Managing Profile Information for Institutions

Log in or log out of the application

1. Go to https://era.courts.state.mn.us.
2. Click the account dropdown arrow, and select Examiners/Institution.
3. Enter your MyCourtMN Email and Password, and click Log In.
4. To log out, click the account dropdown and select Logout.

View all the institution examiners

1. Click Examiners.
2. Type the examiner name in search field. All institution examiners display on the list.
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View or edit profiles

1. Click the account dropdown arrow.
2. Select Institution Profile.
3. Review the account institution information.
   a. Institution Profile
   b. Exam Types
   c. Contracts
   d. Examiners

   The Contract tab is only visible on the Institution Owner’s profile view and not on the non-owner view.

4. Locate the institution user’s name, and click the edit pencil to edit their profile information or click the trash can to remove them. Only institution owners can edit or remove the profile information for a user.

Change MyCourtMN Email

1. Click the account dropdown arrow.
2. Select Change MyCourtMN Email.
3. Click OK
4. Enter New Email Address and Password
5. Click Continue
Add an authorized user

1. Click **Institution Profile**.
2. Click **Add New Institution User**.
3. Enter the profile information:
   - Email
   - Phone number
   - First and Last Name
   - Effective Date and Expiration Date
   - Job Title
4. Select **Yes** under Assign Examiners if this institution user can assign examiners for the institution to a work request.
5. Select **Yes** under Billing/Invoicing if this institution user can generate, approve, or deny invoices.
6. Click **Save**. The welcome to ERA notification is sent to the new institution user.
7. To resend the confirmation code to the institution user, click the email icon on their profile.

Only institution owners may grant authorized users assigning access or access to submit billing on behalf of examiners in ERA.
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Review notifications

1. Click the notification icon. The red numbered icon shows the number of new or unread notifications.

2. Review notifications.
   a. Click All to view all notifications. Click Unread to review unread notifications.
   b. Click Mark All As Read to change the status of messages to read. Click Delete All to delete messages. Deleted notifications are permanently deleted.
   c. Enter keywords to search for a specific notification.
   d. Click an individual notification to view the details.
   e. Click the trash can icon to delete a single notification.

View support options

1. Click the account dropdown arrow.
2. Select Support.
3. If you need support or assistance for the application, click Technical Support Request.