Instructions to access:

https://collaboration.education.state.mn.us/TechInv/default.aspx

1. Create an MDE Website account
   a. If you have a MDE Website user ID and password proceed to step 2. To setup an account proceed with the next few steps.
   b. Click on: https://collaboration.education.state.mn.us/TechInv/default.aspx
   c. On the login page click on the **click here** at the bottom of the page:

   ![Sign In](Image)

   d. On the **Welcome to the MDE's password protected Web sites** page click on the **click here** under the **New user ?** option:

   ![Welcome to the MDE's password protected Web sites](Image)
e. On the **User Authorization Agreement** page click the *I Accept* button.

f. On the **MDE User Profile** page fill in the required fields to setup your MDE Website account and click the *Save* button. Note the field requirements in blue to the right of the respective fields. Please note that the **User ID minimum length is 8 characters. Password minimum length is 8 characters and must contain at least one capital letter.**

**MDE User Profile:**

Please complete the profile information below. This profile will allow you to use the same User ID and password for all MDE sites. Once you have completed your profile you may be directed to request specific approval for some sites.

<table>
<thead>
<tr>
<th>User Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* First Name :</td>
</tr>
<tr>
<td>* Middle Name :</td>
</tr>
<tr>
<td>* Last Name :</td>
</tr>
</tbody>
</table>
| * Full Name :                          | Full Name will pre-fill based on the entries made in the First, Middle and Last Name fields above
| * Email :                              |
| * Confirm Email :                      |
| * Phone :                              | Enter phone number without dashes or periods (i.e. 5555555555)
| * User ID :                            | User ID minimum length is 8 characters
| * Password :                           | Password minimum length is 8 characters and must contain at least one capital letter
| * Re-enter Password :                  |

**Password Hint:**

*Password Retrieval Question*: What is your mother’s maiden name?

*Password Retrieval Answer*: Password Retrieval Answer is case sensitive
2. Request access to the site
   a. Go to: https://collaboration.education.state.mn.us/TechInv/default.aspx in your browser.

   b. An Error: Access Denied page will be displayed. At the bottom of that message is a Request Access link. Click this link.

   c. A Request Access page will be displayed. Enter a brief message in the text box along with your name to simplify associating your name to a User ID or who is making the request. Click the Send Request button which will send an email message to the site administrator to request your User ID to be permitted access to this site. You will receive a reply email once your User ID is validated for access to the site.
3. **Login to the site**
   
a. Go to: https://collaboration.education.state.mn.us/TechInv/default.aspx

b. The login page will now be displayed.

   ![Login Page](image)

   - Enter your user name and password, and click the **Sign In** button.

   - You will now be at the main page of the site:

   ![Main Page](image)

   - If you have need assistance or have suggestions for this site please send them to mde.it-helpdesk@state.mn.us.