DEPARTMENT OF NATURAL RESOURCES

Create an Account / Sign-In Instructions for Volunteers

Loon Volunteer Lake Management System Website

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

Create an Account - First Time Users

The very first time you want to use the loon volunteer lake management system, you must create an account. After that, you'll just need to sign in with your email address and password.

To create an account, **enter your email address** under the **Create Account** box and click the blue **Create an account** button

When you click **Create an account**, you will be directed to one of four potential screens. Below is an overview of the four potential screens followed by detailed instructions of each.

Screen 1. If the system recognizes your email address because we have it on file as an existing Minnesota Loon Monitoring Program volunteer, you will be directed to an **Email Address Verification page**. Note that this does NOT mean that you already have a Loon Volunteer Lake Management System account – it just means that we already have programmed your contact information into the system. You must follow all on-screen instructions to finish setting up your account. Refer to pages 2-5.

Screen 2. If the system does not recognize your email address, you will be directed to the **Create an Account** page. Refer to pages 5-7.

Screen 3. If the system recognizes your email address because you previously applied for some other DNR account (e.g., burning permit) or because you are using a DNR email address to sign up as a new Loon Monitoring Volunteer, you will be directed to a **modified Create an Account page**. The difference is in the messaging about the password you must use. Refer to pages 8-10.

Screen 4. If the system recognizes your email address because you already have created a Loon Volunteer Lake Management System account and password, you will be directed to **sign in**. If you don't remember your password, click the **Reset Password link** at the bottom of the **Sign In** page. Refer to pages 10-11.

Screen 1. Email Recognized, but Need to Set Up Loon Volunteer Lake Management System Account

a)   If your email address is recognized, you will be directed to an **Email Address Verification page**. Enter a password for your account (twice) and click **Create an account**.

b)   A verification email will be sent to you to confirm that you have access to the email account. **You must click on the link contained in the email message within 24 hours** to complete the account sign-up process.

Email Address Verification Sent

A verification message will be sent to your email address shortly. **You must click on the link in the message within 24 hours in order to complete the MNDNR EWR Loon Volunteer account sign-up 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. If you still don't have a message, you may have incorrectly typed your email address. If this is the case, you will need to create another account.

Please STOP: you can't proceed any further until you click on the link in the email that has been sent to you.

c) The email will come from no-reply@state.mn.us with a subject line of [MNDNR Account Services] Activate your new account. **Click on the blue link within the email** message.

Greetings from Minnesota Department of Natural Resources Account Services!

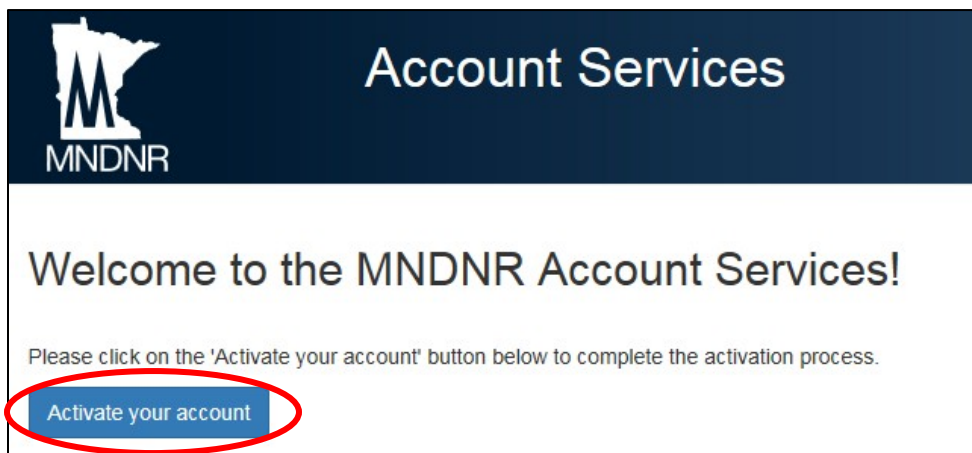Click the following link to confirm and activate your new account:
http://webapps15-dev.dnr.state.mn.us/extranet/activate_account/a6831885c7be54847e32085f6ce53f42

If the above link is not clickable, try copying and pasting it into the address bar of your web browser.
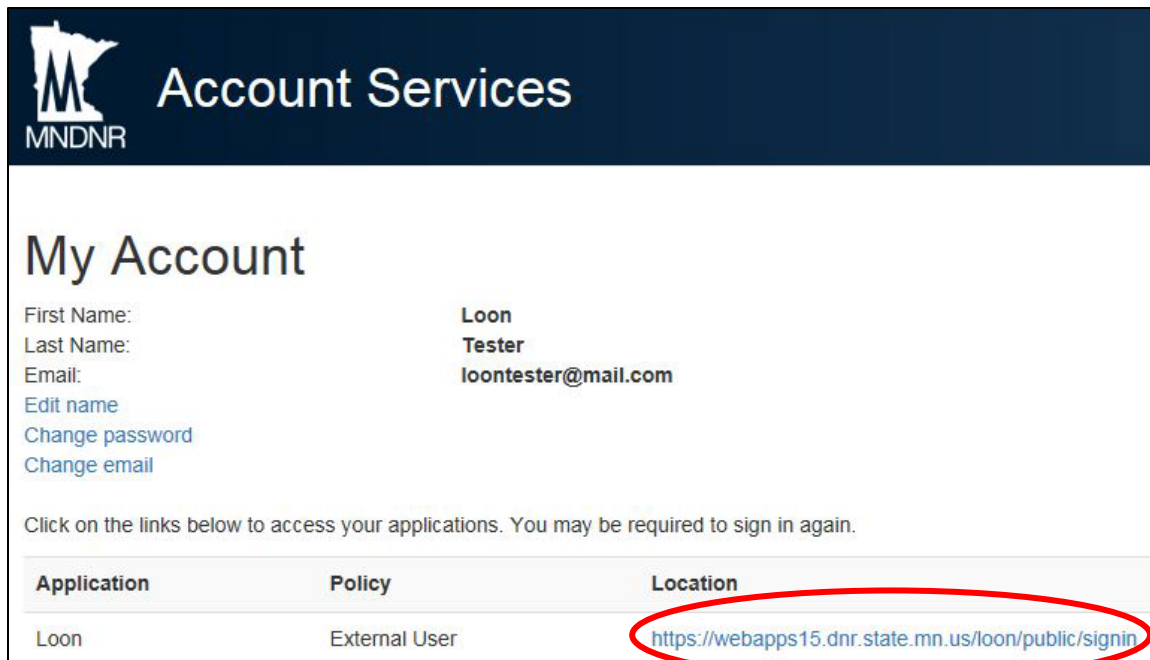
The link is valid for 24 hours. If the link is expired you can activate your account by doing a password reset.

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

d) You will be directed to a DNR Account Services welcome screen. Click on the blue **Activate your account** button to complete the Loon Volunteer account sign-up process.

Account Services

MNDNR

Welcome to the MNDNR Account Services!

Please click on the 'Activate your account' button below to complete the activation process.

Activate your account

e) You should see a **My Account** screen with your name and a list of DNR accounts you have set up. **Click on the blue location link in the row labeled "Loon.** This will take you to the Loon Volunteer Lake Management System homepage.
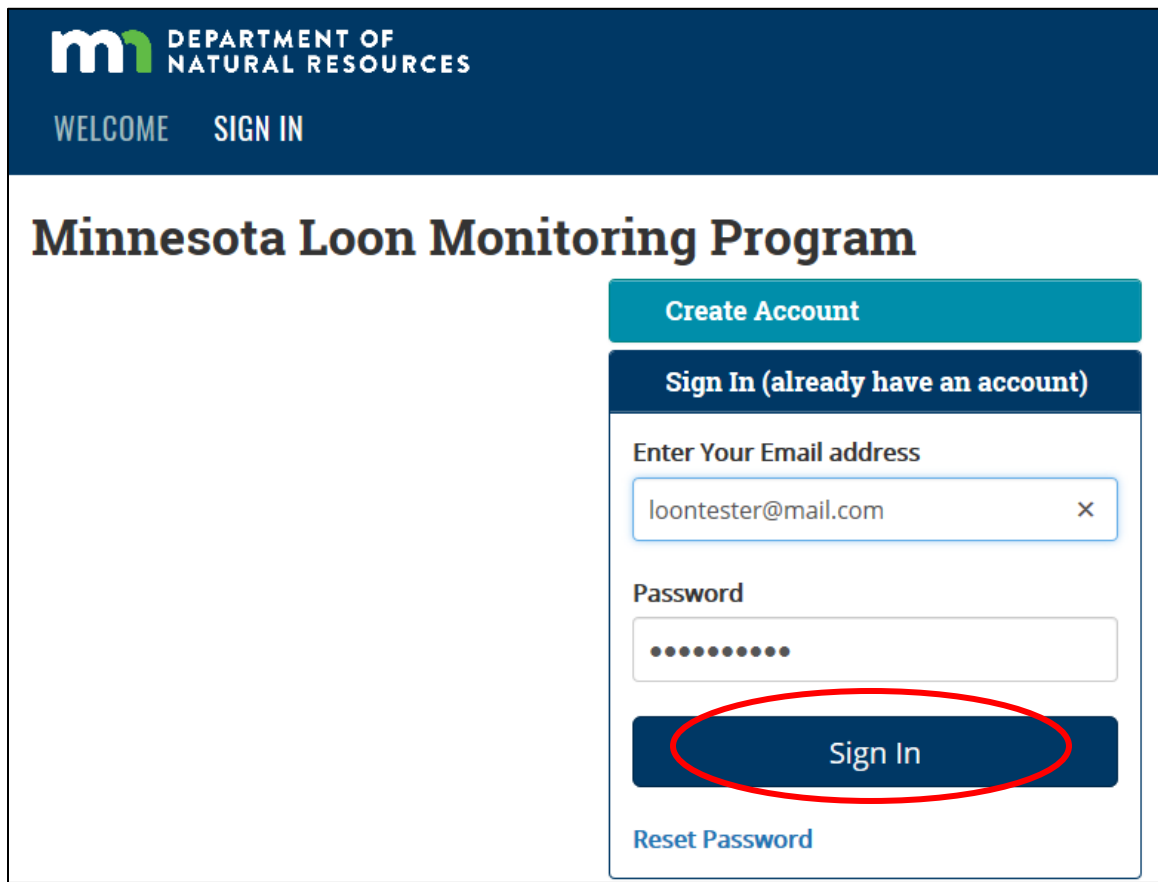
f) From the Loon Volunteer Lake Management System homepage, enter your email address and your password in the "**Sign In (already have an account**)" box and click **Sign In**.

Screen 2. Email Address Not Recognized

a) If your email address is not recognized, you will be directed to a **Create An Account page**. You must enter data in every field. <u>Be very careful when entering your email address</u>. When finished, click the blue **Create an account** button at the bottom of the page.

b) A verification email will be sent to you to confirm that you have access to the email account. **You must click on the link contained in the email message within 24 hours** to complete the account sign-up process.

Email Address Verification Sent

A verification message will be sent to your email address shortly. **You must click on the link in the message within 24 hours in order to complete the MNDNR EWR Loon Volunteer account sign-up 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. If you still don't have a message, you may have incorrectly typed your email address. If this is the case, you will need to create another account.

Please STOP: you can't proceed any further until you click on the link in the email that has been sent to you.

c) The email will come from no-reply@state.mn.us with a subject line of [MNDNR Account Services] Activate your new account. **Click on the blue link within the email** message.

Greetings from Minnesota Department of Natural Resources Account Services!

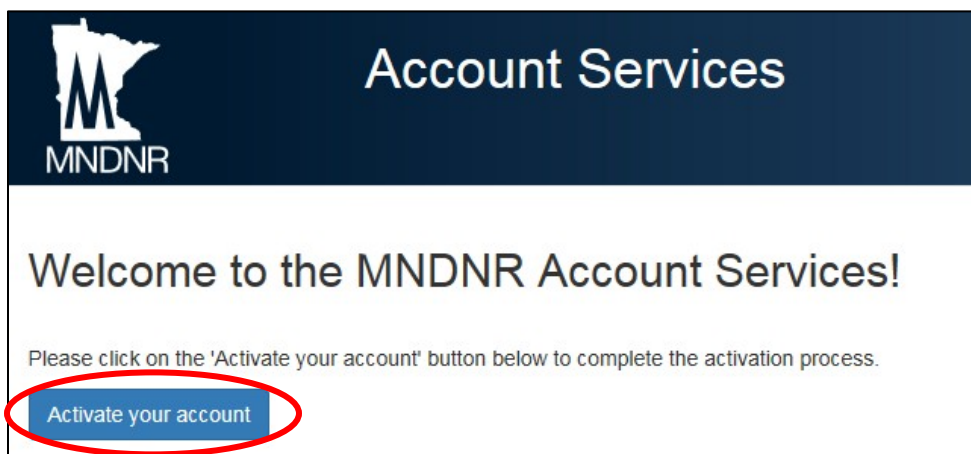Click the following link to confirm and activate your new account:

http://webapps15-dev.dnr.state.mn.us/extranet/activate_account/a6831885c7be54847e32085f6ce53f42

If the above link is not clickable, try copying and pasting it into the address bar of your web browser.
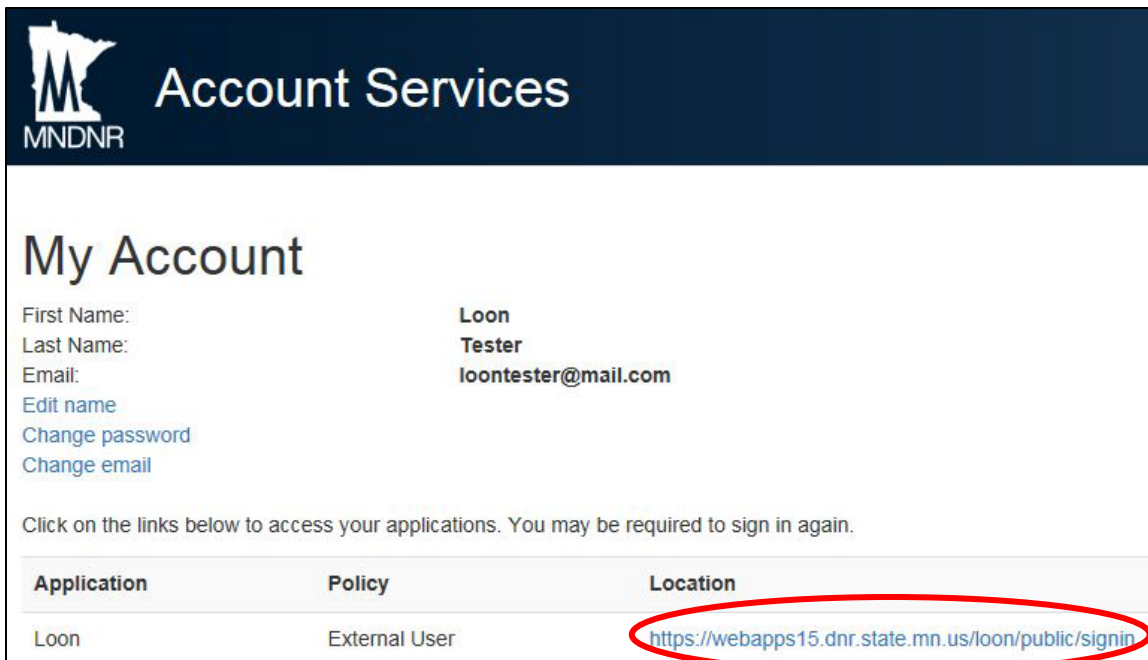
The link is valid for 24 hours. If the link is expired you can activate your account by doing a password reset.

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

d) You will be directed to a DNR Account Services welcome screen. Click on the blue **Activate your account** button to complete the Loon Volunteer account sign-up process.

e) You should see a **My Account** screen with your name and a list of DNR accounts you have set up. **Click on the blue location link in the row for the Loon Volunteer Lake Management System**.
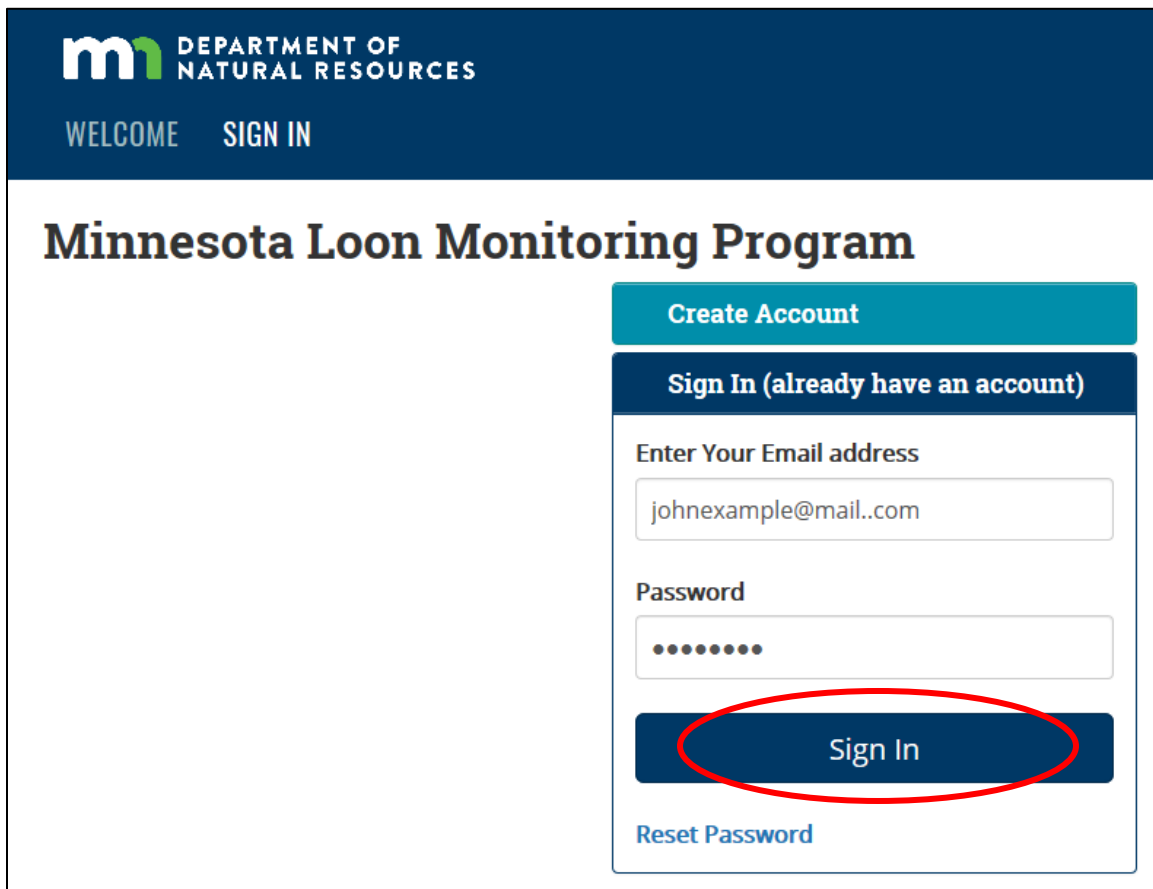
f) From the Loon Volunteer Lake Management System homepage, enter your email address and your password in the "**Sign In (already have an account**)" box and click **Sign In**.

Screen 3. Email Previously Used to Apply for Another DNR Account or You Are Using a DNR Email Address

a) If your email address was previously used to set up another type of DNR account (e.g., burning permit) or if you are a DNR employee using your state email address, you will be directed to a **Create An Account page with a modified message at the top**. <u>Be sure to read this message</u>.
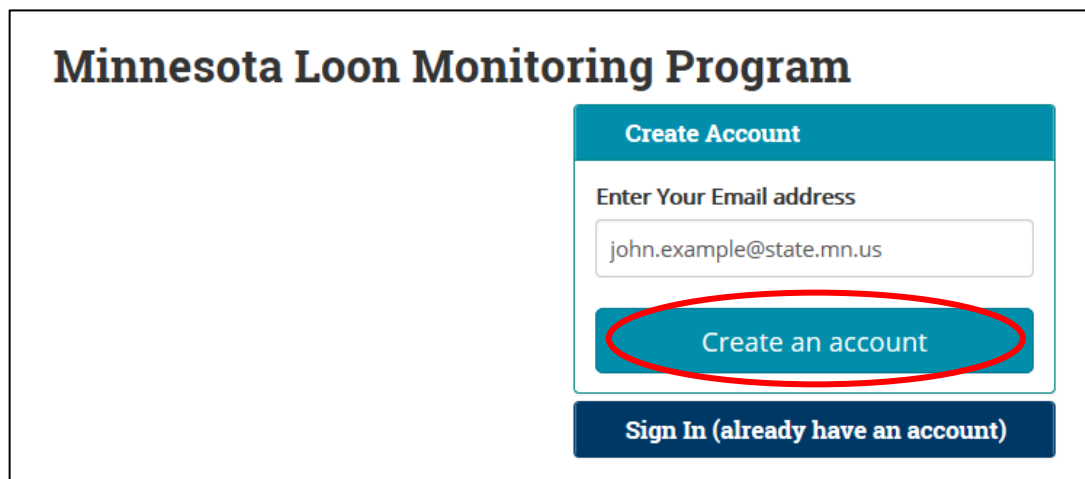

b) This message informs you that you must use the same password that you used when you set up your other DNR account. A verification email will be sent to you to confirm that you have access to the email account. **You must click on the link contained in the email message within 24**

hours to complete the account sign-up process. **If you are a DNR employee using your state email address, you must use your network password for your account password.**

If you cannot remember your password:

i.   Click on the link within the message that says "click here to reset your password" (this method cannot be used by DNR employees). You will be directed to a **Reset Password** page. Note that this will open in a separate window in your browser.

ii.   Follow the onscreen instructions.

iii. **Once your password has been reset, you must return to the Create An Account page and finish entering all of your contact information along with your new password.** If that page is no longer open, go to https://apps.dnr.state.mn.us/loon/public, enter your email address, and click the **Create an account** button.

c)   When you are finished entering your contact information and password, click the blue **Create An Account** button at the bottom of the page.

Create An Account

Please provide the following information in order to create an account in the MNDNR Loon Volunteer application. All fields are required.

First name

> John

You must create an account as an individual. Do not enter company/organization names for first or last name.

Last name

> Example

Primary street address

> 1234 Meadowbrook Lane

City	State	Zip
Twin Valley	MN - Minnesota ✔	56584

Primary phone number

> (218) 111-1111

Email address

> john.example@state.mn.us

Please use an address you intend to keep long-term. This is your unique identifier.

Re-enter email address

> john.example@state.mn.us

Password

> ••••••••

Password must be at least 8 and no more than 40 characters long, and it must contain 3 of the following: a capital letter, a lower case letter, a special character, a number.

Re-enter password

> ••••••••

[Create an account]   [Cancel]

Screen 4. Email Address Recognized – Existing Loon Volunteer Account

a) If you enter an email address that is associated with an existing Loon Volunteer account, you will be directed to **Sign In**.

You already have a Loon account. Please sign in below with your email address and password.

Create Account

Sign In (already have an account)

Enter Your Email address

> john.example@state.mn.us

Password

> Password

[Sign In]

Reset Password

10

b) Under Sign In (already have an account), enter your email address, password, and click **Sign In**.

c) If you can't remember your password, click the Reset Password link under the Sign In button and follow the onscreen instructions.

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.