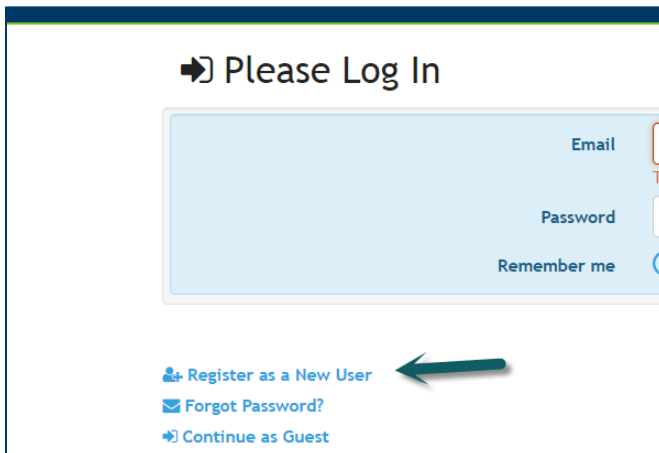


## How to create a user account in iMS

### To create an account:

1. Visit <https://ims.dli.mn.gov/ims/> (Chrome browser preferred).
2. Select “Register as a New User”



The screenshot shows the iMS login interface. At the top, it says "Please Log In" with a right-pointing arrow icon. Below this is a light blue box containing input fields for "Email" and "Password", and a "Remember me" checkbox. At the bottom of the page, there are three links: "Register as a New User" (with a person icon), "Forgot Password?" (with an envelope icon), and "Continue as Guest" (with a right-pointing arrow icon). A green arrow points from the "Register as a New User" link towards the right.

3. Fill out the required areas and select “Register”



The screenshot shows the registration form. It has four input fields: "Full Name" (filled with "John Smith"), "Email" (filled with "john.smith@outlook.com"), "Password" (filled with "\*\*\*\*\*"), and "Confirm password" (filled with "\*\*\*\*\*"). Below the "Confirm password" field, there is a red error message: "The password and confirmation password do not match." Above the "Password" field, there is a red note: "At least 6 characters, 1 special character, 1 number, 1 uppercase, 1 lowercase". At the bottom right, there is a green "Register" button with a person icon. At the bottom left, there is a "Login" link.

4. You will see the message below.

## ✉ Registration Pending

**Confirmation email sent**

This may take a minute or two.  
Once received, please click the link in the email to continue.

**Note: Check your junk/spam folder for confirmation email from noreply@dli.mn.gov..**

The link is valid today only.  
**For registration assistance, please contact [ims.support.dli@state.mn.us](mailto:ims.support.dli@state.mn.us)**

[⏪ Back to Login](#)

5. After creating the account, a verification email will be sent to the email address provided. Open the email and click on VALIDATE to confirm your account.

- **The confirmation email expires in 24 hours.** If you do not click on validate during this timeframe you will need to repeat the above process.
- **If you do not see this email within 5-10 minutes, check your junk/spam folder.** For help, send an email to [ims.support.dli@state.mn.us](mailto:ims.support.dli@state.mn.us) and ask that your email account be validated.

6. After you click on VALIDATE, the following confirmation notice will display:

### Confirm new account

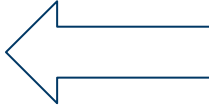
ⓘ This message was identified as spam. We'll delete it after 10 days. It's not spam | [Show blocked content](#)

S

State of Minnesota Department of Labor and Industry <noreply@dli.mn.gov>  
Wed 9/11/2019 4:41 PM  
You ⇅

Please confirm your account by clicking here: [VALIDATE](#)

MN Department of Labor and Industry  
<https://www.dli.mn.gov/>



## ✉ Email Address Confirmed!

Thank you for confirming your email address.

[⏪ Please click here to Log in.](#)

7. Click on “Please click here to Log in.”
8. After logging in you will be brought to your account profile. Add information and click Save. You can update your account profile at any time by clicking on your name on the upper right.

## Contact

For help with questions, contact us at [ims.support.dli@state.mn.us](mailto:ims.support.dli@state.mn.us) or 651-284-5026.