Quick Reference Guide – Logging in, Resetting a Password and Updating a Profile

Log into the application

- 1. Click one of the application links below or type the address in an internet browser.
 - Bail Bonds: <u>https://bailbondprogram.courts.state.mn.us/</u>
 - See additional information for **Bail Bond** on page 5
 - Examiners Resource Application (ERA): <u>https://era.courts.state.mn.us</u>
 - Interpreter Resource Management Application (IRMA): <u>https://irma.courts.state.mn.us</u>
 - MyMNConservator (MMC): <u>https://mmc.courts.state.mn.us</u>
 - MyMNGuardian (MMG): <u>https://mmg.courts.state.mn.us</u>
 - Provider Availability and Scheduling System: <u>https://passmn.courts.state.mn.us/Providers</u>
- 2. Enter the registered email address and password.
- 3. Click Log In.

MINNESOTA JUDICIAL BRANCH MYCOURTMN - SINGLE SIGN ON MyCourtMN Home Login Register	
MyCourt/MN Login If this your first time visiting MyCourtMA, click on "Register" in the menu above. If you already have a MyCourtMA control with the togin from have a to WyCourtMA togin page from available to the MyCourtMA togin page from available to the WyCourtMA togin page from available togin to the WyCourtMA togin page from available togin t	Court Staff Login Use this I you are logging in using court account. Court Staff Login

- 4. You will be logged into the application you selected in step 1. You may receive a message to enter the one-time code:
 - a. If you have not logged in to the application in last 7 days
 - b. When a different IP address is being used (ex. Internet vs hotspot)

MINNESOTA JUDICIAL BRANCH MYCOURTIMN - SINGLE SIGN MyCourtIMN Home Login Register	Hello!
Enter Your One-Time Code	
This was sent to the email address you use to log in. It may take up to five minutes for you to receive the One Time Code * (Required)	code.
Verify Code Re-send Code (To Email Address)	
Request One-Time Code To Alternative Method	

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- 5. Go to your email (or phone if they selected Text Message for how they want to receive one-time passwords during the registration process), open the email or text from MyCourtMN MyCourtMN One Time Code, and copy and paste the code into the **One time Code** field. If the code does not work the first time request a code again.
- 6. Click Verify Code.



Reset a password

1. Repeat steps 1 and 2 above, then click Forgot your password? Click here.



2. Enter the email address used to create the account and Send request.



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3. You will receive a message saying, "If an account with this email address exists, you'll receive an email with the password reset link."

M	MINNESOTA JUDICIAL BRANCH MYCOURTMN - SINGLE SIGN ON
	MyCourtMN Home Login Register
	If an account with this email address exists, Sreceive an email with the password reset link.

4. Go to your email account and locate the email from MyCourtMN Account Password Rest Request. Click on the link or copy the URL into a browser.



5. Enter your new password. Enter the new password again to confirm it. Click **Reset Account** password.



6. The "Your password was successfully changed" message displays. Click on the link provided to return to the application.



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Update the MyCourtMN Profile

- 1. Click one of the application links below or type the address in an internet browser. Log in and follow the steps to update your profile.
 - Bail Bonds: <u>https://bailbondprogram.courts.state.mn.us/</u>then click **Update MyCourtMN Profile**.
 - Examiners Resource Application (ERA): <u>https://era.courts.state.mn.us</u> then select the "v" caret next to your name in the top right corner. Select **MyCourtMN Settings** or **Change MyCourtMN Email**.
 - Interpreter Resource Management Application (IRMA): <u>https://irma.courts.state.mn.us</u> then select the "v" caret next to your name in the top right corner. Select **MyCourtMN Settings** or **Change MyCourtMN Email**.
 - MyMNConservator (MMC): <u>https://mmc.courts.state.mn.us</u> then select **Update Login**.
 - MyMNGuardian (MMG): <u>https://mmg.courts.state.mn.us</u> then select the "v" caret next to your name in the top right corner and select **Login Settings**.
 - Provider Availability and Scheduling System: <u>https://passmn.courts.state.mn.us/Providers</u> then select the "v" caret next to your name in the top right corner and select the desired action.
- 2. Follow the steps for each application to update your profile.

If you are updating your email address you may want to request your one-time passcode via Text Message.