

## Quick Reference Guide

### **Managing Profile Information for Examiners**

### Login or logout of the application

1. Go to <u>http://era.courts.state.mn.us</u>.





- 3. Enter your MyCourtMN Email, Password, One-Time Code. Login instructions are in QRG Creating a MyCourtMN Account located on mncourts.gov > Help Topics > ERA Training.
- 4. To log out, click the account dropdown and select **Logout**.

											Profile	
											Notificatio	15
											Support	
0 Total Tentative Work Requests											Logout	
	Total Tentative Work Requests	Total Tentative Work Requests	Total Tentative Work Requests	0 Total Tenative Work Requests	0 Total Tentative Work Requests	Total Tentarive Work Requests	0 Total Tenarve Work Reguess	0 Total Terranne Work Requests	Change My Change My Change My Change My Legeut			

### View and edit profiles

1. Click the **Profile** quick link. The profile can also be accessed by clicking on the account name and selecting **Profile** from the dropdown.

PSYCHOLOGICAL / PSYC EXAMINER RESOURCE /	CHIATRIC APPLICATION		10	
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nmary				MyCourtMN Se Change MyCou
23 Total Active Work Requests	0 Total Invoices Require My Attention	Total Tentative Work Requests	Ľ	Logout

# **Quick Reference Guide**

# Managing Profile Information for Examiners

- 2. Review the account profile information.
- 3. To edit, click **Edit**.

PSYCHOLOGICAL/PSYCH EXAMINER RESOURCE API	PLICATION		4 <b>0</b> 0
/ DASHEOARD / / PROFILE			c
Profile Exam Types & Rates Contract	s 1 Qualifications 3 Institutions 1		
			Edit
ieneral			_
irst Name	Middle Name	Last Name	
usiness Name	License Number	Highest Degree M. D.DD	
endor Code	Vendor Location Code	Publish To Roster No	
oster Status on-Roster	Roster Status Updated Date 08/24/2020	Examiner Status ACUve	
emote Examiner	Employee Examiner	Post Doctorate Examiner	

- 4. Update profile information fields, if applicable:
  - a. General information
    - Name
    - Title
    - Suffix
    - Business Name
  - b. Address information
    - Street
    - Address
    - City
    - State
    - Zip code

## Quick Reference Guide

# **Managing Profile Information for Examiners**

			Save	Cance
General				^
First Name *	Middle Name	Last Name *		
Title	Suffix	Business Name		
License Number	Highest Degree M D DD	Vendor Code	Vendor Location Code	
Roster Status	Exeminer Status	Employee Examiner	Post Doctorate Examiner	
Non-Rostered	Active	No	No	
Remote Exeminer	Specialty			
No				
Addresses				^
Address Line 1 *	Address Line 2	City *		
123 Test St		Forest Lake		
County *	Støte *	Zip Code *		
	- MN	× 55025		

- c. Contact details
  - Phone numbers
  - Fax number
  - Email(s)
  - Select Yes or No receive email notifications
- 5. Click Save.

Contact Details				*
Business Phone 1 *	Extension	Business Phone 2	Extension	Mobile Phone
(652) 888-9999				
Primary Phone *		Fax Number		Email *
Business Phone 1	v			
Alternate Email		Website		Opt-In Email Notifications?
				€Yes ON0
				5 Save Cancel

#### **Review notifications**

1. Click the notification icon.



## **Quick Reference Guide**

### **Managing Profile Information for Examiners**

- 2. Review notification(s):
  - a. Click All to view all notifications
  - b. Click **Mark All As Read** to change the status of messages to read, or click **Delete All** to permanently delete messages
  - c. Enter keywords to search for a specific notification
  - d. Click an individual notification to view details
  - e. Click the trash can icon to delete a single notification

JOASHBOARD / NOTIFICATIONS			
Notifications			
All C Unread 3		Today 🗎 Start date	End date
Mark All As Read Delete All		New ERA Work Request: 101248	2/5/2020 03:23 PM
Search notification	Q	101248 has been assigned to you. Pleaif you h	
New ERA Work Request: 101248.		epopintment for any reason, please deest con	nment. In the work request comment typ
	2/5/2020 03:23 PM		

### Select travel location(s) you are willing to travel to and exam types

#### 1. Click Profile.



- 2. Click Exam Types & Rates.
- 3. Click Manage County (travel locations) & Exam Type.

Profie Exem Types & Bares 2 1) Qualifications (1) Institutions (1)				6	Manage County & Exam Type
				E	Manage County & Exam Type
	Exceptions				Request for New Exception Group
District 1 v	Name	Rate	Start Date	End Date	Status
District 2 v	No exception	rates for the curren	time period		
District 3 v					
District 4 v					

### **Quick Reference Guide**

### **Managing Profile Information for Examiners**

4. Click the **District** to expand and modify exam types and locations (counties) you are willing to travel to.

Manage County & Exam Types	Some	Cane
District 1		~
District 2		~
District &		~
District 4		~
District 5		~
District 6		~
Distric 7		~
Detro: 8		~
District 9		~
District 10		~
	Save	Conc

- 5. Check exam types and travel locations (counties). Click **Select All** to select all and **Clear All** to clear the selections.
- 6. Click Save.

Manage County & Exam Types			Save Cancel
District 1			
Carver (22/02) Select All Cear All			
CD - Chemically Dependent	CO, DD	DD - Developmentally Disabled	MI - Mercally II
MI and Dangerous		MI, CD, DD	MI, DD
MI, DD, & Dangerous	🖬 N&1	Rule 20.01	Raie 20.01/20.02
Rule 20.01/20.02/20.04	Rule 20.01/20.04	Rule 20.02	Rule 23.02/20.04
Z Rule 20.04	SDP/SPP - Sexually Dangerous/Psychopathic	SDP/SPP Hours Exceeding Court Approved Amount	Steve 1
Steve 3	Steve 4		

### Enter a request for new exception group

1. Click Profile.



- 2. Click Exam Types & Rates.
- 3. Click Request for New Exception Group.

							Cancel
Profile	Exam Types & Rates	alifications 7	Institutions (0				
					M	lanage County & E	xam Type
			Exceptions		Req	uest for New Excep	otion Group
District 1		^	Name	Rate	Stare Date	End Date	Status
Carver			No exception	n rates for the c	urrent time period		
CD, DD	DD - Developmenta						



### **Quick Reference Guide**

# **Managing Profile Information for Examiners**

4. Enter request information, and click Send Request.

REQUEST FOR EXCEPTION RATE	×
Please enter your Exception Rate details below	
250.00	
Send Request	Cancel

### **Upload documents to qualify**

1. Click **Profile**.



- 2. Click Qualifications.
- 3. Click the upload icon.



- 4. Click **Browse** and select a file to upload or drag and drop a file into the dialog box.
- 5. Click **Upload Document**. Document has a pending approval status.

## **Quick Reference Guide**

# **Managing Profile Information for Examiners**



### View or request associated institutions

1. Click **Profile**.



2. Click Institutions. All institutions that an examiner is associated with displays.



If additional institutions are needed for this account, please contact the ERA Program Administrator.