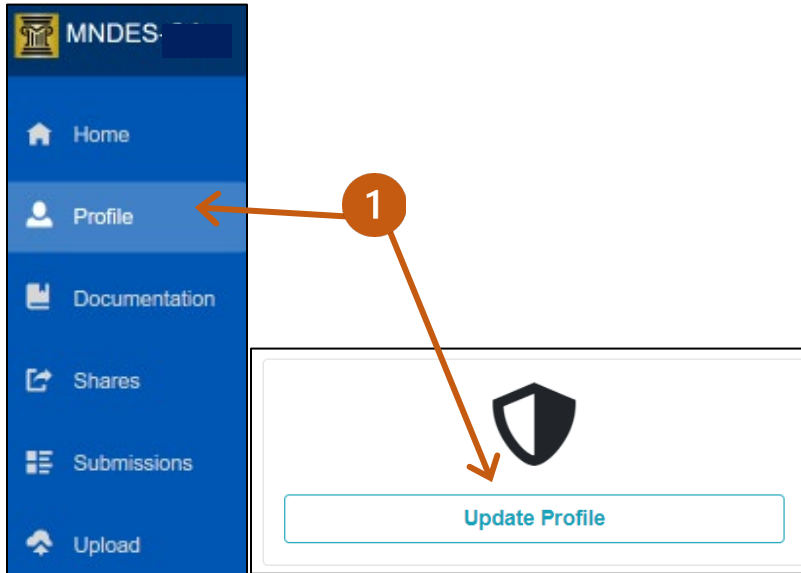


The screenshot shows the Vault Sign in page. At the top is the Vault logo. Below it is the text "Sign in" and "Sign in with your email address". There are three input fields: "Email Address" (with a callout 3), "Password" (with a callout 4), and a "Sign in" button (with a callout 5). Below the password field are links for "Forgot your password?" and a checkbox for "Keep me signed in". Below the sign in button is a link for "Don't have an account? Sign up now". At the bottom, there is a section for "Sign in with your social account" with buttons for "MJB Active Directory", "Google", and "Microsoft".

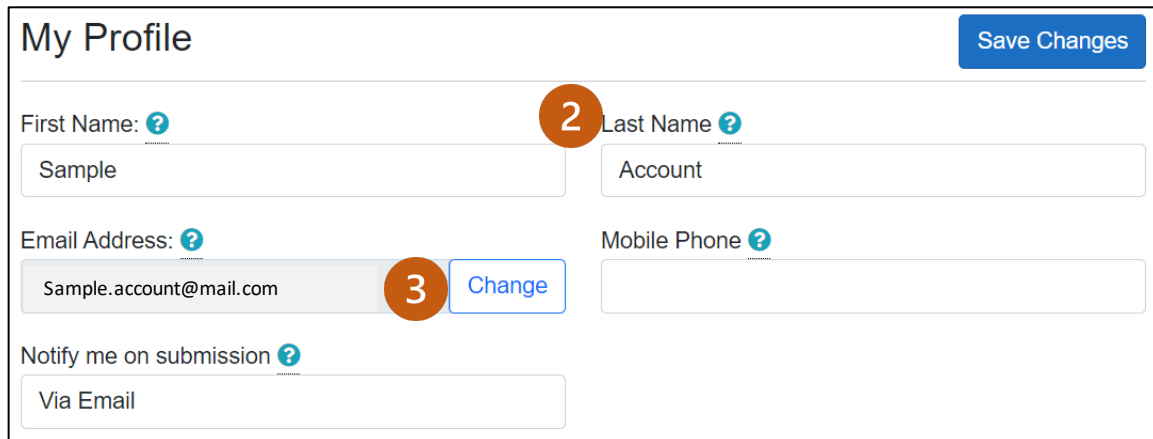
## QRG – Creating and Managing a MNDES Account

### Manage my profile account

1. In the left-hand navigation pane, click **Profile** or click **Update Profile** from the Home screen.



2. Update **First Name**, **Last Name**, or **Mobile Phone** number, as necessary.
3. Click **Change** to update your email address.

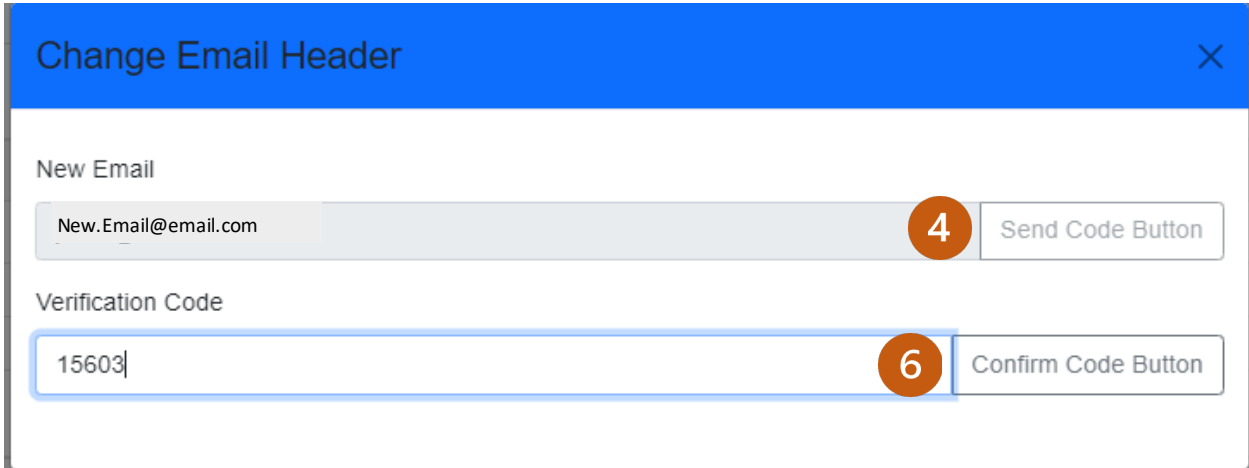


The image shows a screenshot of the 'My Profile' form in the MNDES application. The form has a title 'My Profile' and a 'Save Changes' button in the top right corner. It contains several input fields and a 'Change' button:

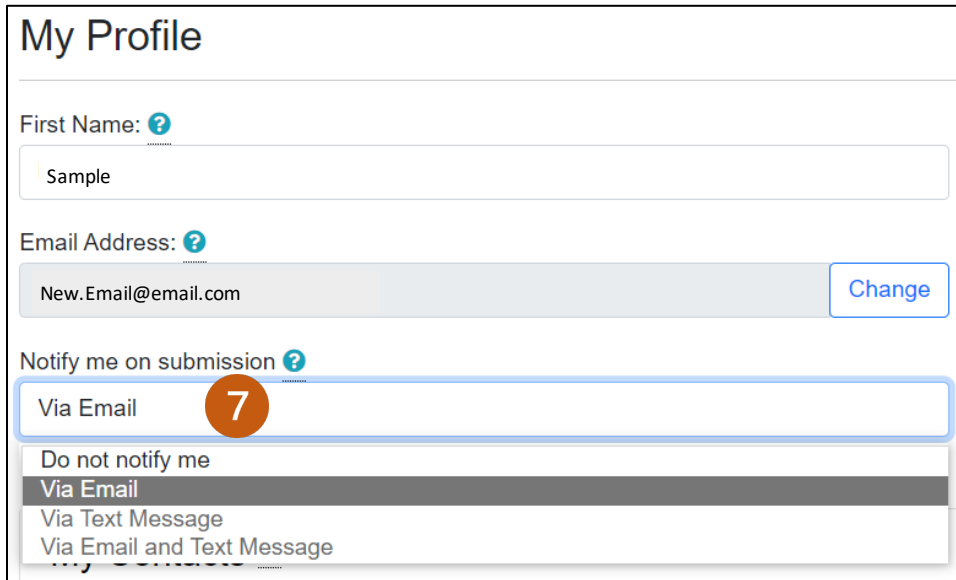
- First Name:** Input field with 'Sample' and a help icon.
- Last Name:** Input field with 'Account' and a help icon. A circled '2' points to this field.
- Email Address:** Input field with 'Sample.account@mail.com' and a help icon. A circled '3' points to the 'Change' button next to it.
- Mobile Phone:** Input field with a help icon.
- Notify me on submission:** Input field with 'Via Email' and a help icon.

## QRG – Creating and Managing a MNDES Account

4. Enter the new email address and click **Send Code Button**.
5. From your email inbox, open the email you received and copy the code.
6. Enter the **Verification Code**. Click **Confirm Code Button**.



7. To change your Notifications, click the **Notify me on submission** dropdown and select the preferred method to receive the status of a submission.



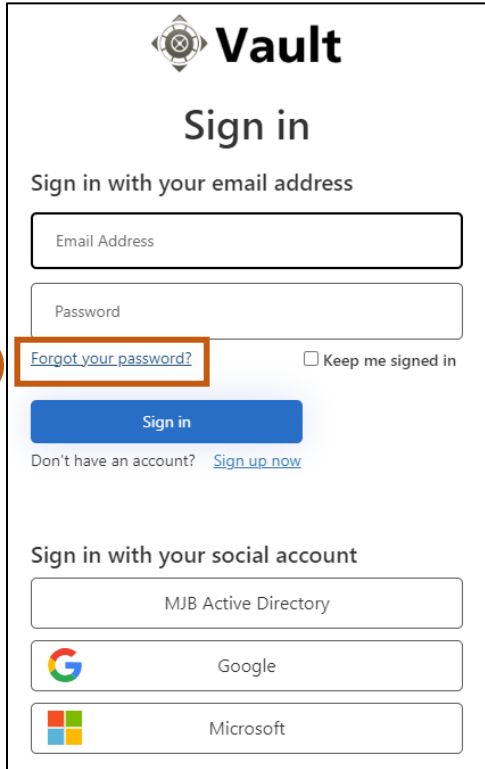
If you did not add a mobile phone number when your account was set up, you will need to add a mobile phone number, click Save changes and then the options for text messages will be available.



## QRG – Creating and Managing a MNDES Account

### Update my password

1. Click **Forgot your password?**



**Vault**  
Sign in

Sign in with your email address

Email Address

Password

**1** [Forgot your password?](#)  Keep me signed in

Sign in

Don't have an account? [Sign up now](#)

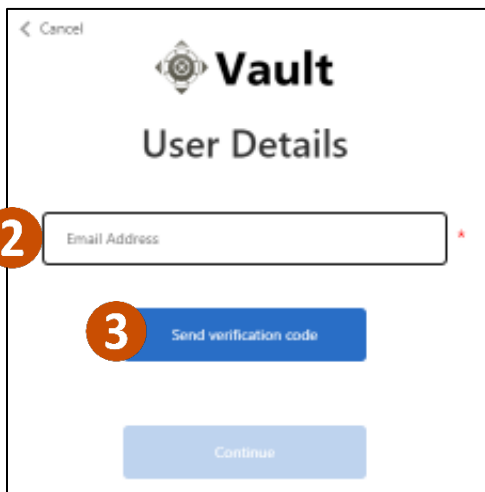
Sign in with your social account

MJB Active Directory

Google

Microsoft

2. Enter your **Email Address**.
3. Click **Send Verification Code**.



< Cancel

**Vault**  
User Details

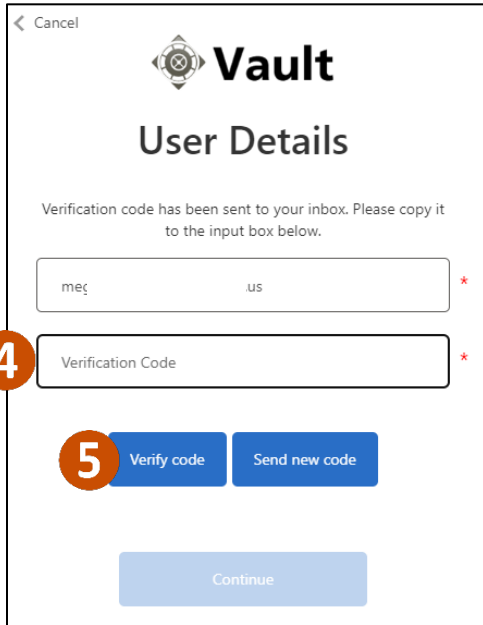
**2** Email Address \*

**3** Send verification code

Continue

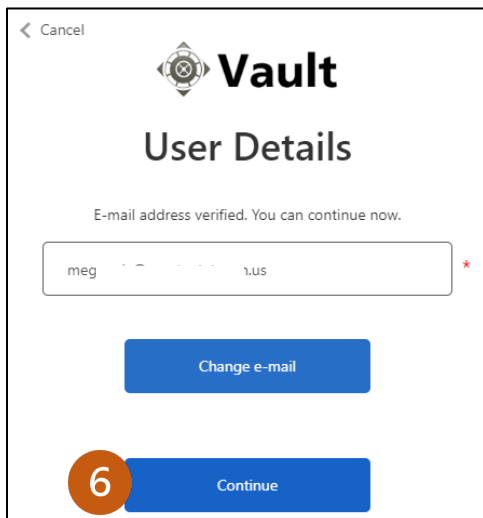
## QRG – Creating and Managing a MNDES Account

- From your email inbox, open the email you received, copy the code, and enter/paste it in the **Verification Code** field.
- Click **Verify Code**.



The screenshot shows the 'Vault User Details' screen. At the top, there is a 'Cancel' link and the Vault logo. Below the logo, the text reads 'User Details' and 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: the first contains 'meg' and '.us', and the second is labeled 'Verification Code'. Below these fields are two buttons: 'Verify code' and 'Send new code'. At the bottom is a 'Continue' button. A red circle with the number '4' is overlaid on the 'Verification Code' input field, and a red circle with the number '5' is overlaid on the 'Verify code' button.

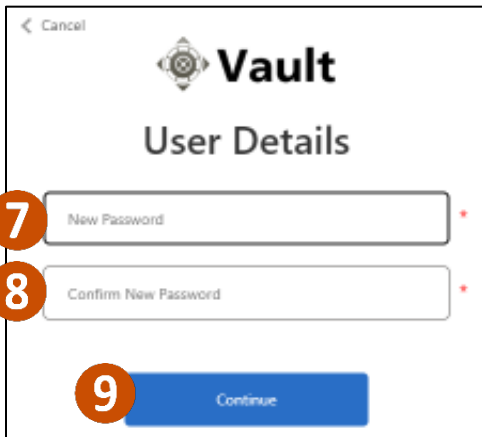
- At the confirmation dialog, click **Continue**. (Do not click Change e-mail.)



The screenshot shows the 'Vault User Details' screen after verification. At the top, there is a 'Cancel' link and the Vault logo. Below the logo, the text reads 'User Details' and 'E-mail address verified. You can continue now.' There is one input field containing 'meg' and '.us'. Below this field is a 'Change e-mail' button. At the bottom is a 'Continue' button. A red circle with the number '6' is overlaid on the 'Continue' button.

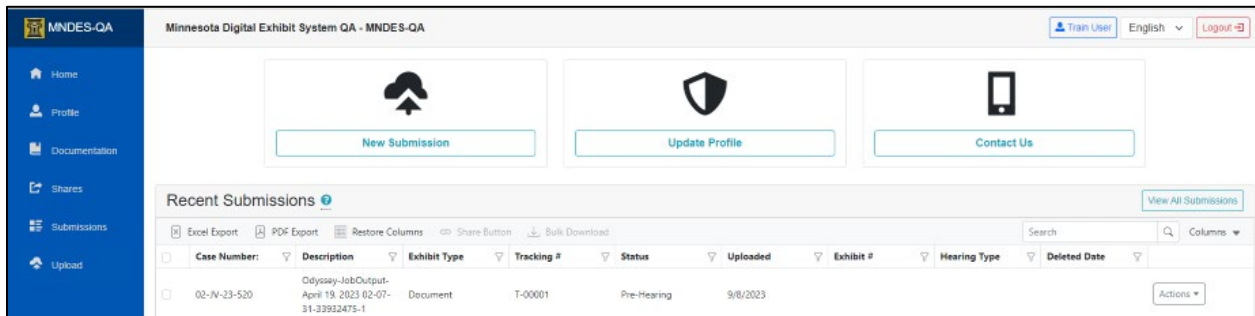
## QRG – Creating and Managing a MNDES Account

7. Enter the **New Password**.
8. Enter it again to **Confirm New password**.
9. Click **Continue**.



The screenshot shows a mobile interface titled "Vault User Details". It features two text input fields: "New Password" and "Confirm New Password". A blue "Continue" button is located at the bottom. Red asterisks are visible to the right of both input fields, indicating required fields. Orange callout boxes with numbers 7, 8, and 9 are overlaid on the form to highlight the steps: 7 points to the "New Password" field, 8 points to the "Confirm New Password" field, and 9 points to the "Continue" button.

If the password change is successful, you will be taken the Recent Submissions page will open in MNDES.



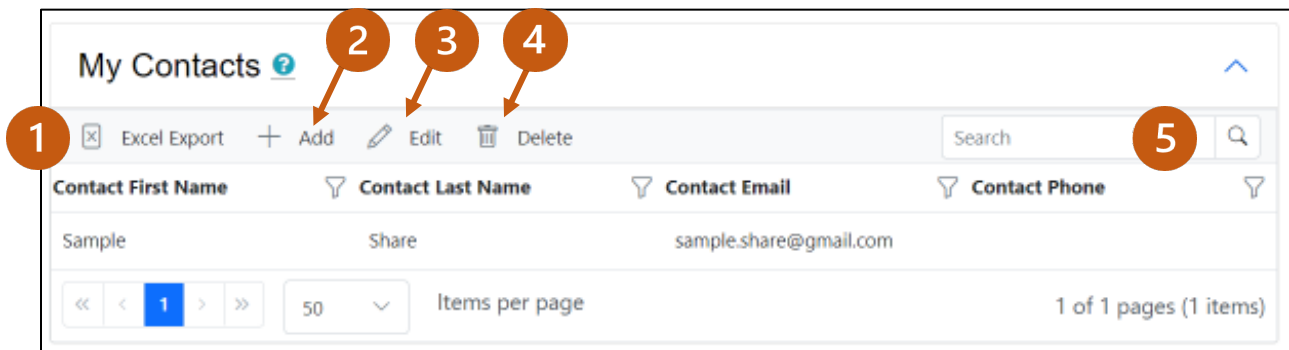
The screenshot displays the MNDES-QA dashboard. The top navigation bar includes "Train User", "English", and "Logout". The main content area features three buttons: "New Submission", "Update Profile", and "Contact Us". Below these is the "Recent Submissions" section, which includes a table with columns for Case Number, Description, Exhibit Type, Tracking #, Status, Uploaded, Exhibit #, Hearing Type, and Deleted Date. A "View All Submissions" link is also present.

Case Number	Description	Exhibit Type	Tracking #	Status	Uploaded	Exhibit #	Hearing Type	Deleted Date
02-JV-23-520	Odyssey-JobOutput-April 19, 2023 02-07-31-33912475-1	Document	T-00001	Pre-Hearing	9/8/2023			

## QRG – Creating and Managing a MNDES Account

### Manage my contacts

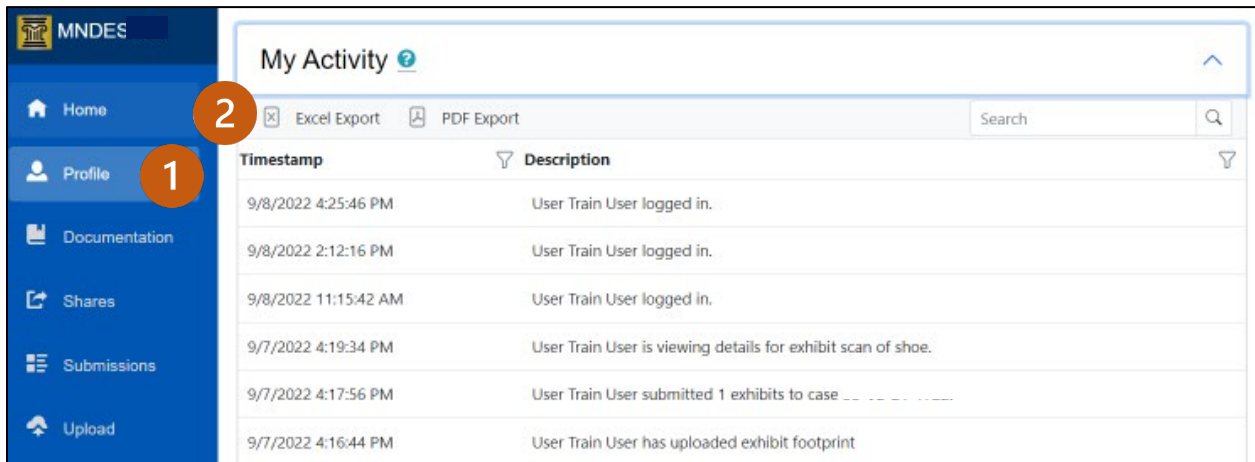
1. If you have existing contacts for exhibit sharing, click **Excel Export** to create a spreadsheet with contact information.
2. Click **Add** to add a new exhibit contact.
3. Select the contact in the list and click **Edit** to change contact information.
4. Select the contact in the list and click **Delete** to remove the contact.
5. Enter any identifying information and click the magnifying glass to search for a contact if you have many in the list.



## QRG – Creating and Managing a MNDES Account

### View my activity

1. From the Profile page, view a list of timestamped (date and time) activities you have performed within the portal. This list cannot be modified or deleted. The portal tracks the following activities:
  - Logging in
  - Searching for exhibits
  - Uploading exhibits
  - Downloading data
  - Viewing exhibit details
  - Requesting exhibit deletion
  - Modifying exhibit details
2. Export the activities list to Excel or PDF.



Timestamp	Description
9/8/2022 4:25:46 PM	User Train User logged in.
9/8/2022 2:12:16 PM	User Train User logged in.
9/8/2022 11:15:42 AM	User Train User logged in.
9/7/2022 4:19:34 PM	User Train User is viewing details for exhibit scan of shoe.
9/7/2022 4:17:56 PM	User Train User submitted 1 exhibits to case _ _ _ _ _ .
9/7/2022 4:16:44 PM	User Train User has uploaded exhibit footprint