

## Quick Reference Guide – Creating and Managing a MNDES Account

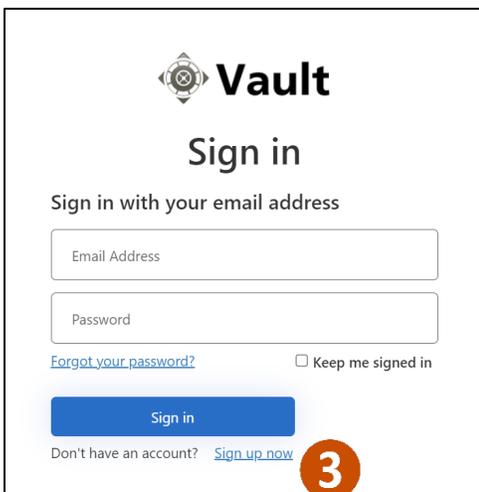
Last Revised: 12/18/2024

### Create an account

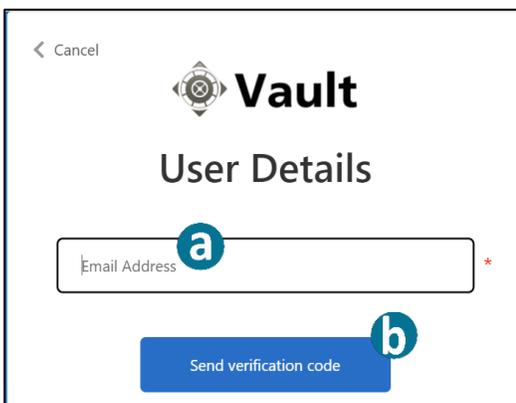
1. Click this link to open the MNDES website: <https://mndigitalexhibitsystem.courts.state.mn.us/>. The link can also be entered in the address bar in an Internet browser.
2. Click **Login/Register**.



3. Click **Sign up now**.



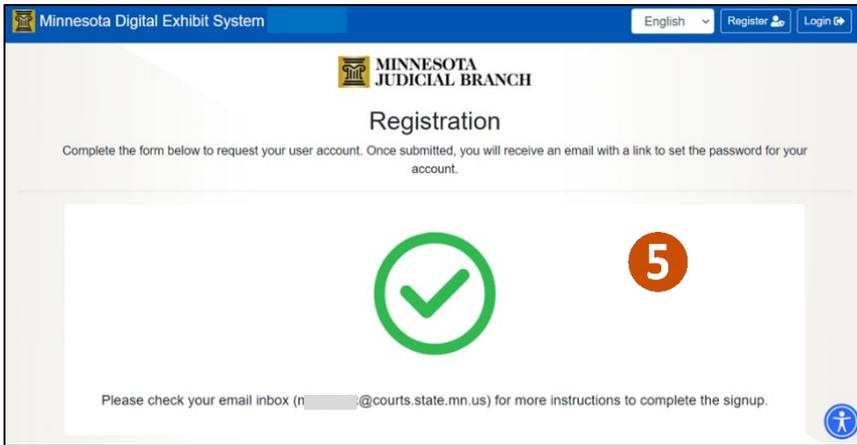
4. Type your information in the following fields:
  - a. Enter **Email Address**.
  - b. Click **Send verification code**.



- 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 on the right: 'Email Address', 'Verification Code', 'New Password', 'Confirm New Password', 'Full Name', 'First Name', and 'Last Name'. There are two blue buttons: 'Verify code' and 'Send new code'. At the bottom is a blue 'Create' button. Annotations include a blue circle with 'c' over the Verification Code field, a blue circle with 'd' over the buttons, a blue circle with 'e' over the New Password field, a blue circle with 'f' over the Confirm New Password field, a blue circle with 'g' over the Full Name field, a blue circle with 'h' over the First Name field, a blue circle with 'i' over the Last Name field, and a blue circle with 'j' over the Create button. A large orange circle with the number '4' is positioned to the left of the buttons.

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.

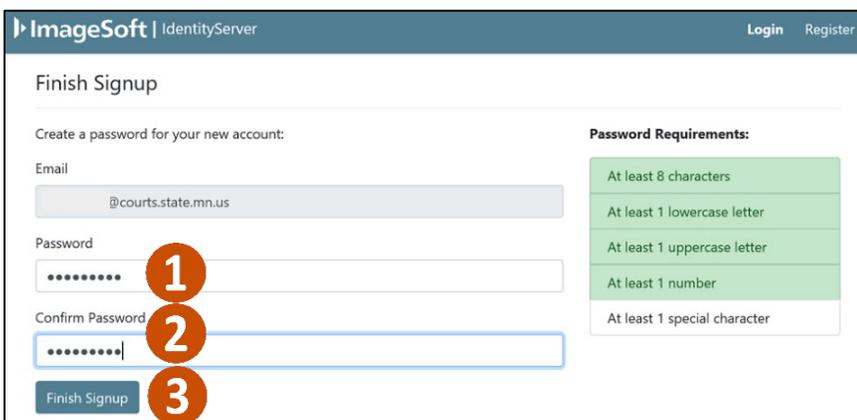


## Finish account signup

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**.

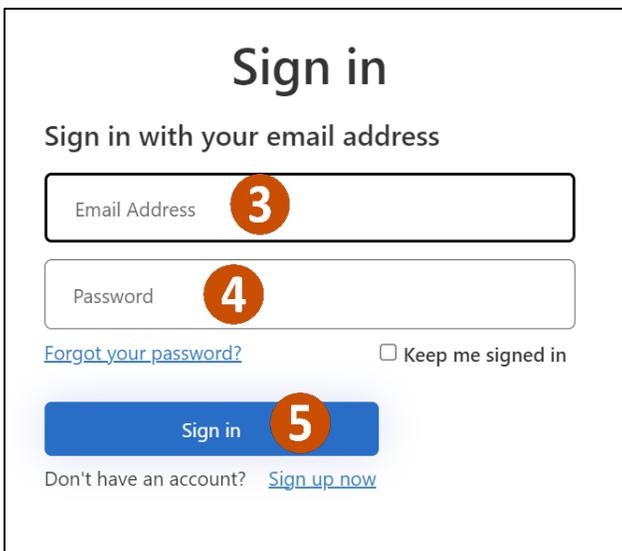


## Login to existing account

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**.

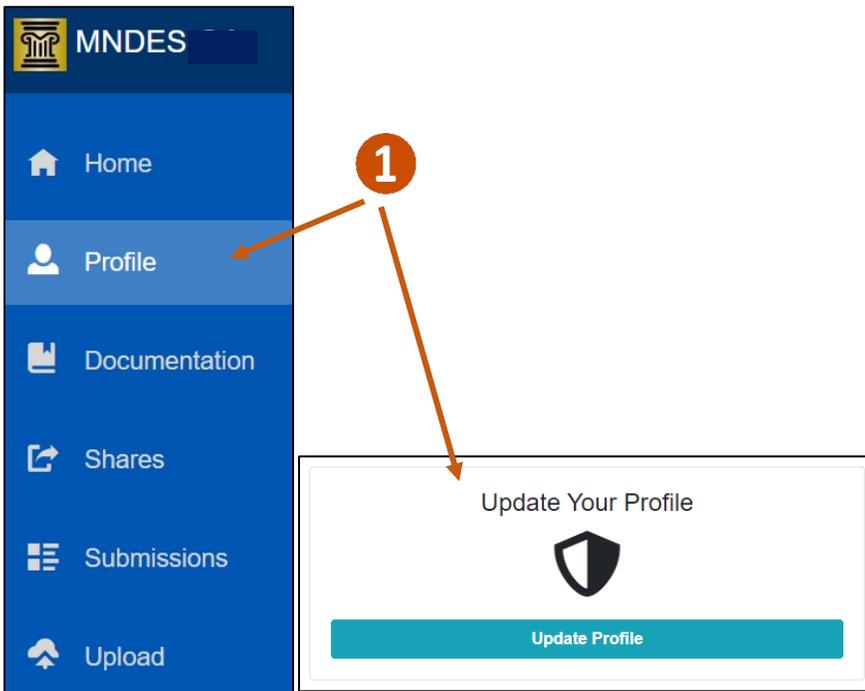


3. Type your **Email**.
4. Type your **Password**.
5. Click **Sign in** or press **Enter** on your keyboard.

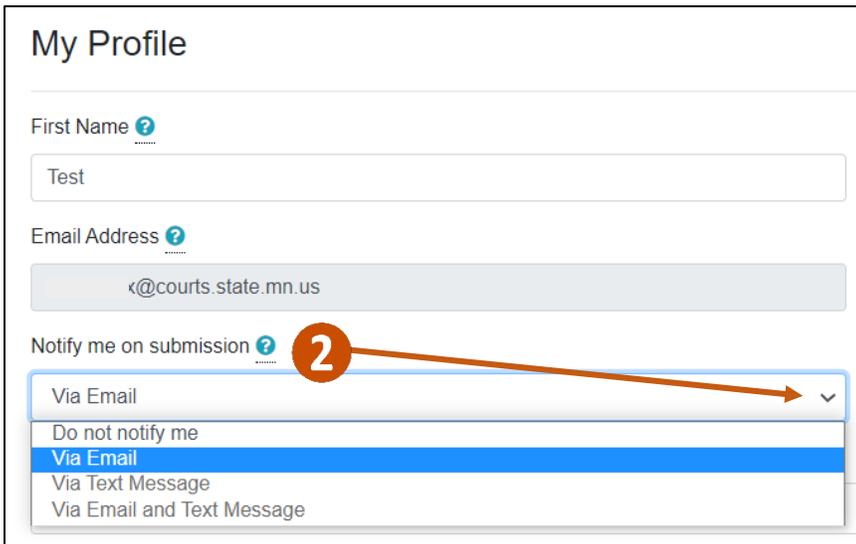


## Manage my profile account

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**.

My Profile

First Name: ?  
Train

Last Name: ?  
User

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

- An email is sent to the new e-mail address.
- Enter the **Verification Code** and then click **Confirm Code Button**.

The screenshot shows a dialog box titled "Change Email Header". It contains two input fields. The first is labeled "New Email" and has a "Send Code Button" to its right. The second is labeled "Verification Code" and has a "Confirm Code Button" to its right. A red circle with the number "5" is positioned over the "Verification Code" field, and an orange arrow points from this circle to the "Confirm Code Button".

- Click **Save Changes**.

The screenshot shows a form with a text input field containing the text "My Profile". To the right of the input field is a blue button labeled "Save Changes". A red circle with the number "6" is placed over the "Save Changes" button.

## Manage my contacts

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

The screenshot shows a "My Contacts" interface. At the top, there are buttons for "Excel Export", "Add", "Edit", and "Delete", and a search bar. Below these is a table with the following columns: "Contact First Name", "Contact Last Name", "Contact Email", and "Contact Phone". The table contains one contact: "Sample", "Share", "sample.share@gmail.com". At the bottom, there are pagination controls showing "1" of 1 page (1 items) and "50" items per page. Red circles with numbers 1 through 5 are placed over various elements: 1 over the Excel Export button, 2 over the Add button, 3 over the Edit button, 4 over the Delete button, and 5 over the search bar.

## 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 shows the MNDES 'My Activity' page. On the left is a navigation sidebar with options: 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 are columns for 'Timestamp' and 'Description'. The activity list contains six entries, all performed by 'User Train User'.

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