



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**.

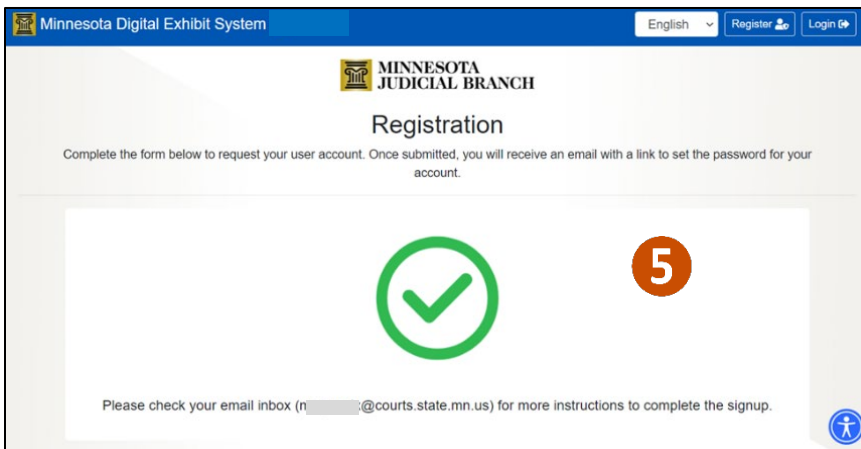
4. Type your information in the following fields:
 - a. Enter **Email Address**.
 - b. Click **Send verification code**.

- 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**.

The screenshot shows the 'Vault User Details' form. At the top left is a 'Cancel' link. The Vault logo is centered at the top. Below it is the title 'User Details'. A message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' The form contains several input fields, each with a red asterisk indicating it is required:

- Email Address**: A text input field.
- Verification Code**: A text input field with a blue circle containing the letter 'c' above it.
- Verification Buttons**: Two blue buttons, 'Verify code' and 'Send new code', are positioned below the verification code field. A blue circle with the letter 'd' is above the 'Verify code' button. To the left of these buttons is an orange circle with the number '4'.
- New Password**: A text input field with a blue circle containing the letter 'e' above it.
- Confirm New Password**: A text input field with a blue circle containing the letter 'f' above it.
- Full Name**: A text input field with a blue circle containing the letter 'g' above it.
- First Name**: A text input field with a blue circle containing the letter 'h' above it.
- Last Name**: A text input field with a blue circle containing the letter 'i' above it.
- Create Button**: A blue button labeled 'Create' at the bottom of the form, with a blue circle containing the letter 'j' to its right.

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**.

ImageSoft | IdentityServer Login Register

Finish Signup

Create a password for your new account:

Email

Password

Confirm Password

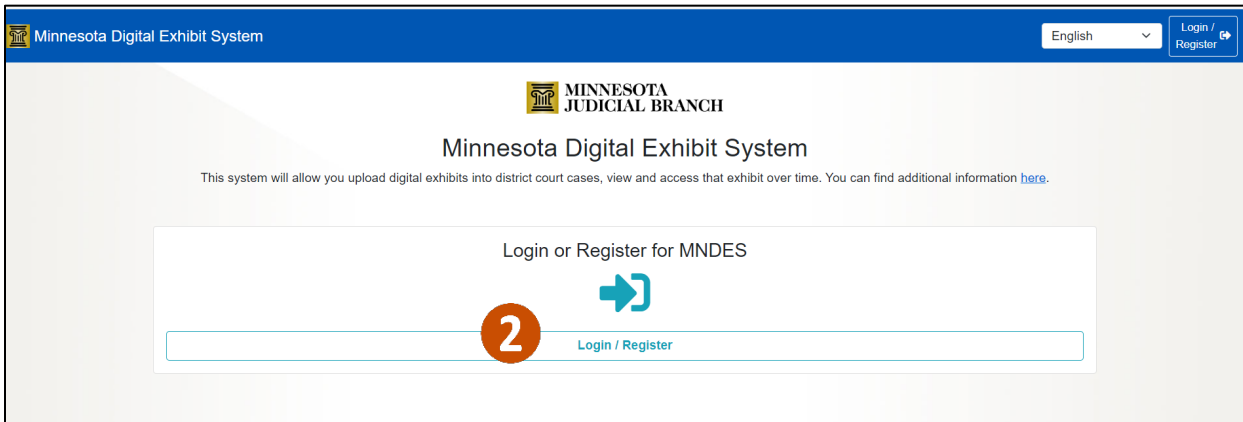
Finish Signup

Password Requirements:

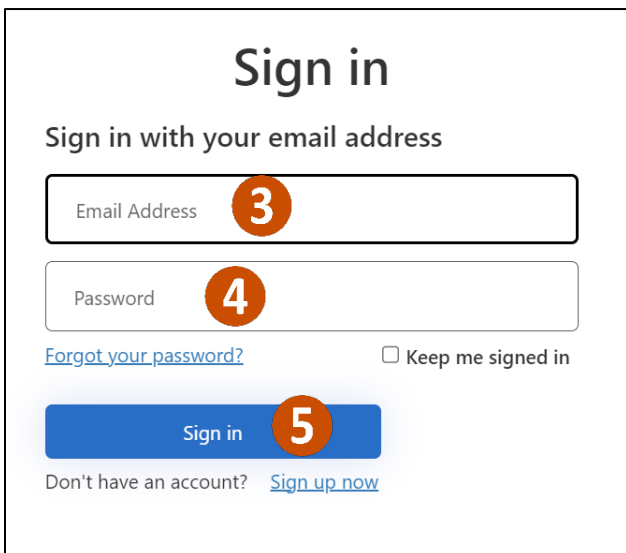
- At least 8 characters
- At least 1 lowercase letter
- At least 1 uppercase letter
- At least 1 number
- At least 1 special character

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**.

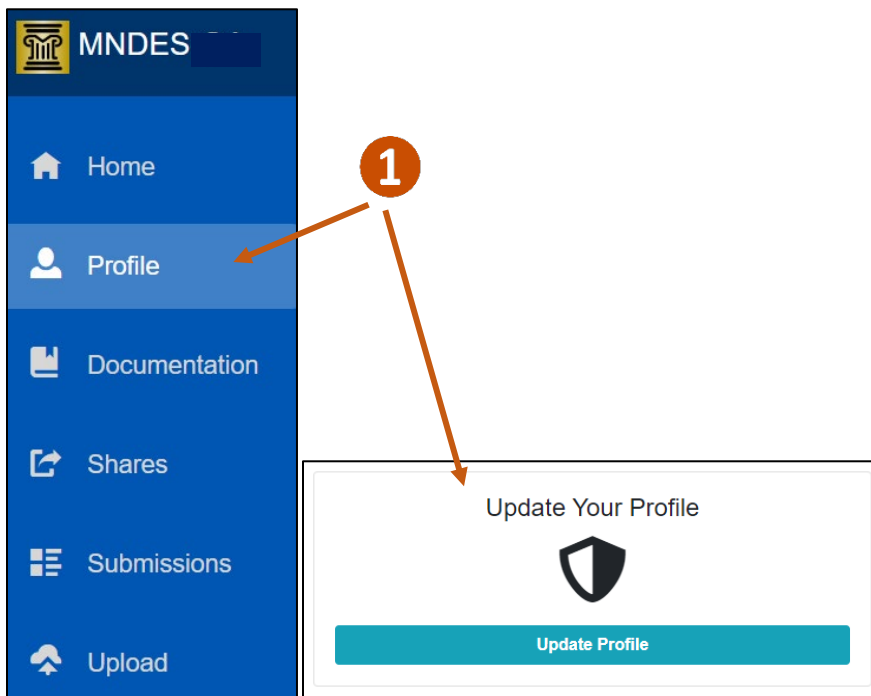


3. Type your **Email**.
4. Type your **Password**.
5. Click **Sign in** or press **Enter** on your keyboard.



Manage my profile account

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

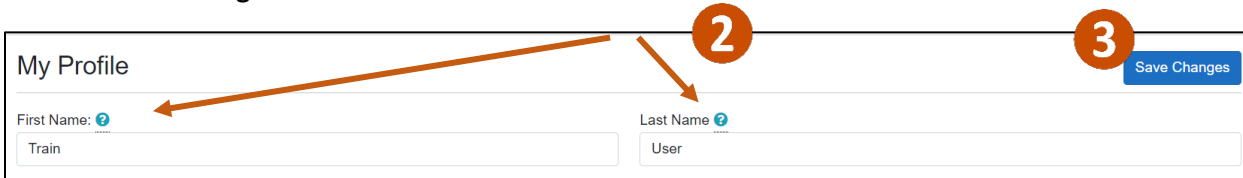


2. Click the **Notify me on submission** dropdown and select the preferred method to receive the status of a submission.

The screenshot shows the 'My Profile' form. It includes fields for 'First Name' (containing 'Test') and 'Email Address' (containing '<@courts.state.mn.us'). Below these is the 'Notify me on submission' dropdown menu, which is open. An orange arrow with a circled '2' points to the dropdown menu. The dropdown menu lists four options: 'Via Email' (selected), 'Do not notify me', 'Via Text Message', and 'Via Email and Text Message'.

Change your name

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



My Profile

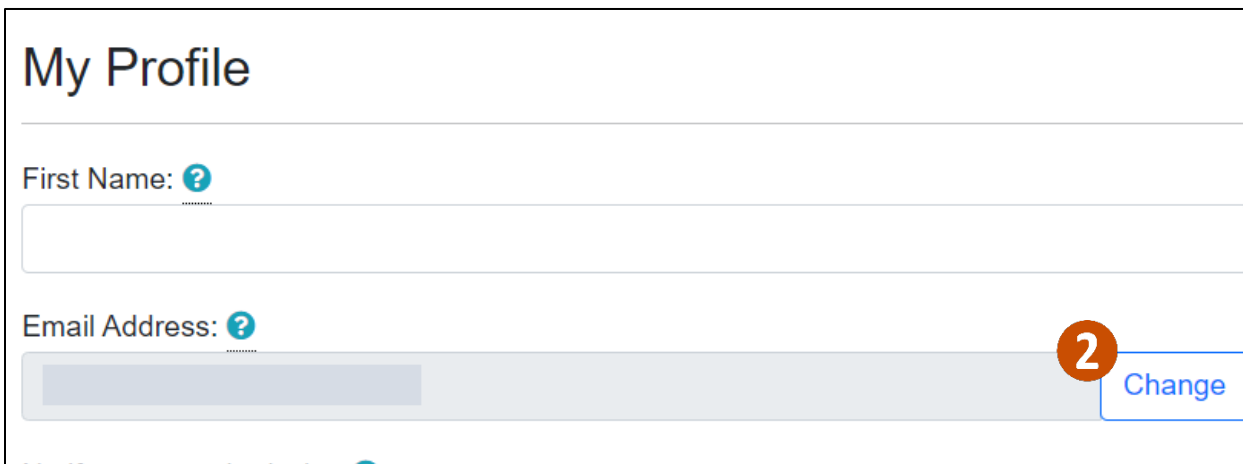
First Name: ?

Last Name: ?

Save Changes

Change your email address

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



My Profile

First Name: ?

Email Address: ?

Change

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



Change Email Header

New Email

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

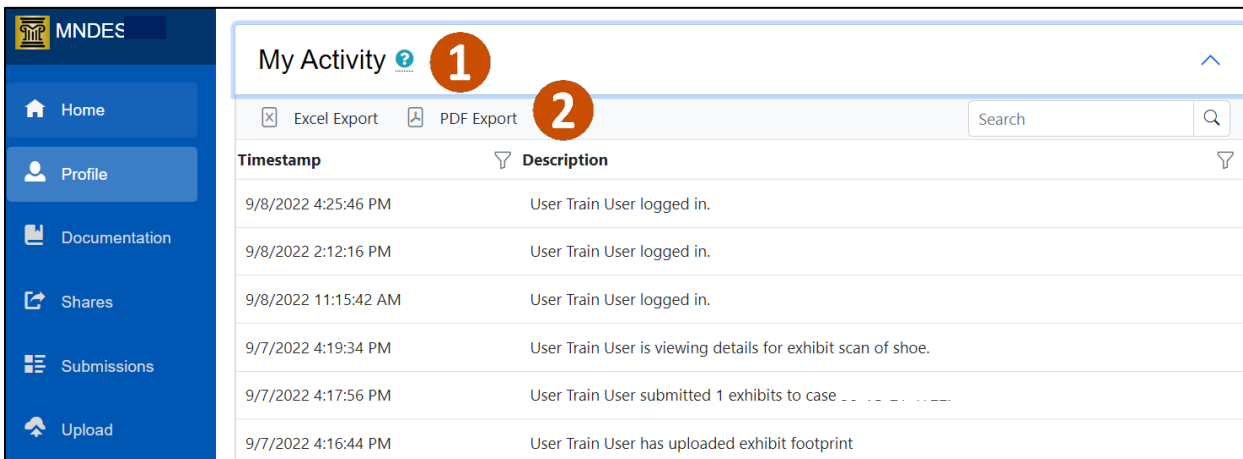
1. If you have existing contacts for exhibit sharing, click **Excel Export** to create a spreadsheet with contact information.
2. Click **Add** to add a new exhibit contact.
3. Select the contact in the list and click **Edit** to change contact information.
4. Select the contact in the list and click **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.



The screenshot displays the MNDES user interface. On the left is a blue sidebar with navigation links: Home, Profile, Documentation, Shares, Submissions, and Upload. The main content area is titled 'My Activity' and includes a search bar and two export buttons: 'Excel Export' and 'PDF Export'. Below these is a table with two columns: 'Timestamp' and 'Description'. The table contains six rows of activity logs.

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