

Checklist – Minnesota Government Access (MGA) for Agency Account Mangers

Overview

Each Agency Account Manager should check all of the items below to ensure their Government Agency is prepared and successfully submits an MGA application.

To apply for MGA, Government Agencies will need to designate an Agency Account Manager, who will coordinate the Users' responsibilities of the application process (register online and sign a User Acknowledgement Form) and submit the required Application Materials to the Minnesota Judicial Branch. Once your application has been submitted, approved, and processed, Users will be able to use MGA.

Preparation:

- ☐ Government Agency is eligible, per the Rollout Schedule on the [Overview](#) tab (required to proceed).
- ☐ Agency Account Manager is designated. Name: _____

Read these three (3) documents to correctly prepare the Application Materials:

- ☐ [Agency Account Managers' Instructions](#)
- ☐ [Agency Account Managers' Tips](#)
- ☐ [Users' Instructions](#)

Confirm each User has done all of these tasks:

- ☐ Registered online (Steps 1 and 2 in the Quick Reference Guide: [Registering for MGA](#)).
- ☐ Signed a User Acknowledgement Form and provided it to the Agency Account Manager.
- ☐ Given the exact Username (email address) that the person used to register online to the Agency Account Manager.

Application Materials

- ☐ Master Subscriber Agreement signed by someone with authority to bind the Agency.
- ☐ Master Subscriber Agreement Signing Authority provided.
- ☐ MGA Request Form signed by the same person who signs the Master Subscriber Agreement.
- ☐ All Signed User Acknowledgement Forms completed and compiled – in one PDF document.
- ☐ CAT (Configuration Assessment Tool) completed and submitted (with Users' correct User names (email addresses)) – in an Excel spreadsheet.
- ☐ All Application Materials submitted to GSAreceiving@mjbcourt.net.