



Instructions for Changing Your Email Address

Loon Volunteer Lake Management System Website

Public Login: <https://apps.dnr.state.mn.us/loon/public>

Change Email Address Associated with Loon Account

If you need to change the email address associated with your Loon Volunteer Lake Management System account, please follow the steps below.

1. Sign in to your loon volunteer account with the email address we currently have on file for you.
2. Click on the **My Account** tab at the top of the screen.

A screenshot of the 'My Account' page on the Minnesota Loon Monitoring Program website. The page has a dark blue header with the Minnesota Department of Natural Resources logo and navigation links: 'WELCOME', 'LAKE ASSIGNMENTS', and 'MY ACCOUNT'. The 'MY ACCOUNT' link is circled in red. Below the header, the page title is 'Minnesota Loon Monitoring Program', followed by 'My Account' and 'My Contact Information'.

3. Under **My Contact Information**, click the blue **Change email** link beneath the Email address field.

A screenshot of the 'My Contact Information' form. The form has a title 'My Contact Information' and several input fields: 'First name' (with 'John' entered), 'Last name' (with 'Example' entered), 'Email address' (with a greyed-out field), and 'Primary street address' (with '1234 Meadowbrook Ln' entered). Below the 'Email address' field, there is a blue link labeled 'Change email', which is circled in red.

4. You will be directed to a **Change My Email** page. Read the information on the page indicating that you will be taken to another website and click **Proceed**.

Minnesota Loon Monitoring Program


Change My Email

In order to change your email, you will be signed out of the Loon application and directed to the MNDNR Account Services website. Click Proceed below to be directed to that website.

Note that an activation email will be sent to your new email address. **You must click on the link in the activation email with 24 hours** to verify your email address. After that, you will be able to login to the Loon application. **Your new email address won't work in the Loon application until you click on the link in the email and sign in to the Loon application with the new email address.**

Proceed Cancel

5. You will be directed to a MNDNR Account Services page. Enter the **email address and password that are currently associated** with your loon volunteer account (this may autofill for you) and click **Sign In**.

 **DEPARTMENT OF
NATURAL RESOURCES**

Account Services

Please sign in

You are starting the change email process. Please **sign in with your current email address**. Once you are signed in, you will be prompted for your new email address.

Current email address

Password

Sign In

6. You will be directed to the DNR's **Change Email** page. Enter the **new email address** that you want associated with your loon volunteer account and click **Send activation email**.

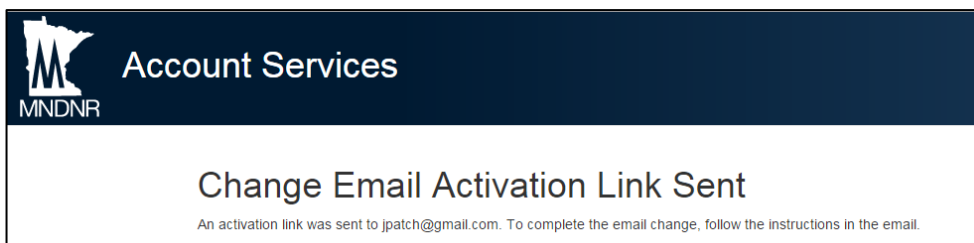
Change Email

We'll send an activation email to this address. You must click on the link contained in the message within 24 hours in order to continue with the email change process. If you don't receive a message within 15 minutes, be sure to check your spam folder for an email from no-reply@state.mn.us. Until you click on the link, you'll have to sign in with your current email.

New email address

[Send activation email](#) [Cancel](#)

- A verification email message with an activation link will be sent to your new email address. **You must click on the link contained in the email message within 24 hours** to complete the email change process.



- The email will come from no-reply@state.mn.us with a subject line of [MNDNR Account Services] Change email. **Click on the blue link within the email.**

At your request, MNDNR Account Services has sent you the following URL so that you may change your email.

Please click on the following link complete the change email process:

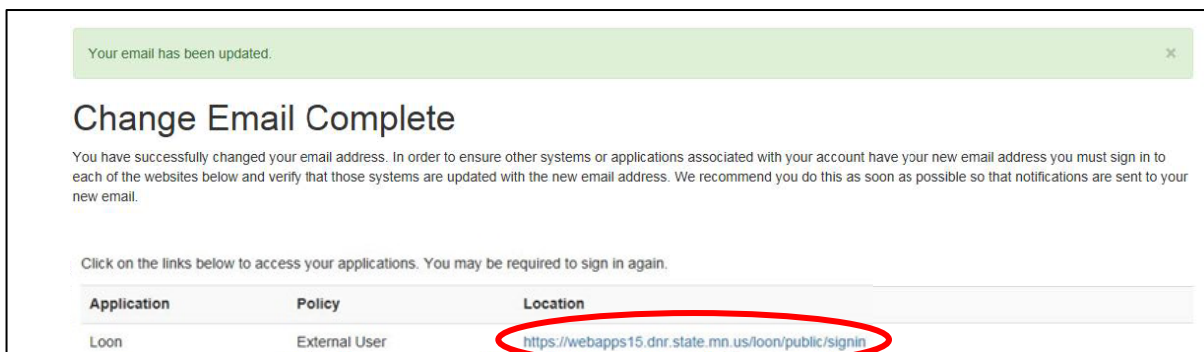
http://webapps15-dev.dnr.state.mn.us/extranet/authorize_email/7d0638ed7ecd5c423254ae99f5d2f387

If the above link is not clickable, try copying and pasting it into the address bar of your web browser.

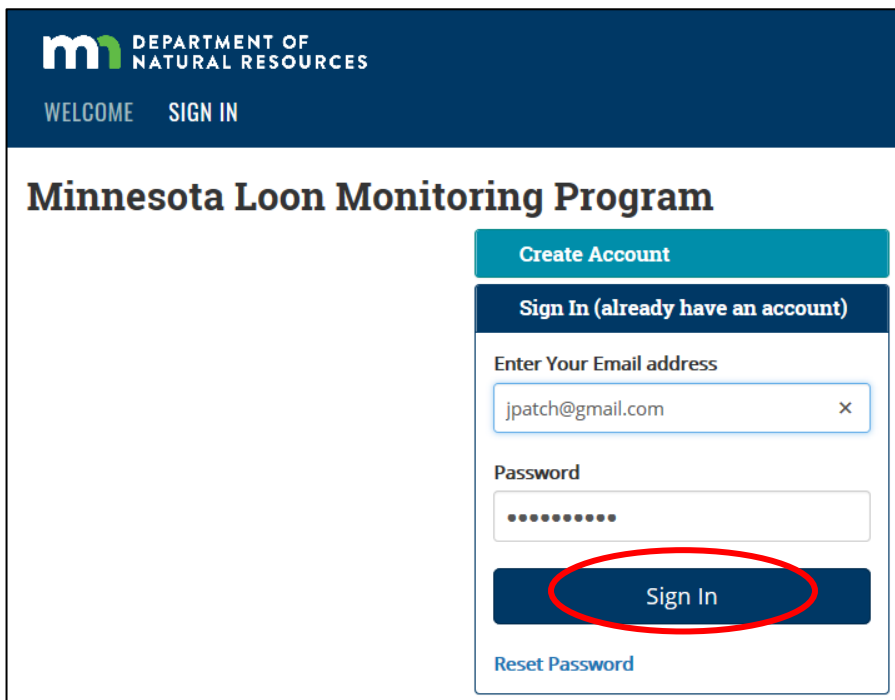
The link is valid for 24 hours. If the link is expired you can start the process again.

*** PLEASE DO NOT RESPOND TO THIS EMAIL ***

- You will be directed to a **Change Email Complete** page. **Click on the blue link in the row for "Loon".**



10. From the Loon Volunteer Lake Management System homepage, enter your email address and your password in the “**Sign In (already have an account)**” box and click **Sign In**.



The screenshot shows the login interface for the Minnesota Loon Monitoring Program. At the top, the Minnesota Department of Natural Resources logo is displayed. Below the logo, there are links for 'WELCOME' and 'SIGN IN'. The main heading is 'Minnesota Loon Monitoring Program'. There are two buttons: 'Create Account' (teal) and 'Sign In (already have an account)' (dark blue). The 'Sign In' button is highlighted with a red oval. Below the buttons, there is a form with two input fields: 'Enter Your Email address' (containing 'jpatch@gmail.com') and 'Password' (containing masked characters). Below the password field is a 'Sign In' button (dark blue) and a 'Reset Password' link (blue text).

Thank You for Supporting the Minnesota Loon Monitoring Program

Thank you for volunteering for the Minnesota Loon Monitoring Program, a citizen-science program brought to you by the DNR's Nongame Wildlife Program. Your efforts provide important information about the population status of Minnesota's state bird.

