

## Quick Reference Guide

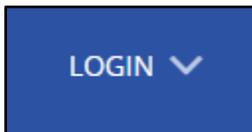
### Managing Profile Information for Examiners

#### Login or logout of the application

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



2. Click **Login**.



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



#### View and edit profiles

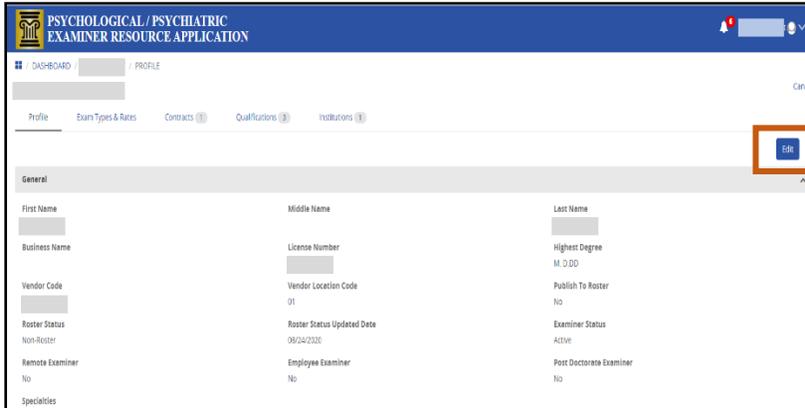
1. Click the **Profile** quick link. The profile can also be accessed by clicking on the account name and selecting **Profile** from the dropdown.



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



The screenshot shows the 'PSYCHOLOGICAL / PSYCHIATRIC EXAMINER RESOURCE APPLICATION' interface. The 'PROFILE' tab is selected, and the 'Edit' button is highlighted with a red box. The profile information is displayed in a table format under the 'General' section.

General		
First Name	Middle Name	Last Name
Business Name	License Number	Highest Degree
Vendor Code	Vendor Location Code	M.D.D.D.
Roster Status	Roster Status Updated Date	Publish To Roster
Remote Examiner	Employee Examiner	Examiner Status
Specialties		Post Doctorate Examiner

4. Update profile information fields, if applicable:

- a. General information

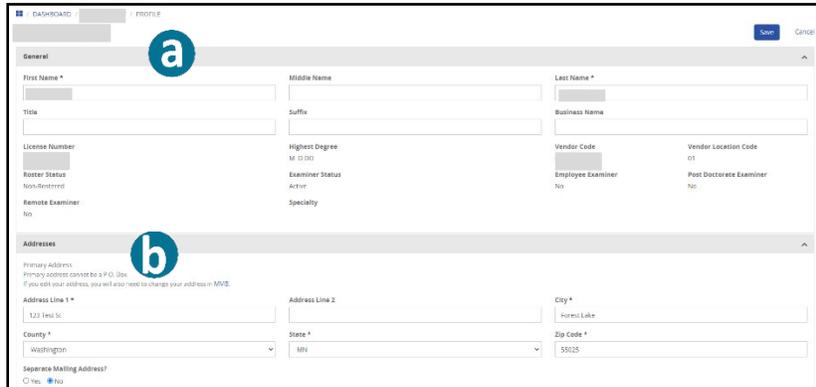
- Name
- Title
- Suffix
- Business Name

- b. Address information

- Street
- Address
- City
- State
- Zip code

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**General**

First Name \*  
Middle Name  
Last Name \*

Title  
Suffix  
Business Name

License Number  
Highest Degree  
Vendor Code  
Vendor Location Code

Roster Status  
Examiner Status  
Employee Examiner  
Post Doctorate Examiner

Remote Examiner  
Specialty

**Addresses**

Primary Address  
Primary address cannot be a P.O. Box.  
If you edit your address, you will also need to change your address in MVS.

Address Line 1 \*  
Address Line 2  
City \*

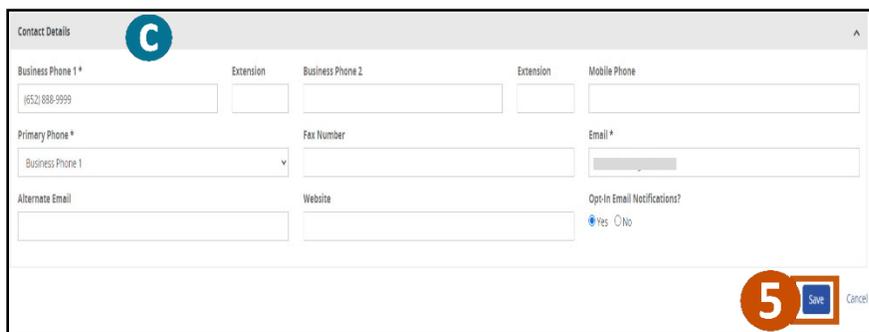
County \*  
State \*  
Zip Code \*

Separate Mailing Address?  
 Yes  No

#### 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

Primary Phone \*  
Business Phone 1  
Fax Number  
Email \*

Alternate Email  
Website  
Opt-In Email Notifications?  
 Yes  No

**5** Save Cancel

### Review notifications

#### 1. Click the notification icon.



**PSYCHOLOGICAL / PSYCHIATRIC  
EXAMINER RESOURCE APPLICATION**

Profile My Work Requests My Invoices EDA Coordinators List

**Summary**

23 Total Active Work Requests  
0 Total Invoices Require My Attention  
0 Total Tentative Work Requests

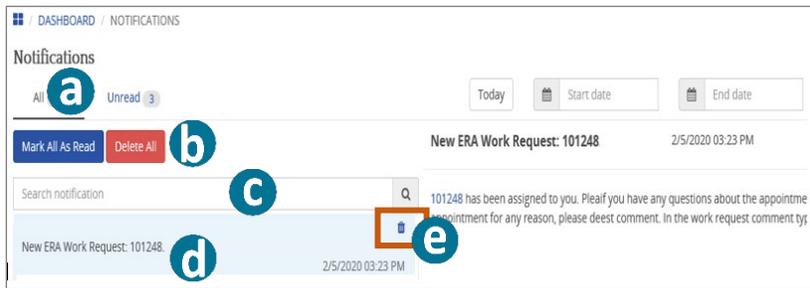
Profile  
Notifications  
Support  
MyCourtMN Settings  
Change MyCourtMN Email  
Logout

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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



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

1. Click **Profile**.



2. Click **Exam Types & Rates**.

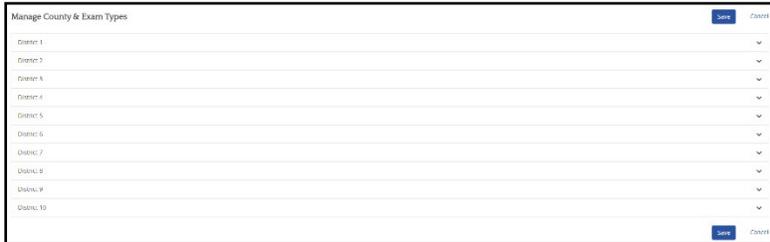
3. Click **Manage County (travel locations) & Exam Type**.



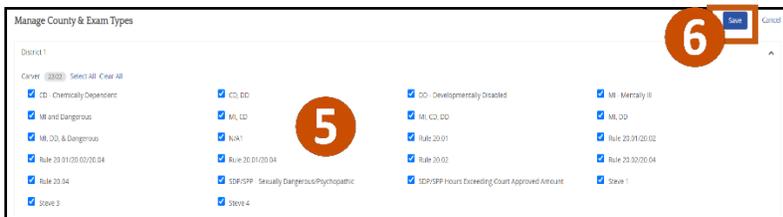
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- Click the **District** to expand and modify exam types and locations (counties) you are willing to travel to.



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

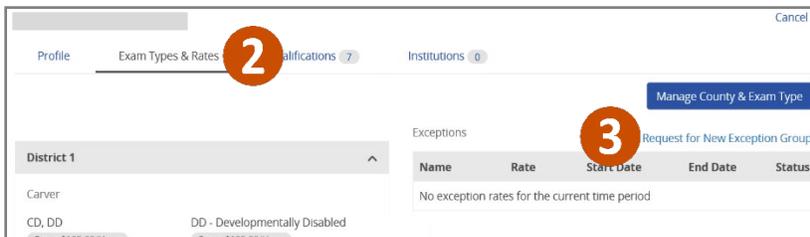


### Enter a request for new exception group

- Click **Profile**.



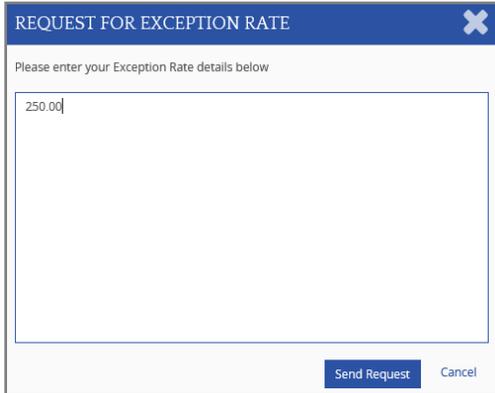
- Click **Exam Types & Rates**.
- Click **Request for New Exception Group**.



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4. Enter request information, and click **Send Request**.

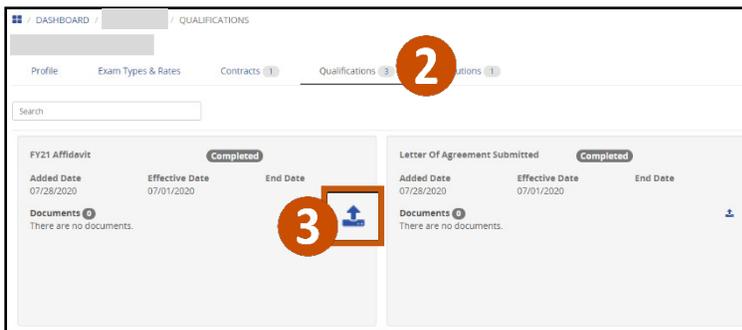


### Upload documents to qualify

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.

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### Managing Profile Information for Examiners



FY20 Affidavit			Completed
Added Date	Effective Date	End Date	
12/31/2019	07/01/2019	06/30/2020	
Documents 1			
Name	Date	Status	
2020 Affidavit Verification.pdf	1/10/2020	Pending	

#### 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.