

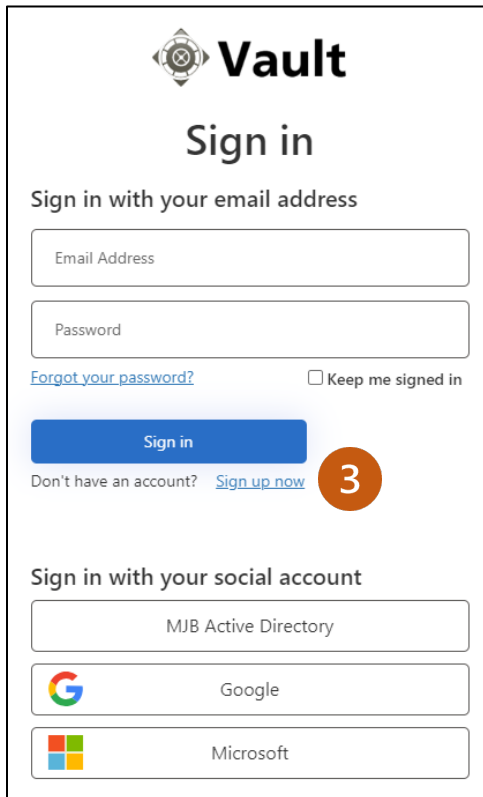
QRG – Creating and Managing a MNDES Account

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**.

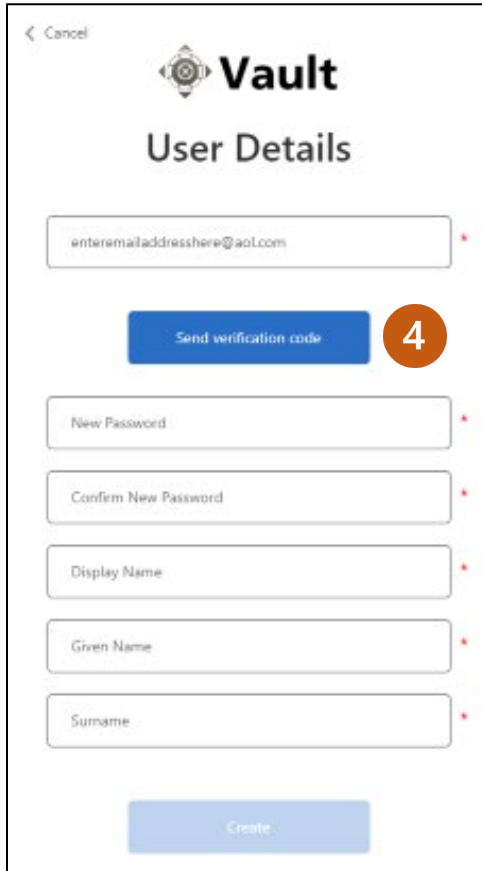


3. From the Sign in screen, click **Sign up now**.



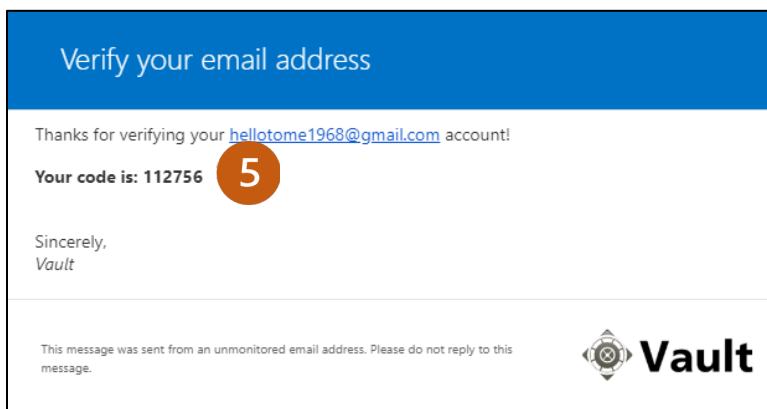
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4. From the User Details screen, enter your email address and click **Send verification code**. This will create an email, with a verification code, that will be sent to the email address used for your account.



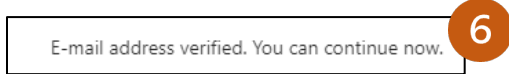
The screenshot shows the 'Vault User Details' screen. At the top, there is a 'Cancel' link and the Vault logo. Below the logo is the title 'User Details'. There is an input field for an email address containing the placeholder text 'entereemailaddresshere@aol.com'. Below this is a blue button labeled 'Send verification code' with a red circle containing the number '4' next to it. Underneath are five input fields: 'New Password', 'Confirm New Password', 'Display Name', 'Given Name', and 'Surname'. At the bottom is a light blue button labeled 'Create'.

5. From your email inbox, open the email you received and copy the verification code.

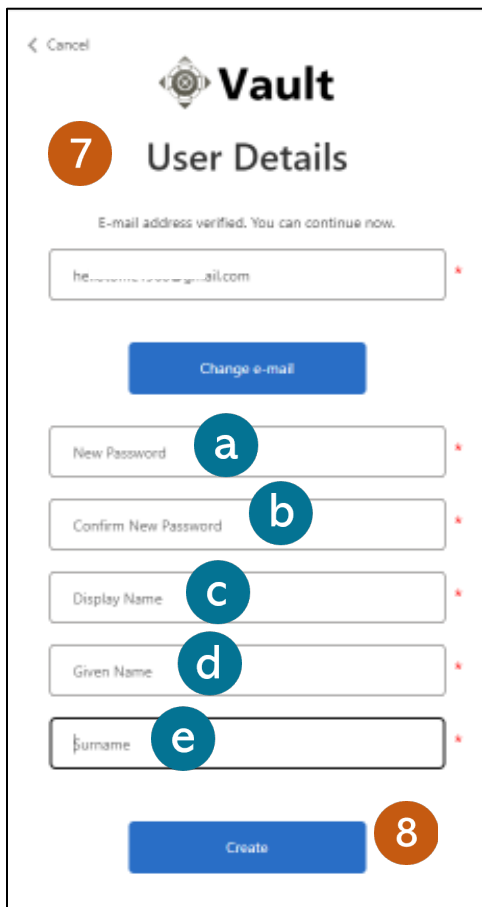


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- From the MNDES User Details screen, enter the code into the Verification Code field and click **Verify Code**. The following verification appears.



- Type your information in the following fields:
 - Type a **New Password**.
 - Confirm New Password**.
 - Type a **Display Name** (required).
 - Type a **Given Name** (your first name, required).
 - Type a **Surname** (your last name, required).
- Click **Create**.



< Cancel

 **Vault**

7 **User Details**

E-mail address verified. You can continue now.

he...@...@...-mail.com *

Change e-mail

New Password a *

Confirm New Password b *

Display Name c *

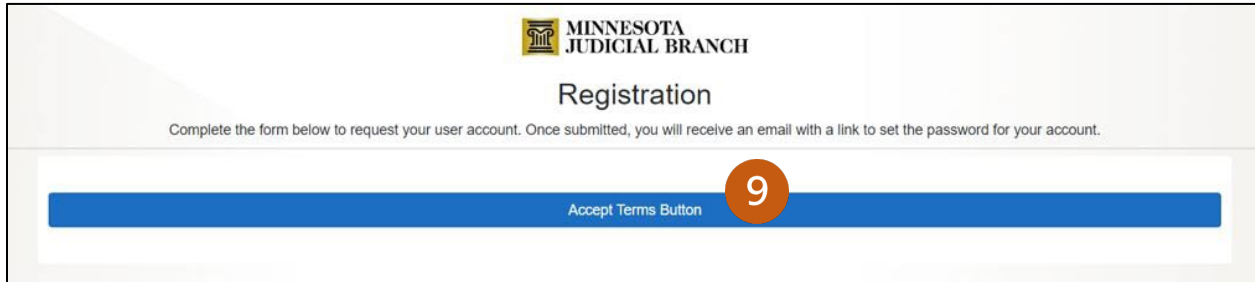
Given Name d *

Surname e *

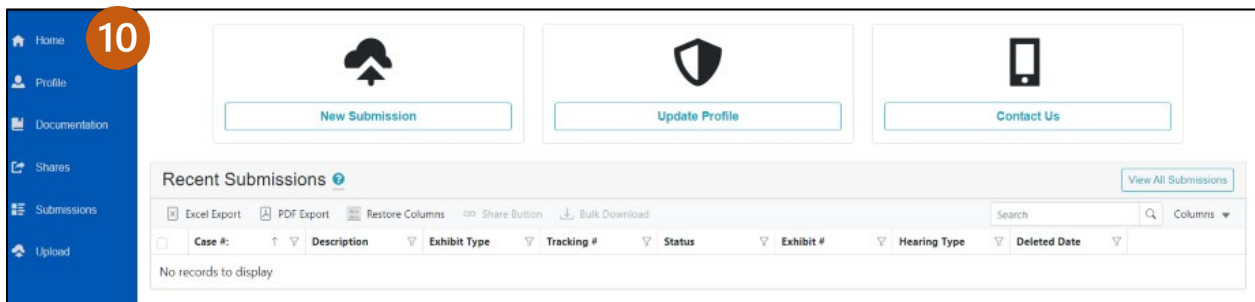
Create 8

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9. Click **Accept Terms Button**.



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



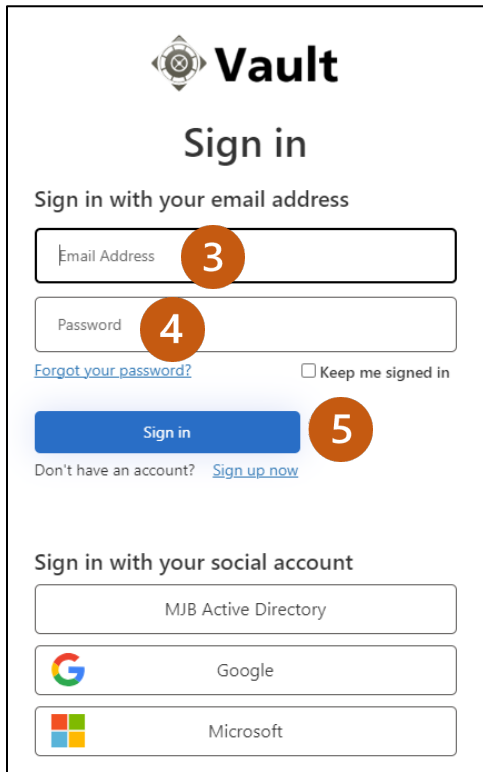
Login to existing account

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**.
4. Type your **Password**.
5. Click **Sign in**.

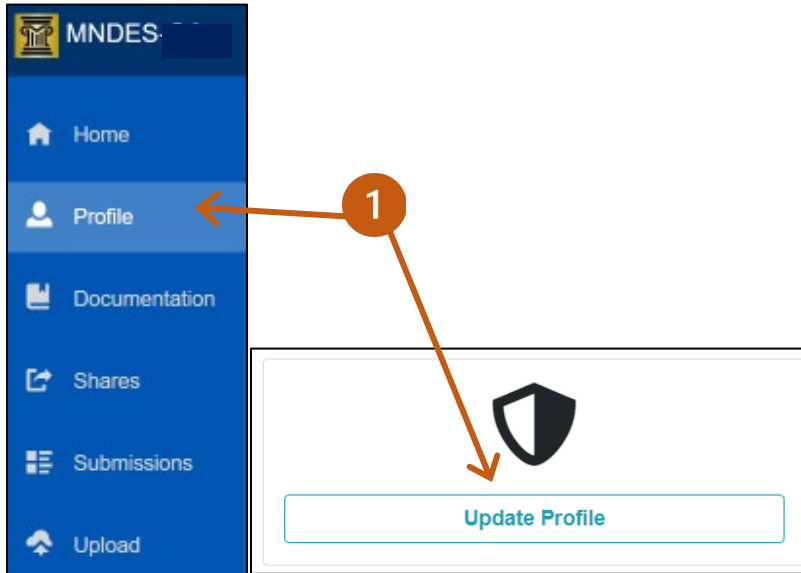


The screenshot shows the Vault Sign in page. At the top is the Vault logo. Below it is the text "Sign in" and "Sign in with your email address". There are three input fields: "Email Address" (with a callout 3), "Password" (with a callout 4), and a "Sign in" button (with a callout 5). Below the password field are links for "Forgot your password?" and a checkbox for "Keep me signed in". Below the sign in button is a link for "Don't have an account? Sign up now". At the bottom, there is a section for "Sign in with your social account" with buttons for "MJB Active Directory", "Google", and "Microsoft".

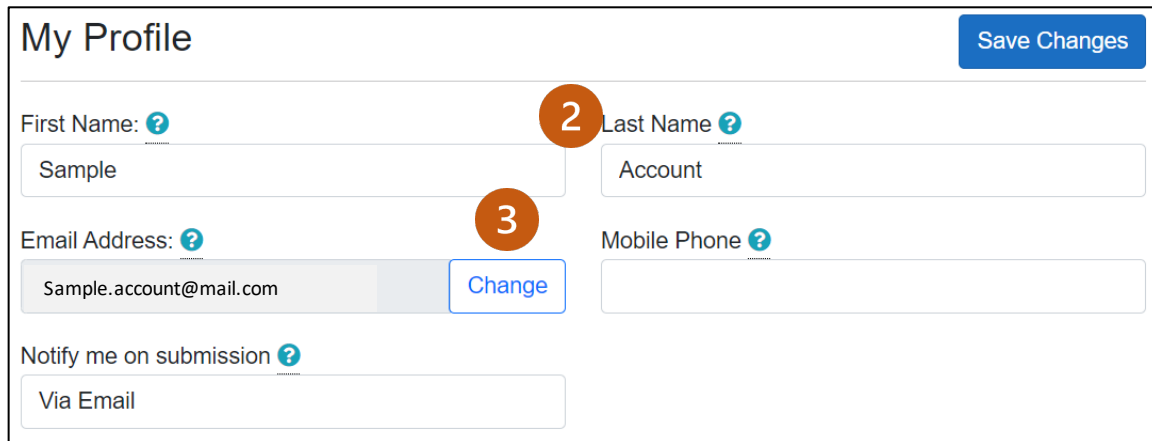
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Manage my profile account

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



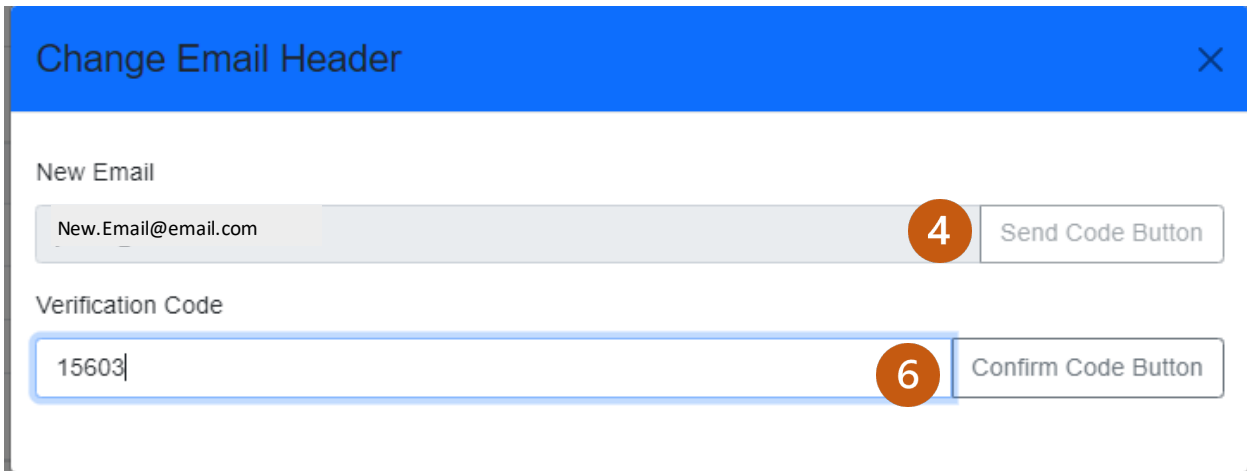
2. Update **First Name**, **Last Name**, or **Mobile Phone** number, as necessary.
3. Click **Change** to update your email address.



The image shows a screenshot of the 'My Profile' form in the MNDES application. The form has a title 'My Profile' and a 'Save Changes' button in the top right corner. It contains several input fields: 'First Name' with the value 'Sample', 'Last Name' with the value 'Account', 'Email Address' with the value 'Sample.account@mail.com', and 'Mobile Phone'. A 'Change' button is located next to the email address field. There is also a 'Notify me on submission' section with a 'Via Email' option. Three orange circles with numbers 1, 2, and 3 are overlaid on the form: circle 1 is over the 'Last Name' field, circle 2 is over the 'Change' button, and circle 3 is over the 'Email Address' field.

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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**.



7. To change your Notifications, click the **Notify me on submission** dropdown and select the preferred method to receive the status of a submission.

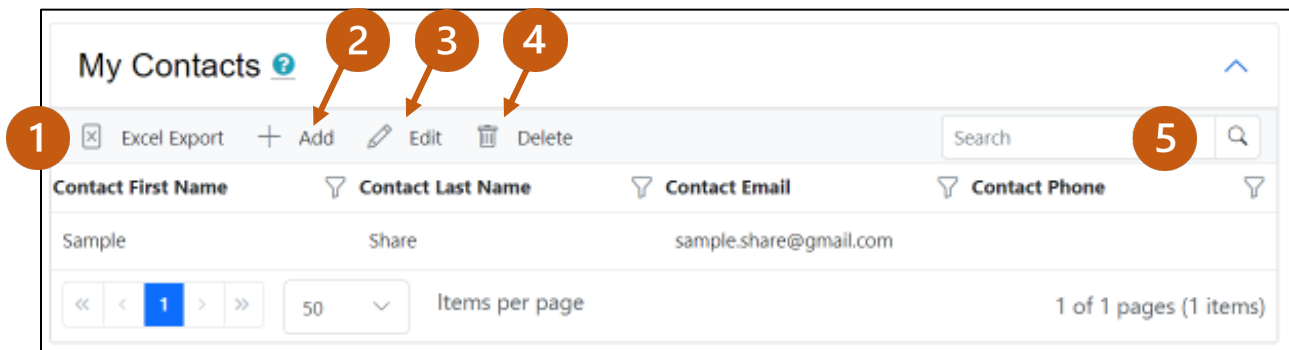


If you did not add a mobile phone number when your account was set up, you will need to add a mobile phone number, click Save changes and then the options for text messages will be available.

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Manage my contacts

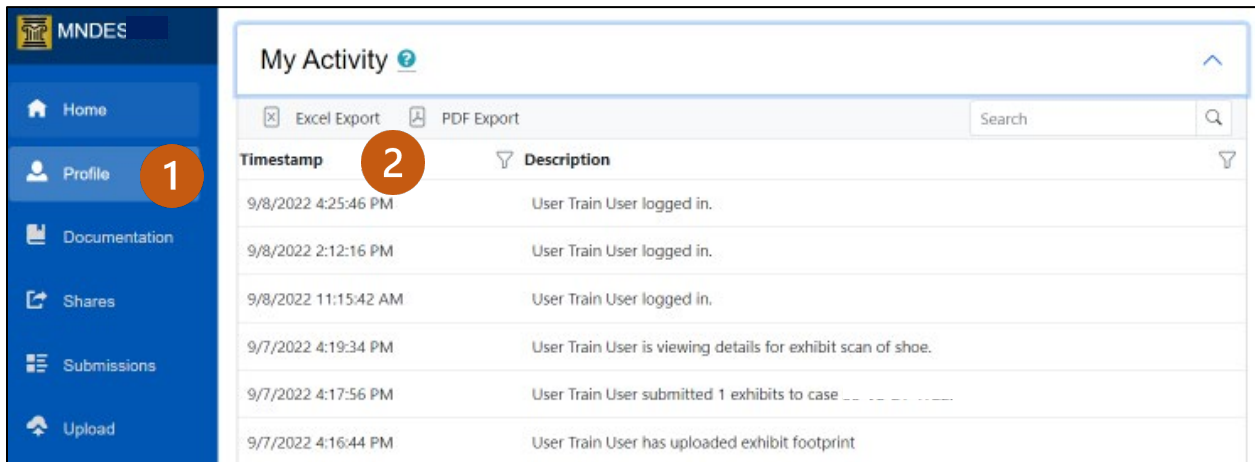
1. If you have existing contacts for exhibit sharing, click **Excel Export** to create a spreadsheet with contact information.
2. Click **Add** to add a new exhibit contact.
3. Select the contact in the list and click **Edit** to change contact information.
4. Select the contact in the list and click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



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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.



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