

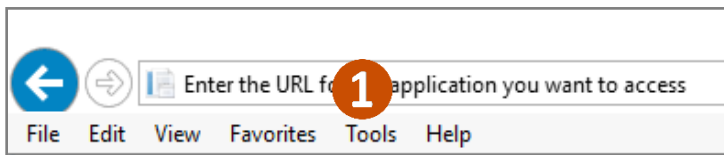
Quick Reference Guide - Creating a MyCourtMN Account

Create an account in the application

If you already have a MyCourtMN account, see the section [Log into MyCourtMN Account](#).

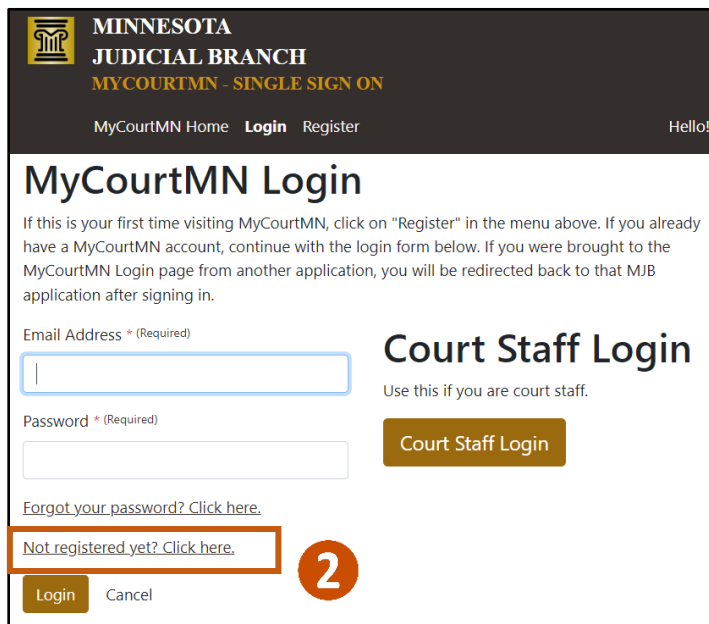
1. Click one of the application links below or type the address in an internet browser.

- Bail Bonds: <https://bailbondprogram.courts.state.mn.us/>
 - See additional information for [Bail Bond](#) on page 5
- Examiners Resource Application (ERA): <https://era.courts.state.mn.us>
- Interpreter Resource Management Application (IRMA): <https://irma.courts.state.mn.us>
- MyMNConservator (MMC): <https://mmc.courts.state.mn.us>
- MyMNGuardian (MMG): <https://mmg.courts.state.mn.us>
- Provider Availability and Scheduling System: <https://passmn.courts.state.mn.us/Providers>



If you already have a MyCourtMN account, see the section [Log into MyCourtMN Account](#).

2. Click **Not registered yet? Click here.**

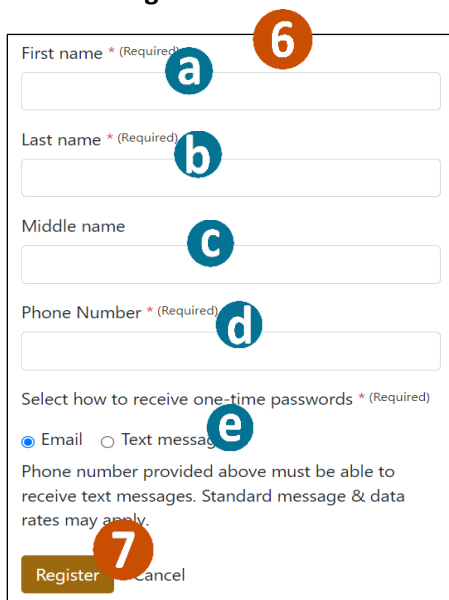


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3. On the Register page, enter your primary **Email Address**.
4. Enter a **Password**.
5. Re-enter it to confirm.

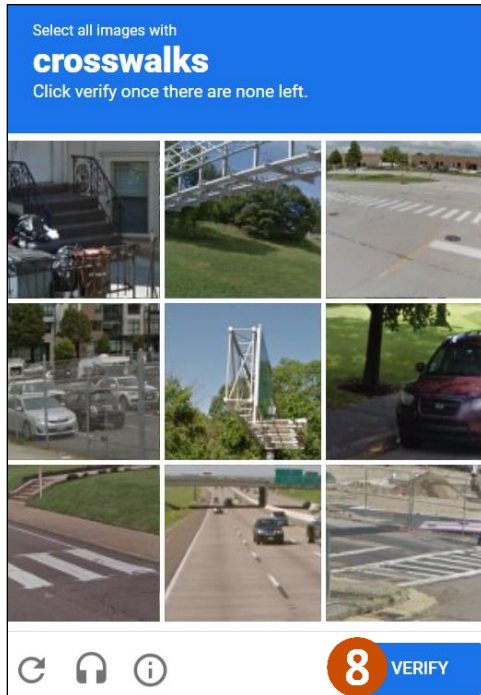


6. Complete the following fields:
 - a. First name
 - b. Last name
 - c. Middle name (optional)
 - d. Phone Number
 - e. Select the method to receive one-time passwords
7. Click **Register**.



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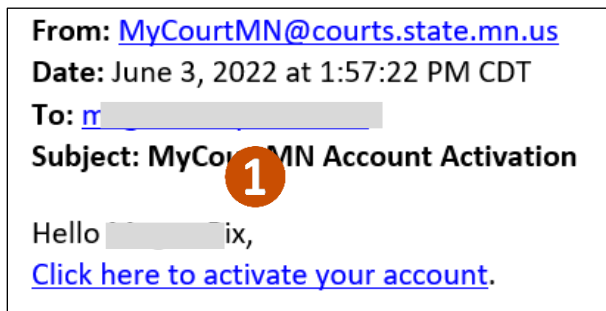
8. Complete the reCAPTCHA screen and click **Verify**. (This step may occur multiple times.)



A message appears stating, “You’ve successfully registered. An email with an activation link was successfully sent. Check your e-mail to activate your account.”

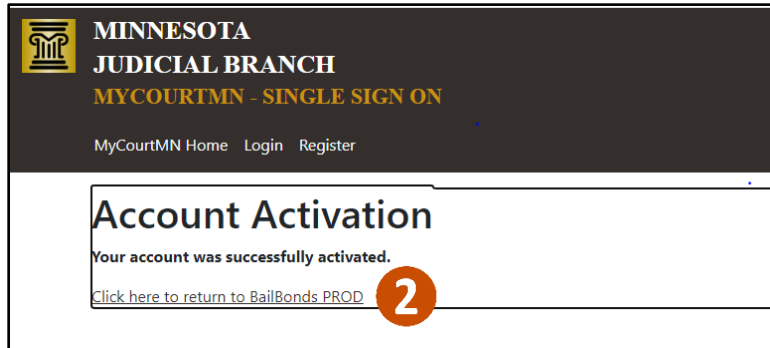
Activate an account

1. Access your email account, open the email from MyCourtMN – MyCourtMN Account Activation and click the **Click here to activate your account** link.



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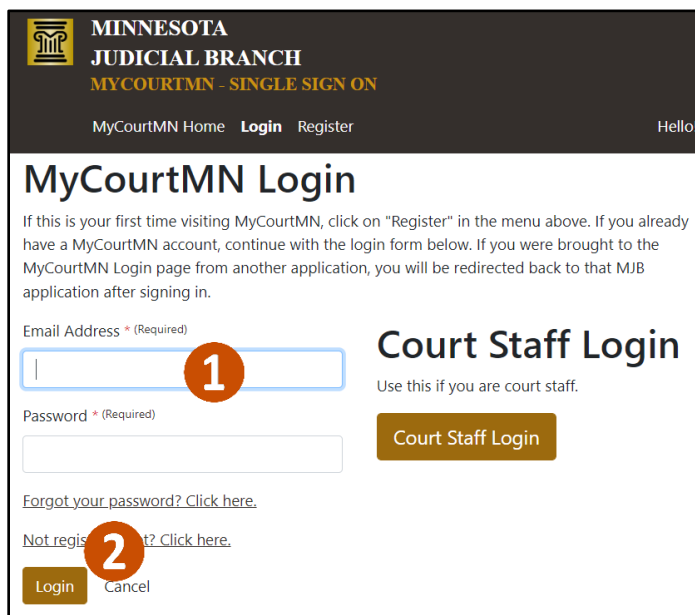
2. After a successful activation, click the **Click here to return to (Name of Application) Prod** link to return to the specific application.



If this window closes before you can go back and log in. Go to [Log into an application](#) to go to the correct website to log in.

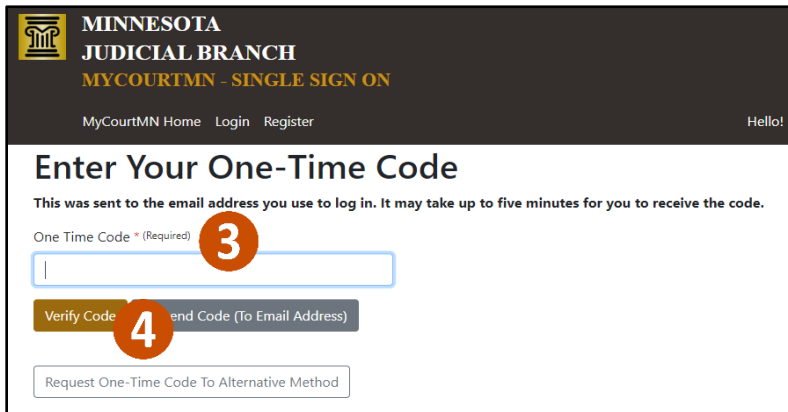
Log into MyCourtMN Account

1. From the **MyCourtMN Login** page, enter the **Email Address** and **Password** you used to set up the MyCourtMN account.
2. Click **Login**.



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- 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 Type in (recommend) or copy and paste the code into the **One time Code** field. If the code does not work the first time request a code again.
- Click **Verify Code**.




The one-time code will need to be re-entered:

- If you have not logged in to the application in last 7 days
- When a different IP address is being used (ex. Internet vs hotspot)

Bail Bond Specific Only

Confirm an account for active agents, agencies, and sureties



This is a one-time step for active agents, agencies, and sureties to ensure all of their information is available in the new Bail Bond Program Database.

- After logging into the Bail Bond Program database, enter the **Confirmation Code** received via email from BailBondProgram@courts.state.mn.us.
- Click the **I'm not a robot** checkbox and complete the reCAPTCHA screen.
- Click **Submit**.

