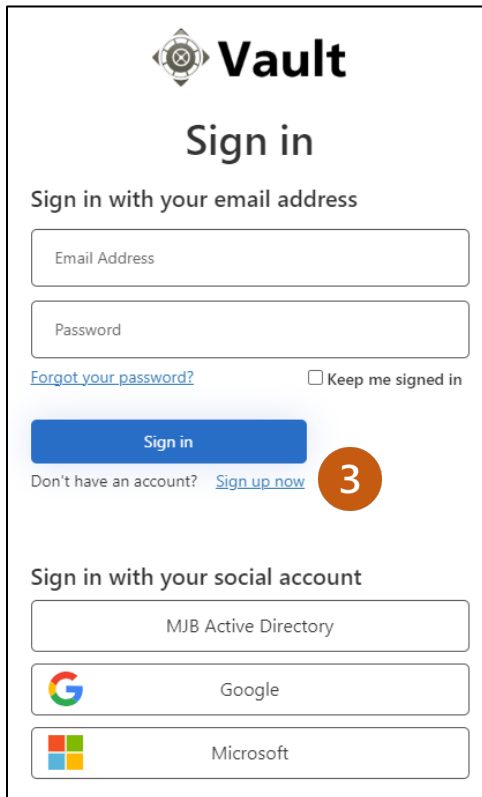# QRG – Creating and Managing a MNDES Account

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**.

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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.

5. From your email inbox, open the email you received and copy the verification code.
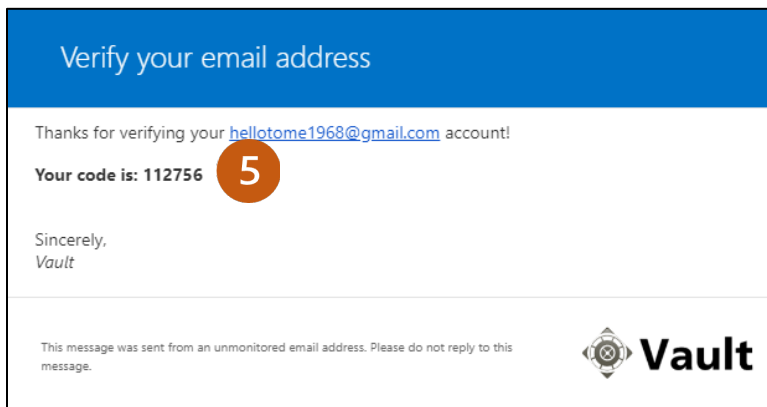
QRG – Creating and Managing a MNDES Account

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

Vault

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

| meg   n | * |

| Verification Code | * |

(6) [Verify code] [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).

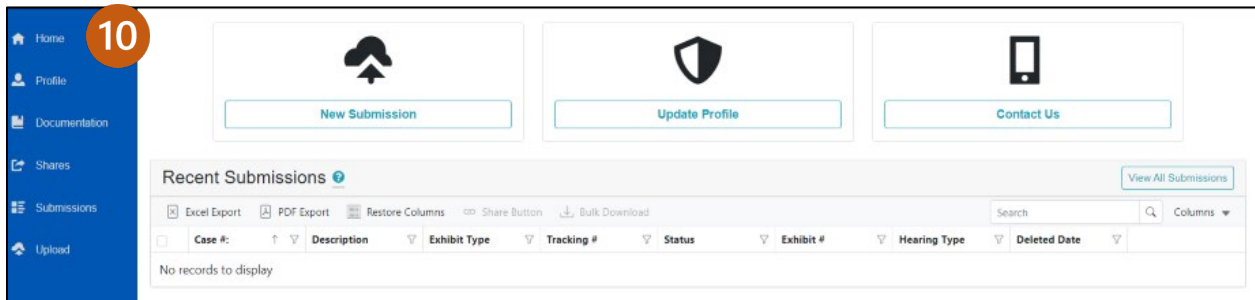8. Click **Create**.

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9. Click **Accept Terms Button.**
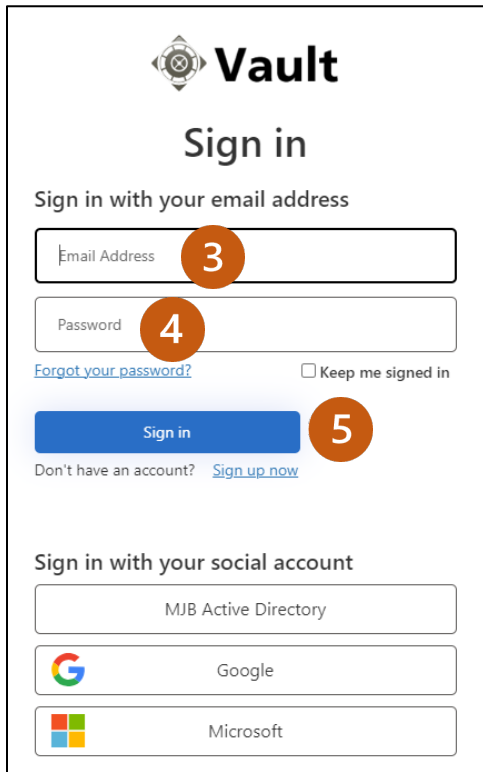

10. You will be directed to the Home screen for MNDES.

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**.

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3. Type your **Email Address**.

4. Type your **Password**.

5. Click **Sign in**.
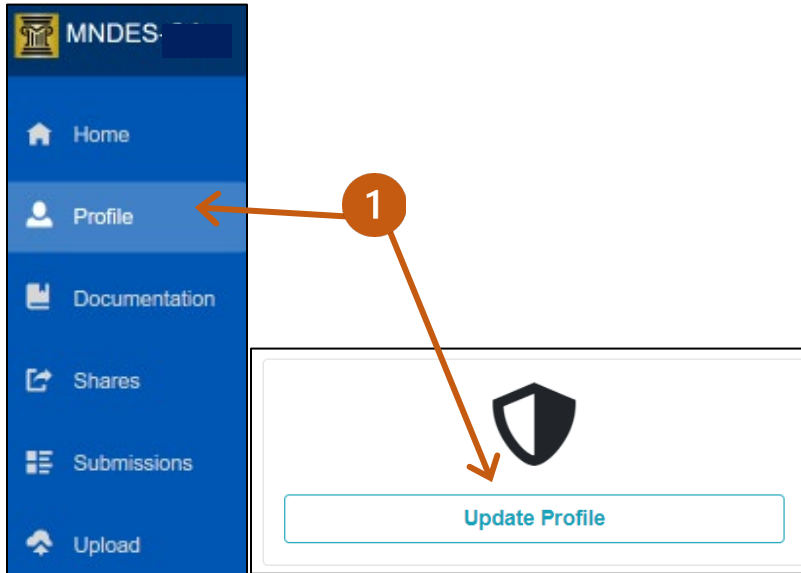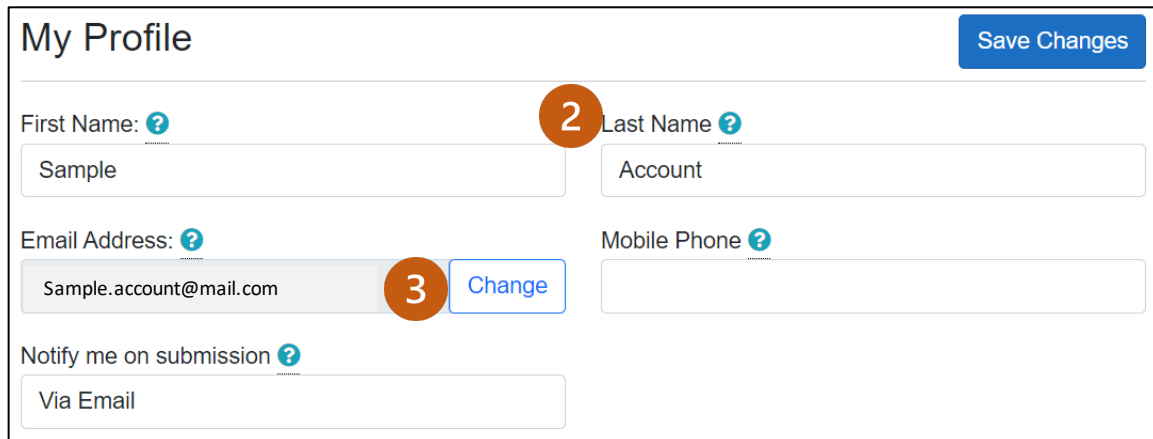
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Manage my profile account

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.
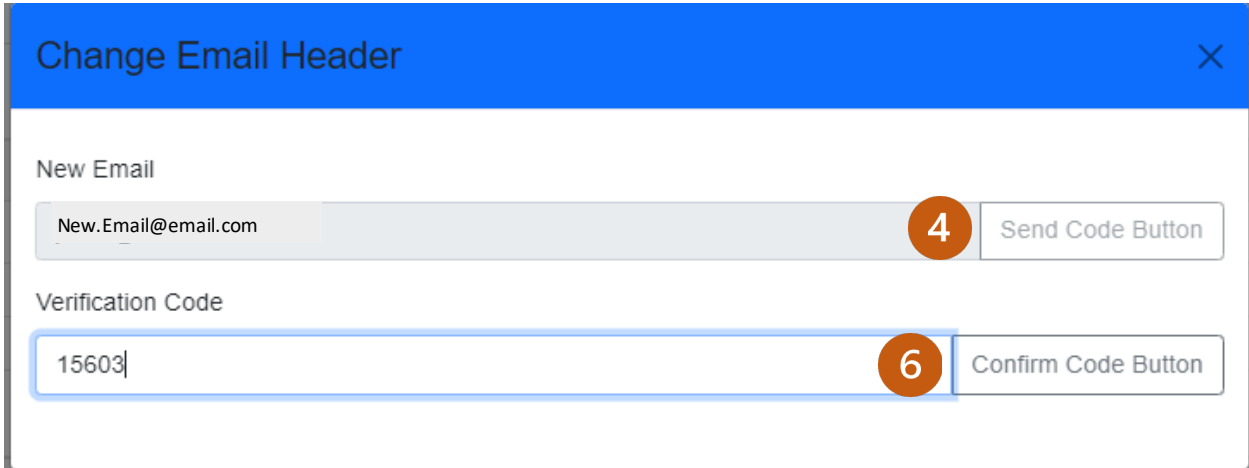
3. Click **Change** to update your email address.

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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**.

Change Email Header   ✕

New Email

New.Email@email.com   (4)   Send Code Button

Verification Code

15603   (6)   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.

My Profile

First Name: ❓

Sample

Email Address: ❓

New.Email@email.com   Change

Notify me on submission ❓

Via Email   (7)

Do not notify me
Via Email
Via Text Message
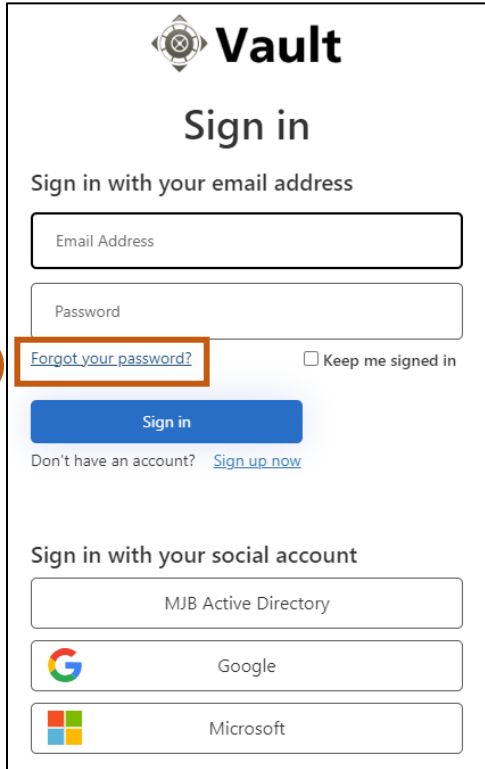Via Email and Text Message

💡 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.

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Update my password
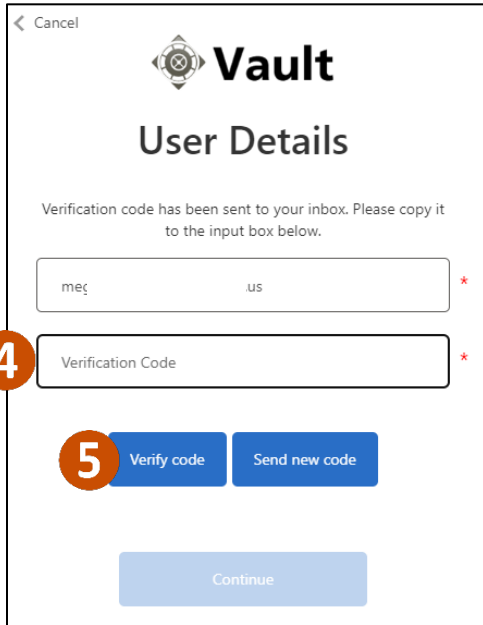
1. Click **Forgot your password?**

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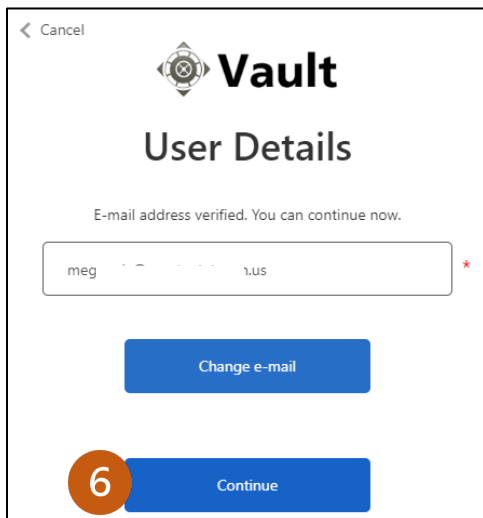
3. Click **Send Verification Code**.

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

5. Click **Verify Code**.

6. At the confirmation dialog, click **Continue**. (Do not click Change e-mail.)
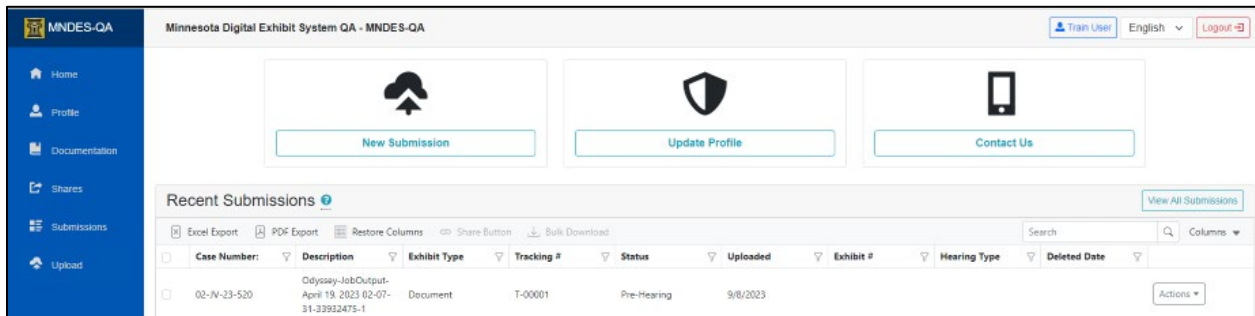
QRG – Creating and Managing a MNDES Account

7.   Enter the **New Password**.

8.   Enter it again to **Confirm New password**.

9.   Click **Continue**.

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

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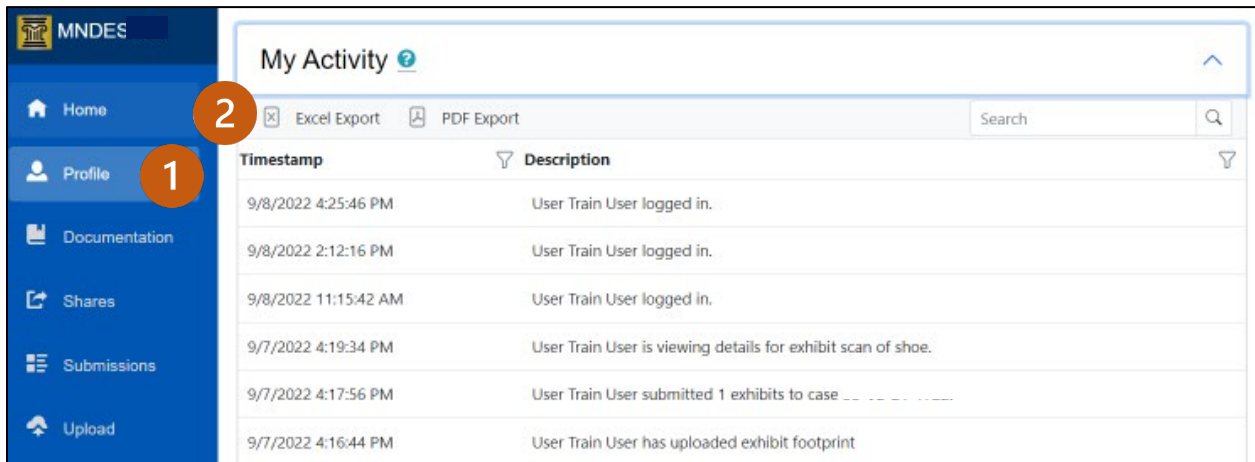
Manage my contacts

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.
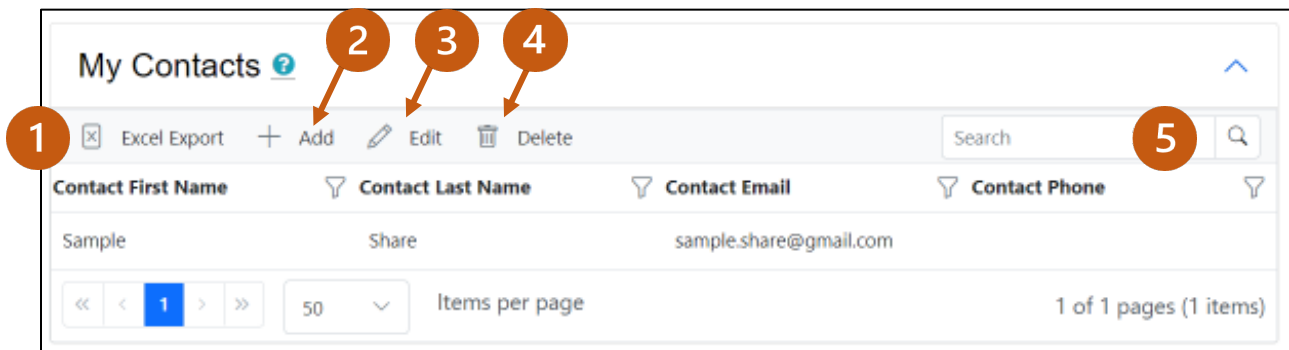
QRG – Creating and Managing a MNDES Account

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.