MINNESOTA JUDICIAL BRANCH

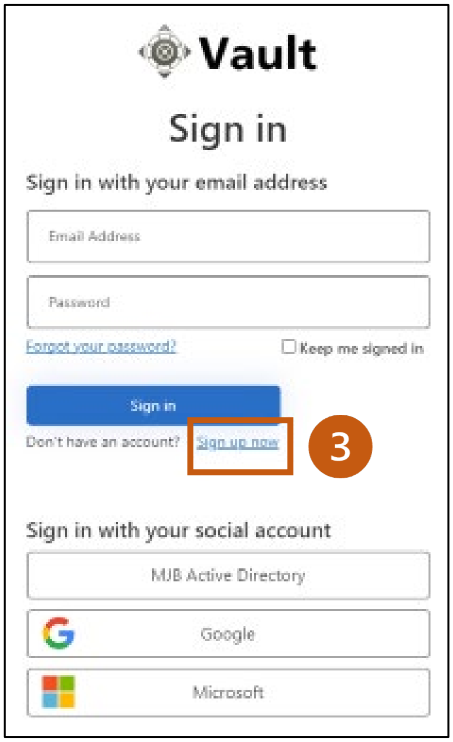
QRG – Creating and Managing a MNDES Account for Non-Branch Employees

You will need to create a unique account (email and password) for your role with the Branch. This needs to be separate from your account as an attorney.

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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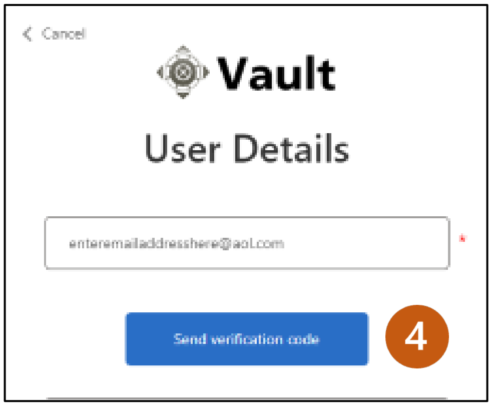
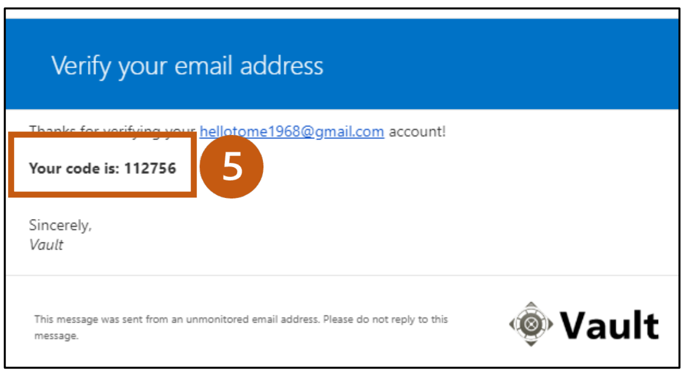
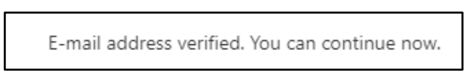
4. From the User Details screen, enter your email address and click **Send verification code**.



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



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



7. Type the user details in the following fields:
   a. **New Password**
   b. **Confirm New Password**
   c. **Display Name**(required)
   d. **Given Name** – Your first name (required)
   e. **Surname** – Your last name (required)

8. Click **Create**.

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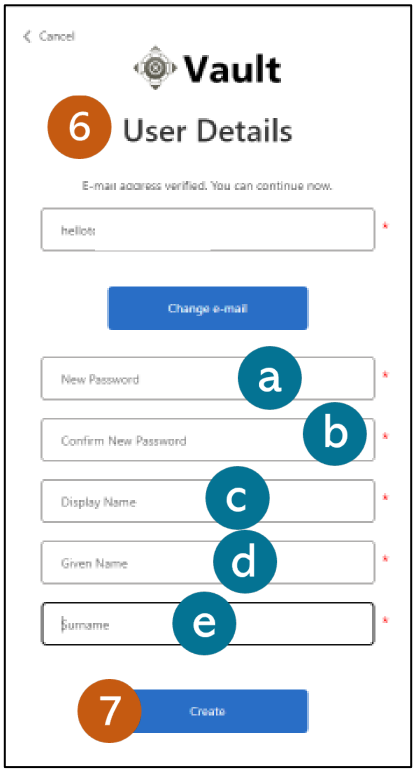

9. Click **Accept Terms**.

Upon confirmation that your account has been created, send your Judicial Branch contact your username, email address, and county(ies) for which you need access to case exhibits in MNDES. The Branch contact will complete your account setup and notify you when you can begin using MNDES.

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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**.

3. Type your unique **Email** for your role with the Branch. (Not your attorney email.)
4. Type your **Password**.
5. Click **Sign in**.

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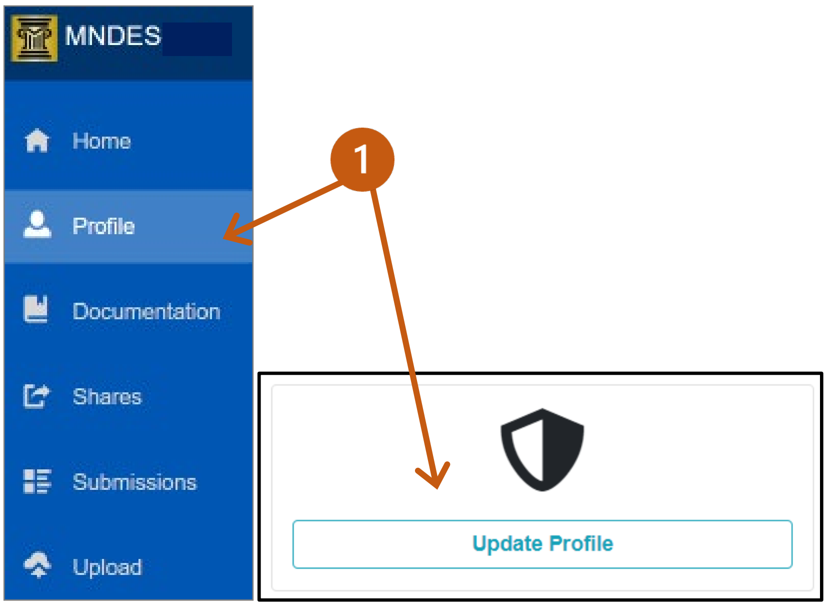
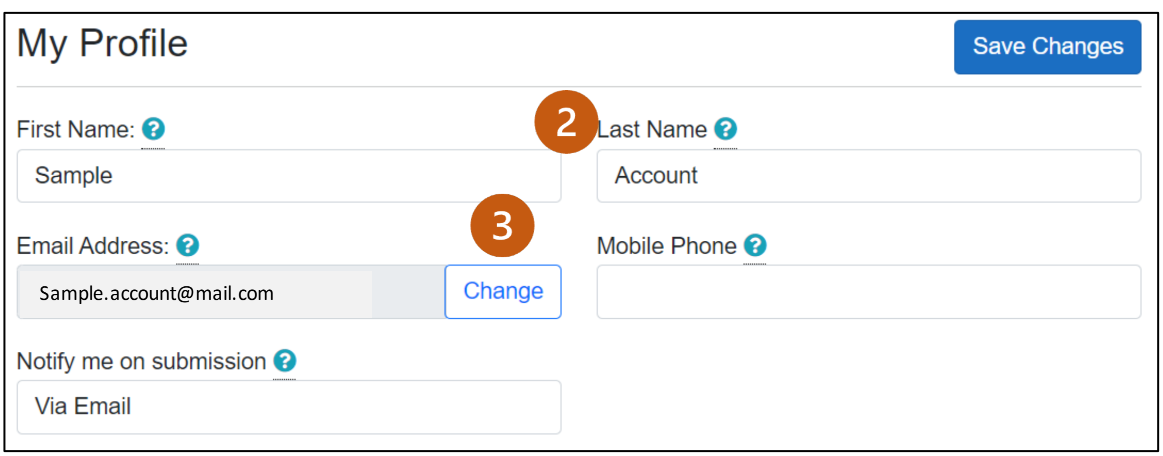
Manage my profile account

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.



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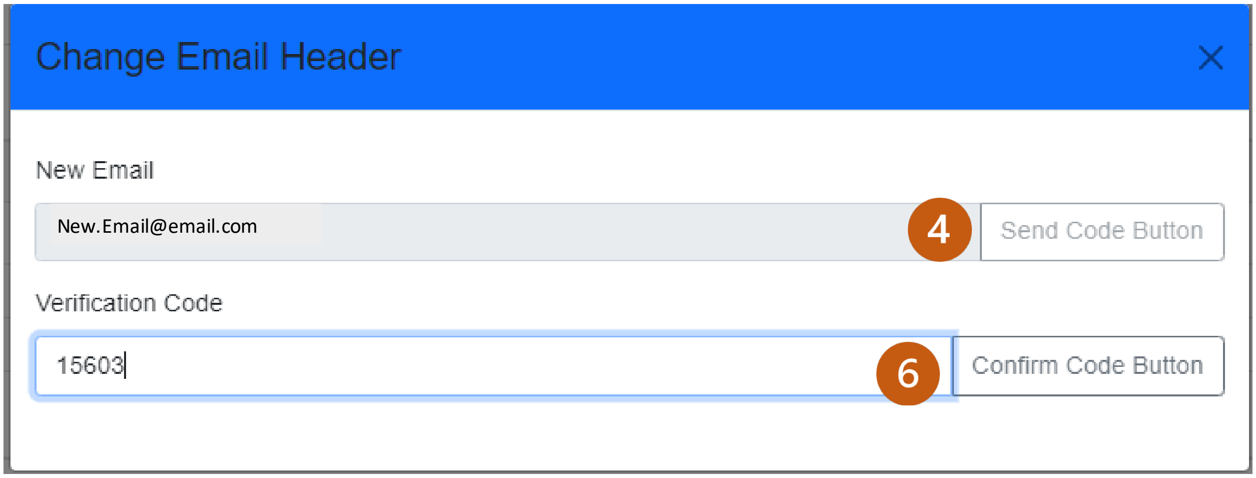
4. Enter the new email address and click **Send Code Button**.
5. From your email inbox, open the email you received and copy the code.
6. Enter the **Verification Code**. Click **Confirm Code Button**.



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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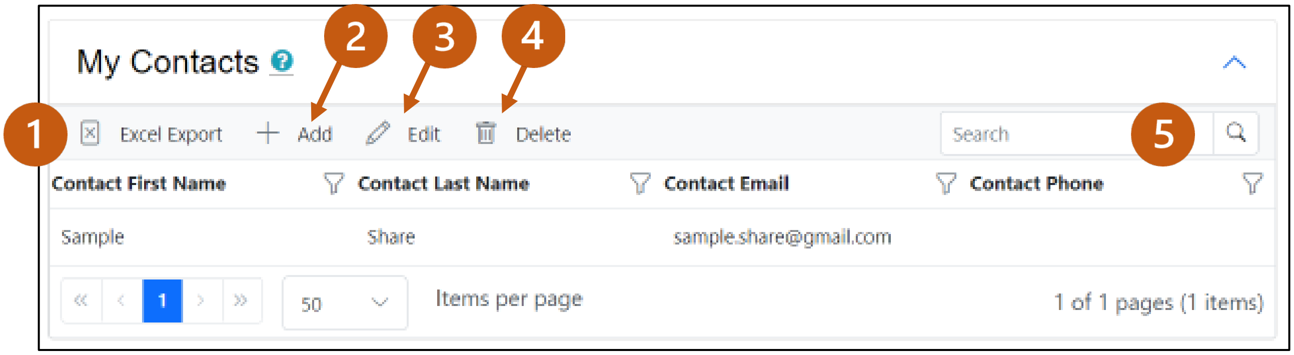
Manage my contacts

1. If you have existing contacts for exhibit sharing, you can 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.