

Quick Reference Guide

Managing Profile Information for Institution

Login or logout of the application

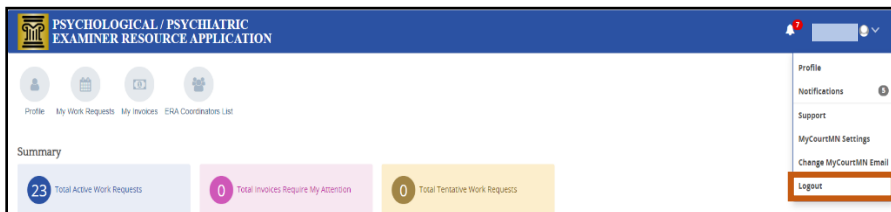
1. Go to <http://era.courts.state.mn.us>.



2. Click **Login**.



3. Enter your MyCourtMN **Email**, **Password**, and **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**.



View all the institution examiners

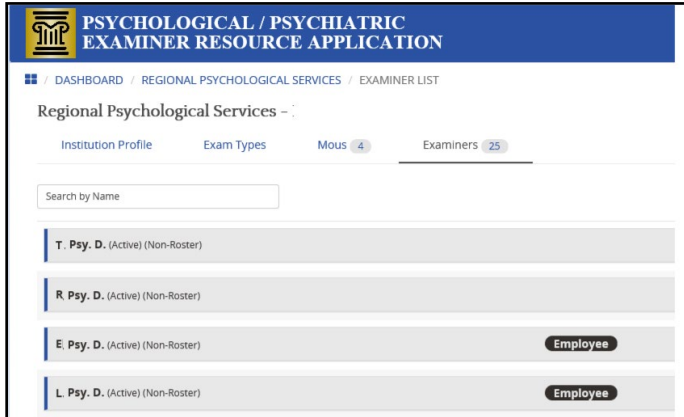
1. Click **Examiners**.



Quick Reference Guide

Managing Profile Information for Institution

2. Type the examiner name in the search field. All institution examiners display on the list.



View or edit profiles

1. Click the account dropdown arrow.
2. Select **Institution Profile**.



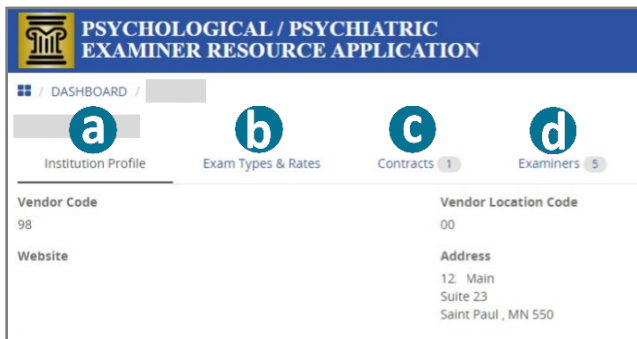
Quick Reference Guide

Managing Profile Information for Institution

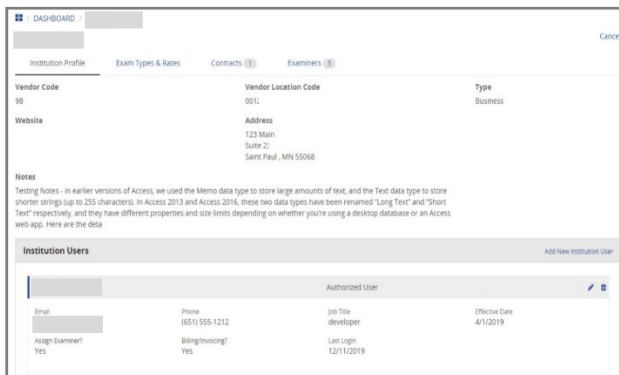
3. Review the account institution information.
 - a. Institution Profile
 - b. Exam Types
 - c. Contracts
 - d. Examiners



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 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.



Quick Reference Guide

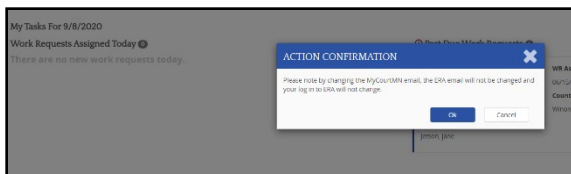
Managing Profile Information for Institution

Change MyCourtMN Email

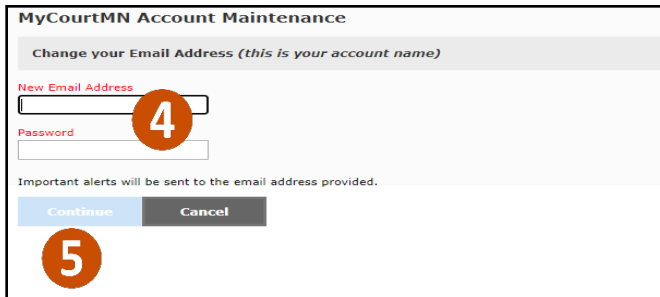
1. Click the account dropdown arrow.
2. Select **Change MyCourtMN Email**.



3. Click **OK**.



4. Enter a **New Email Address** and **Password**.
5. Click **Continue**.



Add an authorized user


1. Click **Institution Profile**.



Quick Reference Guide

Managing Profile Information for Institution

2. Click **Add New Institution User**.



Institution Profile		Exam Types	Mous (4)	Examiners (25)
Vendor Code	XX	Vendor Location Code	0	Type Government Institution
Email		Website		Status Inactive
Budget String		Address	300 So Minneapolis, MN 55487	
Fund	10	FinDepartmentID	J33TFRS	Appropriation J33
Account	41	Category	851	
Notes				
Institution Users				Add New Institution User

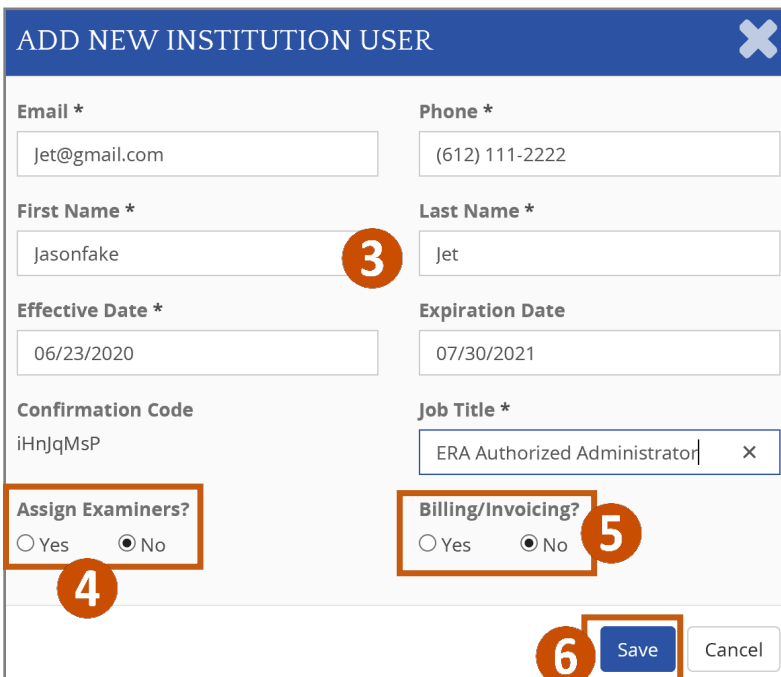
3. Enter the profile information:

- 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.



ADD NEW INSTITUTION USER ✕

<p>Email *</p> <input type="text" value="Jet@gmail.com"/>	<p>Phone *</p> <input type="text" value="(612) 111-2222"/>
<p>First Name *</p> <input type="text" value="Jasonfake"/>	<p>Last Name *</p> <input type="text" value="Jet"/>
<p>Effective Date *</p> <input type="text" value="06/23/2020"/>	<p>Expiration Date</p> <input type="text" value="07/30/2021"/>
<p>Confirmation Code</p> <input type="text" value="iHnjqMsP"/>	<p>Job Title *</p> <input type="text" value="ERA Authorized Administrator"/>
<p>Assign Examiners?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Billing/Invoicing?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>6 <input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	

Quick Reference Guide

Managing Profile Information for Institution

7. To resend the confirmation code to the institution user, click the email icon on their profile.

Jennifer Miller (Active)		Authorized User			
Email	Phone	Job Title	Effective Date	Expiration Date	Confirmation
jennifer.miller@courts.state.mn.us	(612) 348-4107	staff	12/10/2019		MpJnHEg
Assign Examiner?	Billing/Invoicing?				
Yes	Yes				



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

Review notifications

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

2. Review notifications.

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

Quick Reference Guide

Managing Profile Information for Institution

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**.

