Quick Reference Guide – Creating and Managing a MNDES Account

Last Revised: 12/18/2024

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. Click **Login/Register**.

3. Click **Sign up now**.
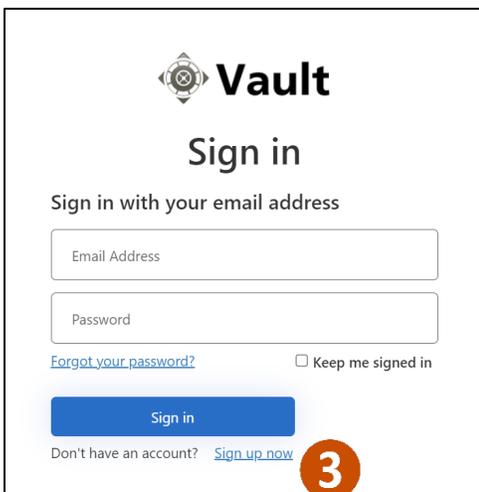
4. Type your information in the following fields:

   a. Enter **Email Address.**

   b. Click **Send verification code.**
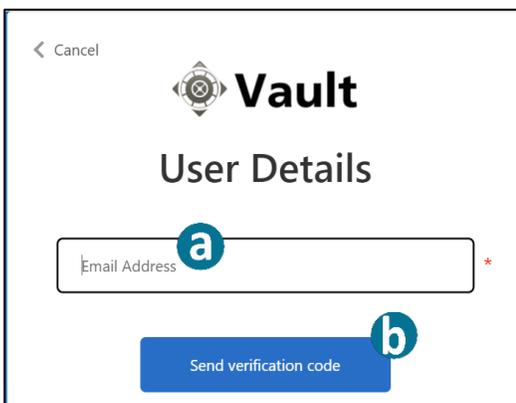
c. Enter the **Verification Code** you received**.**

d. Click **Verify code** or **Send new code** if the original code is not working.

e. Enter a **New Password.**

f. Enter the same password in the **Confirm Password** field**.**

g. Enter your **Full Name.**

h. Enter your **First Name.**

i. Enter your **Last Name.**

j. Click **Create.**

5. A completed registration confirmation message displays.
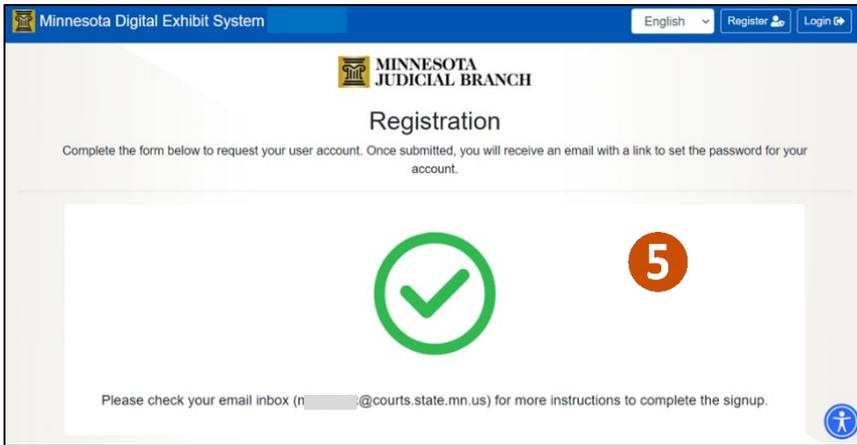
6. Go to your email inbox and open the email you received. Click the link to finish your account signup.

Finish account signup

1. After clicking the link you received via email, type a **Password**.

2. Type your password again in the **Confirm Password** field.

💡 The email you entered is not editable. As you type a password, the Password Requirements boxes will turn green when criteria are met.

3. Click **Finish Signup**.
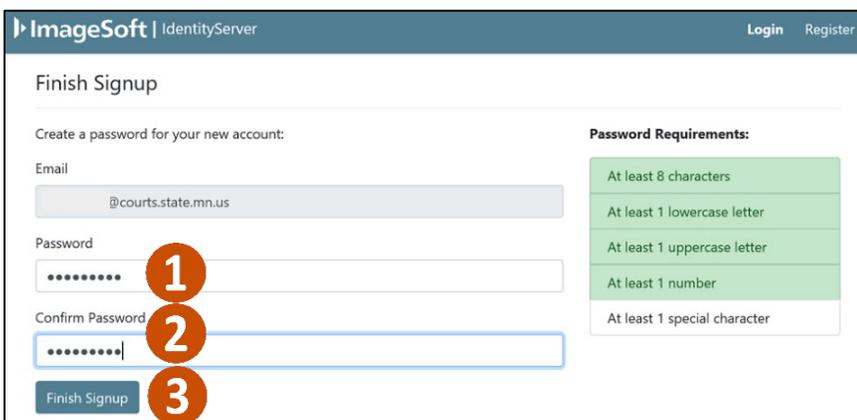
Login to existing account

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**.

3. Type your **Email**.

4. Type your **Password**.

5. Click **Sign in** or press **Enter** on your keyboard.
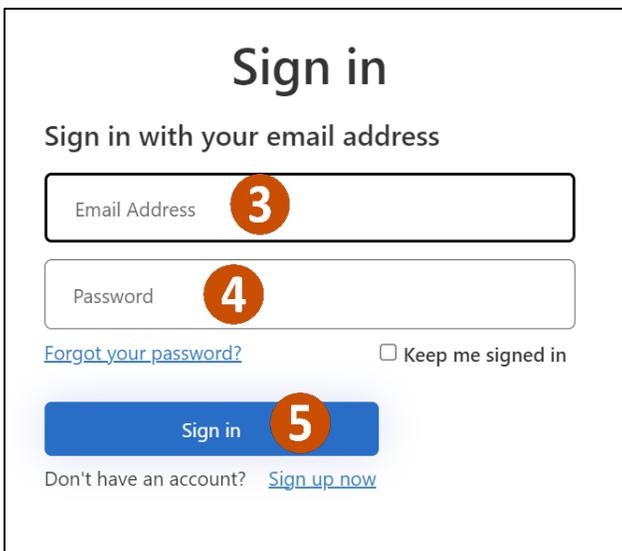
Manage my profile account

1. In the left-hand navigation pane, click **Profile** or click **Update Profile** from the Home screen.
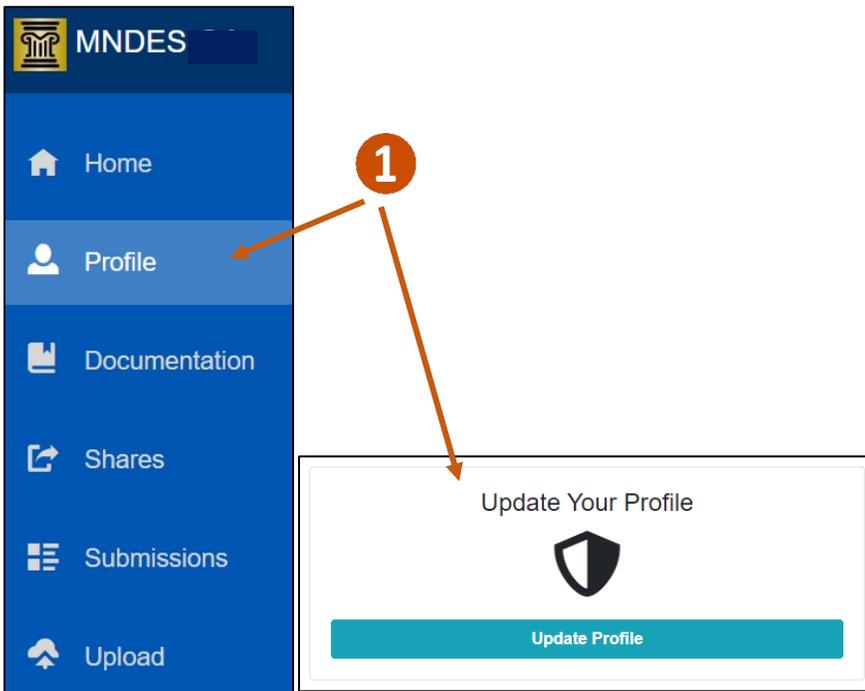
2. Click the **Notify me on submission** dropdown and select the preferred method to receive the status of a submission.
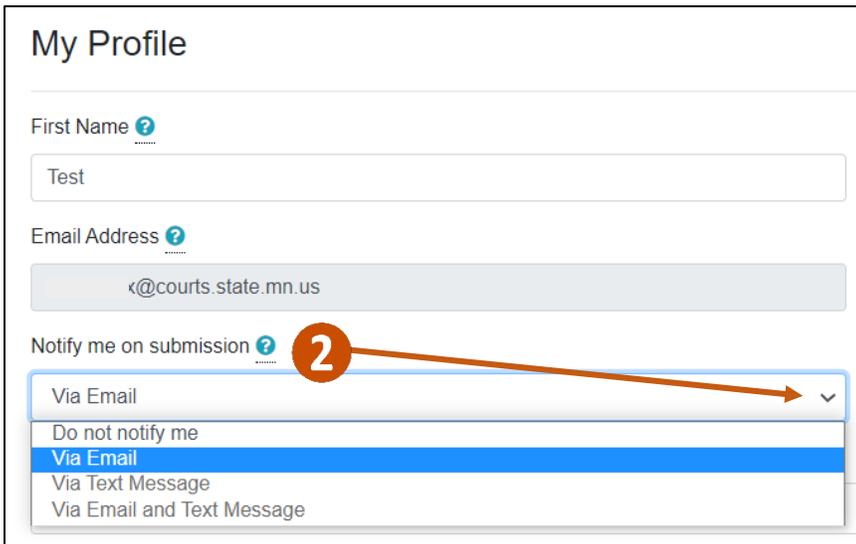
Change your name

1. Repeat step 1 from **Manage my Profile Account**.
2. Type new **First Name** and **Last Name**.
3. Click **Save Changes**.

Change your email address

1. Repeat step 1 from **Manage my Profile Account**.
2. In the **Email Address** section, click **Change**.

3. Type in the **New Email** address and click **Send Code Button**.

4. An email is sent to the new e-mail address.

5. Enter the **Verification Code** and then click **Confirm Code Button**.

6. Click **Save Changes**.

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 find a contact if you have many in the list.

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.