Create an Account / Sign In Instructions for Applicants & Permittees

MPARS Public Website: www.mndnr.gov/mpars/signin

The very first time you want to use MPARS, 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 in the “Ready to get started?” 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.

1. If the system recognizes your email address because we had it from a paper permit application or previous correspondence, you will be directed to an Email Address Verification page (refer to pages 2-3). Note that this does NOT mean that you already have an MPARS account - it just means that we are already have your contact information. You must follow all on-screen instructions to finish setting up your account.

2. If the system does not recognize your email address, you will be directed to the Create an Account page (refer to pages 4-5).

3. If the system recognizes your email address because you previously applied for some other DNR permit (e.g., burning permit) or you are a DNR employee BUT you don’t have a MPARS account, 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 page 6).

4. If the system recognizes your email address because you already have an MPARS account, you will be directed to Sign in (refer to page 7). If you don’t remember your password, click the Reset Password link at the bottom of the Sign In page.
1. Email Recognized but No MPARS 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.

![Email Address Verification](image)

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 in order to complete the MPARS account sign-up process.

![Email Address Verification Sent](image)

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

![Account Services](image)

d. You will be directed to a DNR Account Services welcome screen. Click on the blue Activate your account button to complete the MPARS 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 MPARS.**

![My Account Screen](image.png)

f. From the MPARS homepage, enter your email address and your password in the “**Already have an account**” box and click **Sign In.**

![MPARS Homepage](image.png)

g. You should be directed to your MPARS **Account Overview** page.
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. Be very careful when entering your email address. When finished, click the blue Create button at the bottom of the page.

![Create An Account](image)

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

![Email Address Verification Sent](image)

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.

![Greetings from Minnesota Department of Natural Resources Account Services](image)
d. You will be directed to a DNR Account Services welcome screen. Click on the blue **Activate your account** button to complete the MPARS sign-up process.

![DNR Account Services welcome screen](image)

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 MPARS.**

![My Account screen](image)

f. From the MPARS homepage, enter your email address and your password in the “**Already have an account**” box and click **Sign In.**

![MPARS homepage](image)
3. Email Used to Apply for Another DNR Permit or DNR Employee

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

![Create An Account form]

b. The message informs you that you must use the same password that you used when you set up the other DNR account or if you are a DNR employee, you must use your network password. If you can't remember what that password was, click on the link within the message to reset your password (note that this can't be used by DNR employees).

i. If you click “click here to reset your password”, 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 not open anymore, go to [www.mndnr.gov/mpars/signin](http://www.mndnr.gov/mpars/signin), 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.
4. Email Address Recognized - Existing MPARS Account

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

![MPARS Sign-In]

b. Enter your email address and password under “Already have an account” and click **Sign In**.

![MPARS 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.

**Questions**

For questions about water appropriation, public waters work, or dam safety permits, contact **MPARS.DNR@state.mn.us**

For questions about aquatic plant management or Invasive aquatic plant management permits, contact **MPARSAPM.DNR@state.mn.us**