# MINNESOTA JUDICIAL BRANCH
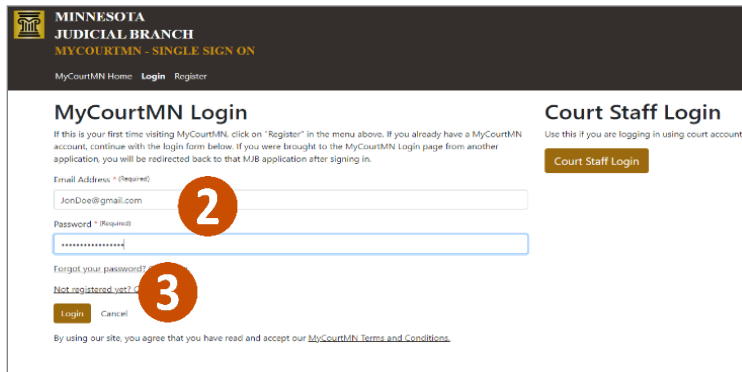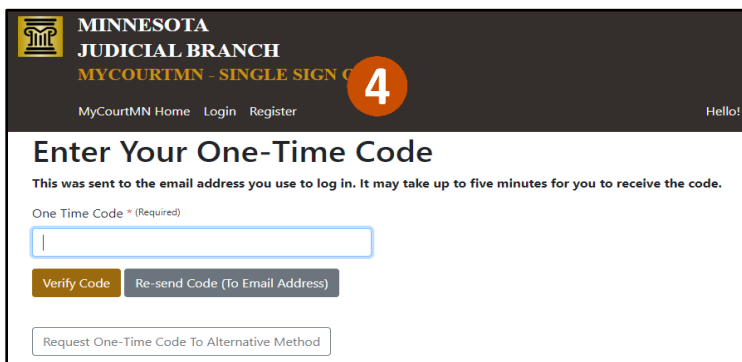
# Quick Reference Guide – Logging in, Resetting a Password and Updating a Profile

### Log into the application

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

   - Bail Bonds: https://bailbondprogram.courts.state.mn.us/

     o 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

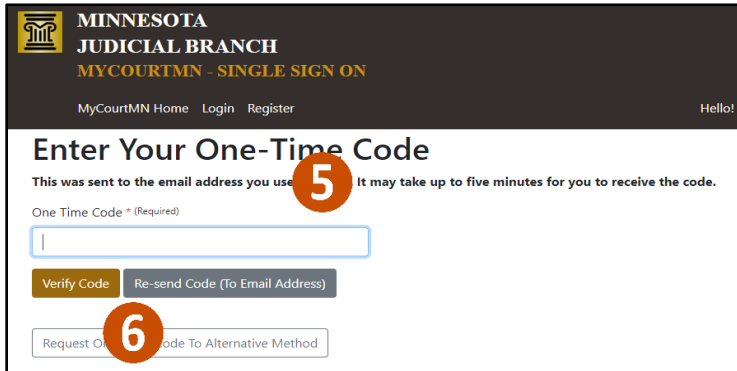2. Enter the registered email address and password.
3. Click **Log In**.



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
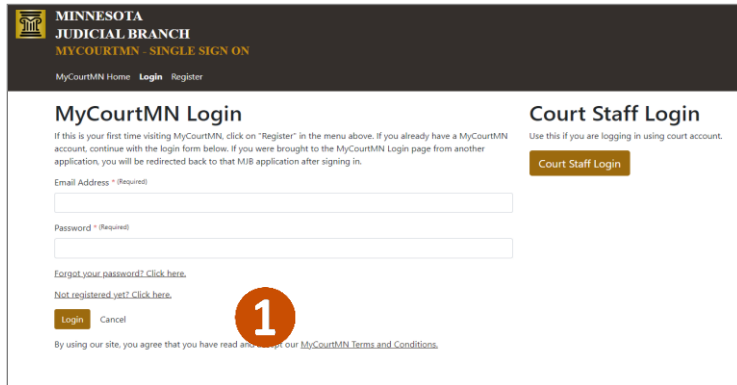   b. When a different IP address is being used (ex. Internet vs hotspot)

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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.
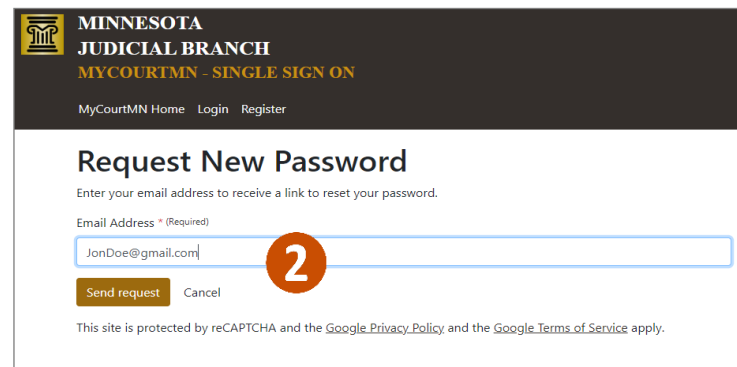
6. Click **Verify Code**.



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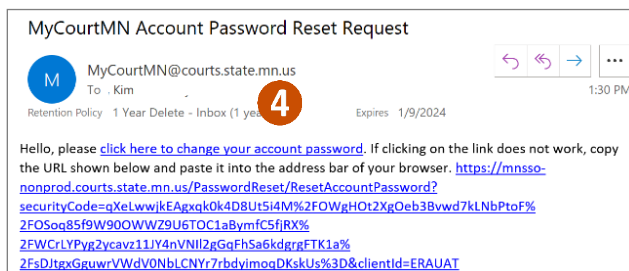
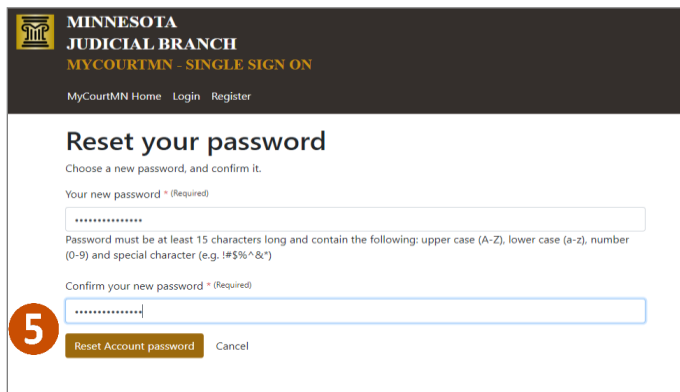# Quick Reference Guide – Logging in, Resetting a Password and Updating a Profile

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."
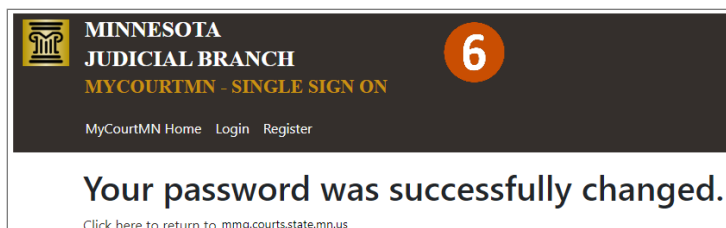


4. Go to your email account and locate the email from MyCourtMN Account Password Rest Request. Click on the link or copy the URL into a browser.



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.

**MINNESOTA JUDICIAL BRANCH**

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

## 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: https://bailbondprogram.courts.state.mn.us/ then click **Update MyCourtMN Profile**.

   - Examiners Resource Application (ERA): https://era.courts.state.mn.us 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): https://irma.courts.state.mn.us then select the "v" caret next to your name in the top right corner. Select **MyCourtMN Settings** or **Change MyCourtMN Email**.

   - MyMNConservator (MMC): https://mmc.courts.state.mn.us then select **Update Login**.

   - MyMNGuardian (MMG): https://mmg.courts.state.mn.us then select the "v" caret next to your name in the top right corner and select **Login Settings**.

   - Provider Availability and Scheduling System: https://passmn.courts.state.mn.us/Providers 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.