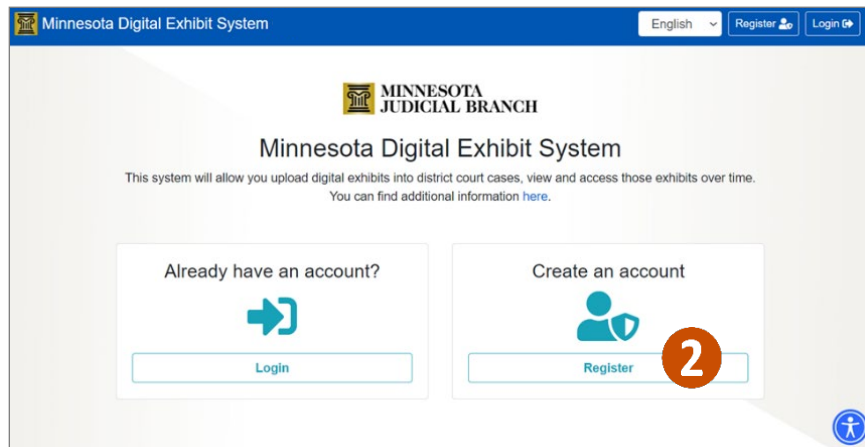


QRG – Creating and Managing a MNDES Account

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 **Create an account**, click **Register**.



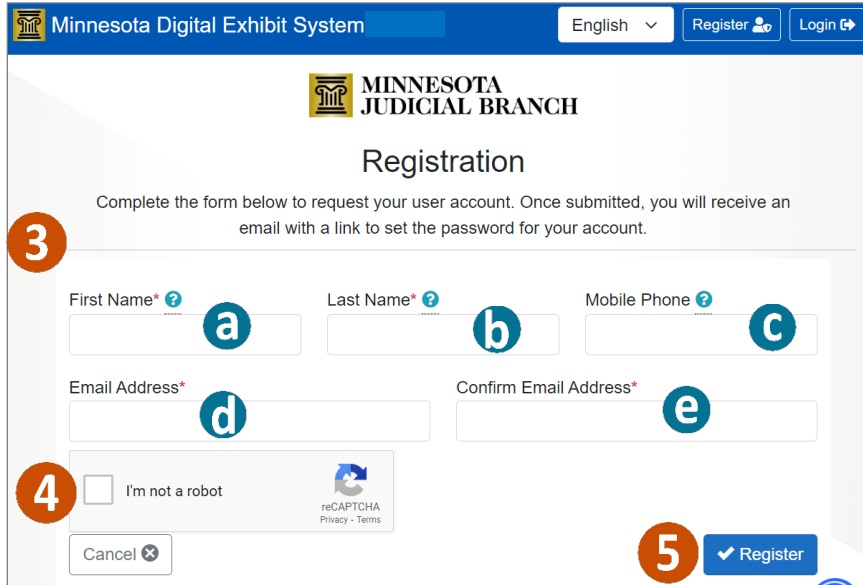
3. Type your information in the following fields:
 - a. **First Name** (required)
 - b. **Last Name** (required)
 - c. **Mobile Phone** (optional)
 - d. **Email Address** (required)
 - e. **Confirm Email Address** (required)
4. Click the checkbox next to **I'm not a robot** and complete the verification task.

QRG – Creating and Managing a MNDES Account

5. Click **Register**.

Or

Click **Cancel** to cancel the registration.



Minnesota Digital Exhibit System English Register Login

**MINNESOTA
JUDICIAL BRANCH**

Registration

Complete the form below to request your user account. Once submitted, you will receive an email with a link to set the password for your account.

3

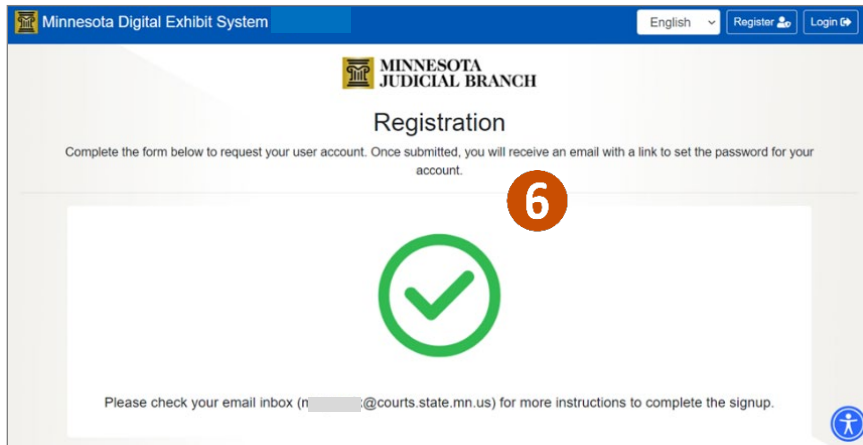
First Name* **a** Last Name* **b** Mobile Phone **c**

Email Address* **d** Confirm Email Address* **e**

4 I'm not a robot reCAPTCHA Privacy - Terms

Cancel **5** Register

6. A completed registration confirmation message displays.



Minnesota Digital Exhibit System English Register Login

**MINNESOTA
JUDICIAL BRANCH**

Registration

Complete the form below to request your user account. Once submitted, you will receive an email with a link to set the password for your account.

6

Please check your email inbox (n...@courts.state.mn.us) for more instructions to complete the signup.

QRG – Creating and Managing a MNDES Account

7. Go to your email inbox and open the email you received. Click the link to finish your account signup.



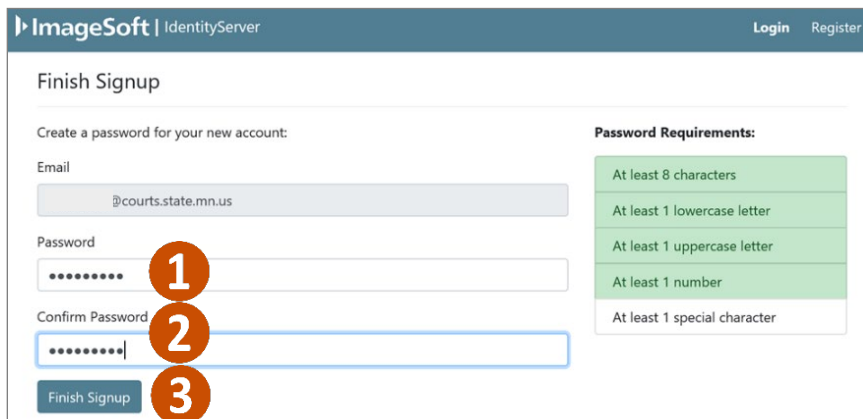
Finish account signup

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 **1**

Confirm Password **2**

Finish Signup **3**

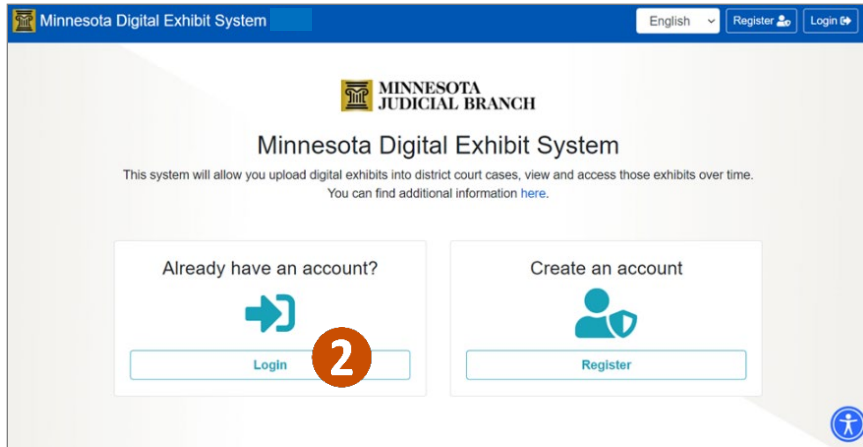
Password Requirements:

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

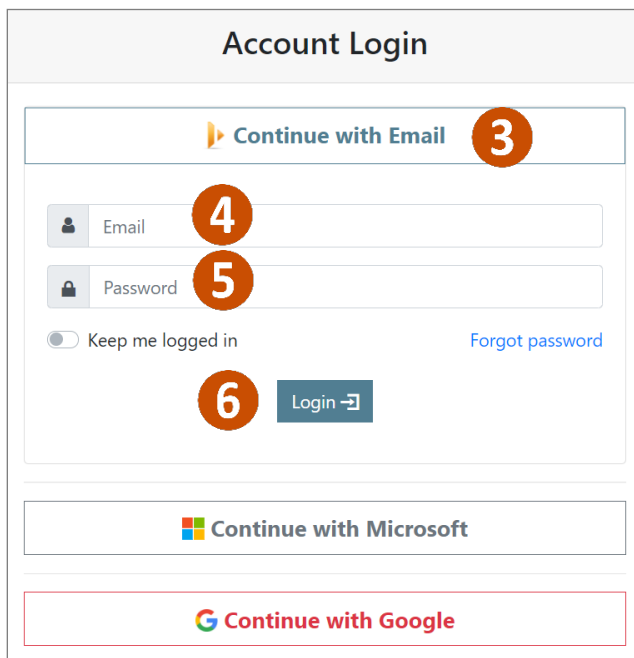
QRG – Creating and Managing a MNDES Account

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. Under **Already have an account?** click **Login**.



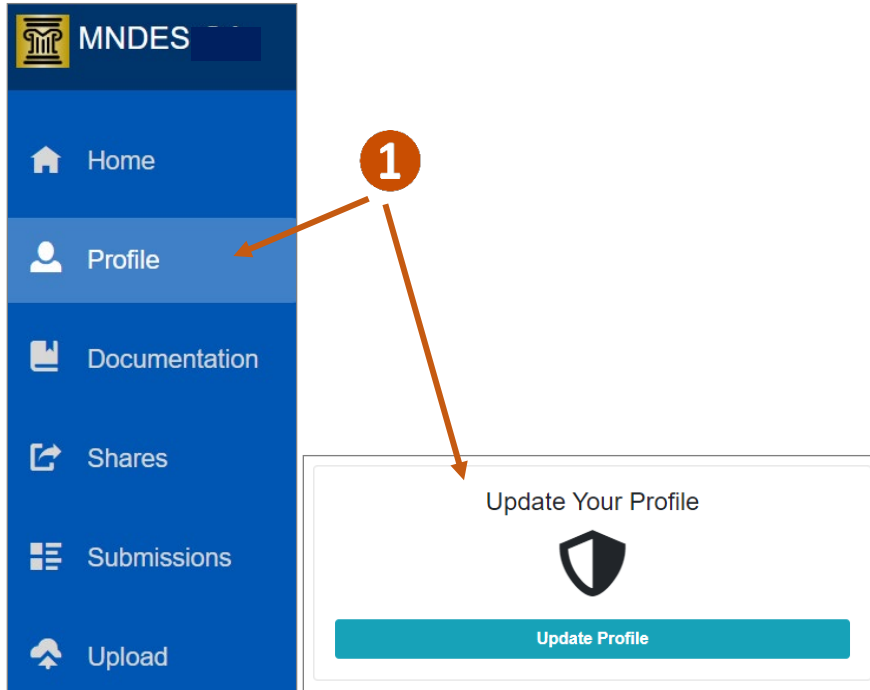
3. Click **Continue with Email**.
4. Type your **Email**.
5. Type your **Password**.
6. Click **Login**.



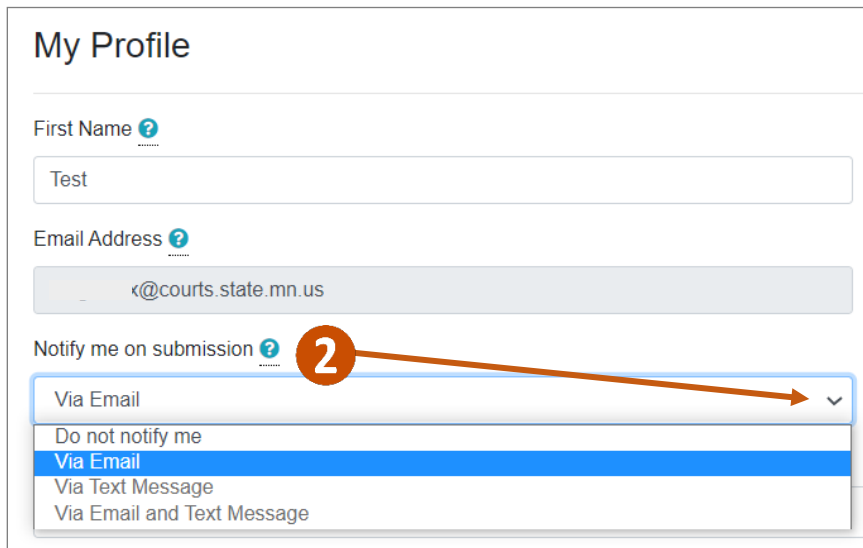
QRG – Creating and Managing a MNDES Account

Manage my profile account

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



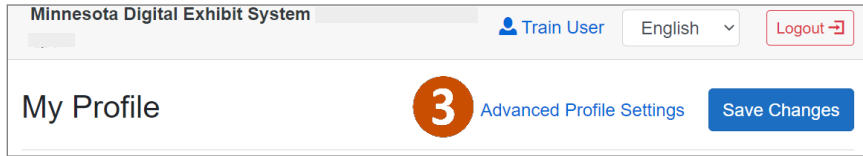
2. Click the **Notify me on submission** dropdown and select the preferred method to receive the status of a submission.



The image shows a screenshot of the 'My Profile' form. It contains three input fields: 'First Name' with the value 'Test', 'Email Address' with the value '<@courts.state.mn.us', and 'Notify me on submission'. The 'Notify me on submission' dropdown menu is open, showing options: 'Via Email', 'Do not notify me', 'Via Email', 'Via Text Message', and 'Via Email and Text Message'. An orange arrow with a circled '2' points to the 'Via Email' option in the dropdown menu.

QRG – Creating and Managing a MNDES Account

3. Click **Advanced Profile Settings** to change the following:



- a. Click **My profile** to change your username.
- b. Click **My personal data** to either download and delete information associated with your account, or permanently remove your account.
- c. Click **Change Password** to update your MNDES password.
- d. Click **My external login** to set up your login using an existing Microsoft or Google account.



If you add an external login, the password you previously used to log in will be removed. You will need to choose the appropriate provider (Microsoft or Google) when you log in and enter your password for that provider. Two-factor authentication will also be disabled.

- e. Click **Two-factor authentication** to add account security. This will require you to enter a verification code when logging in. The code is sent to your mobile phone or computer after you enter your username and password.
- f. Click **Logout** to log out of MNDES.

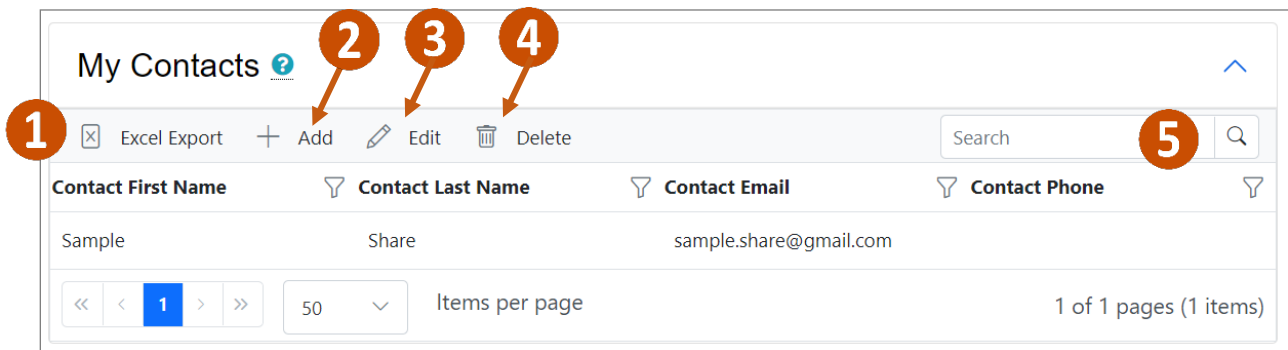
4. From the username dropdown, click **My applications** to return to the menu screen.



QRG – Creating and Managing a MNDES Account

Manage my contacts

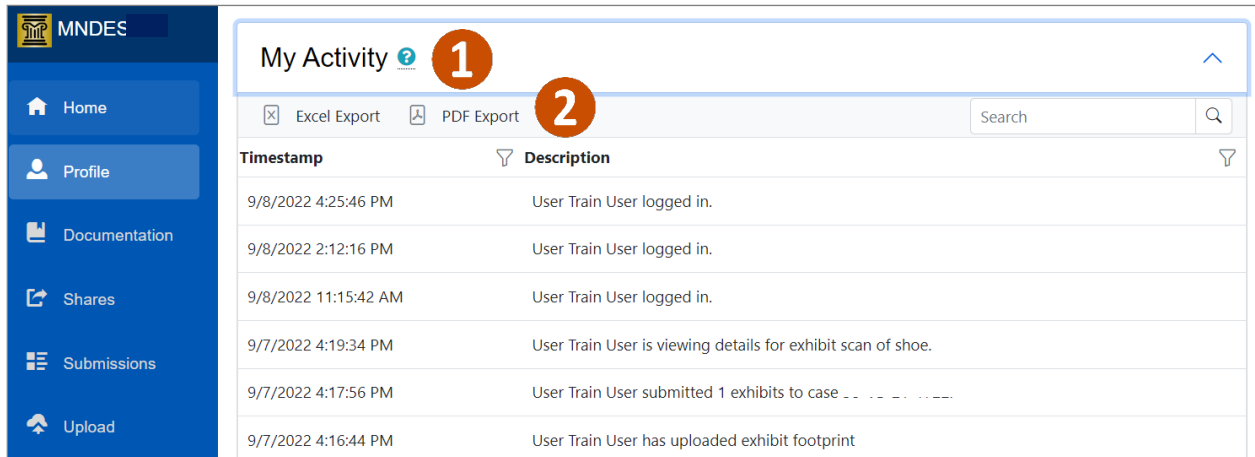
1. If you have existing contacts for exhibit sharing, click **Excel Export** to create a spreadsheet with contact information.
2. Click **Add** to add a new exhibit contact.
3. Select the contact in the list and click **Edit** to change contact information.
4. Select the contact in the list and click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



The screenshot shows the MNDES user interface. On the left is a navigation menu 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 is a table 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