

MNDWIS Lab to State  
User Manual: Updates  
June 2019

What is changing:

1. The application url: <https://mndwislabtostate.web.health.state.mn.us/index.faces>
2. Application log in:
  - a. When you click on the 'Log In' button, you will be redirected to a log in page.
  - b. Your 'username' will now be the email address you originally registered with.
    - i. NOTE: An email address can only be used once. If a lab has more than one MN-certified lab, it must use a unique email address per certification.

For example:

Lab – Duluth, Cert No: 12345, lab.duluth@lab.com

Lab – Minneapolis, Cert No: 67890, lab.minneapolis@lab.com

3. The look of the application has been changed to meet MDH's application standards and accessibility requirements. The flow of the application and functionality has not changed.

Instructions follow below.

The update will be effective: June 17, 2019

**Instructions:**

You will receive an email (please see sample below) with your new username and temporary password. From within the email, click on the "Go To MNDWIS Lab to State" button. This action will take you to the new website.

From: <[donotreply@state.mn.us](mailto:donotreply@state.mn.us)>  
Date: May 15, 2019 11:19 AM  
Subject: MNDWIS Lab to State Account Created  
To: [labuser@lab.com](mailto:labuser@lab.com)

## Account Created

**An account has been created for you to access MNDWIS Lab to State.**

- Username: [labuser@lab.com](mailto:labuser@lab.com)
- Password: zg&3FkEb0B

[Go To MNDWIS Lab to State](#)

If you have questions, please contact the Environmental Health Division at Minnesota Department of Health. [Contact Information](#)

### Log In\*

At the main application page (<https://mndwislabtostate.web.health.state.mn.us/index.faces>), press the “Log In” button. You will be redirected to the new log in page.

\*Please update your browser bookmarks/favorites with the new url link. The old url link will still be temporarily functional and will redirect to the new website.

Home

## MNDWIS Lab to State

Welcome to the Minnesota Department of Health, MNDWIS Lab to State application. **This application is for those labs authorized to upload data electronically.**

 [Log In](#)

Labs may:

- Upload Lab Data Files
- Review, Retract, or Submit Uploaded Data

[User Manual](#)

**If you wish to use this site,** contact the Minnesota Department of Health, Drinking Water Protection Section, to register at: [health.mndwis@state.mn.us](mailto:health.mndwis@state.mn.us) or 651-201-4700.

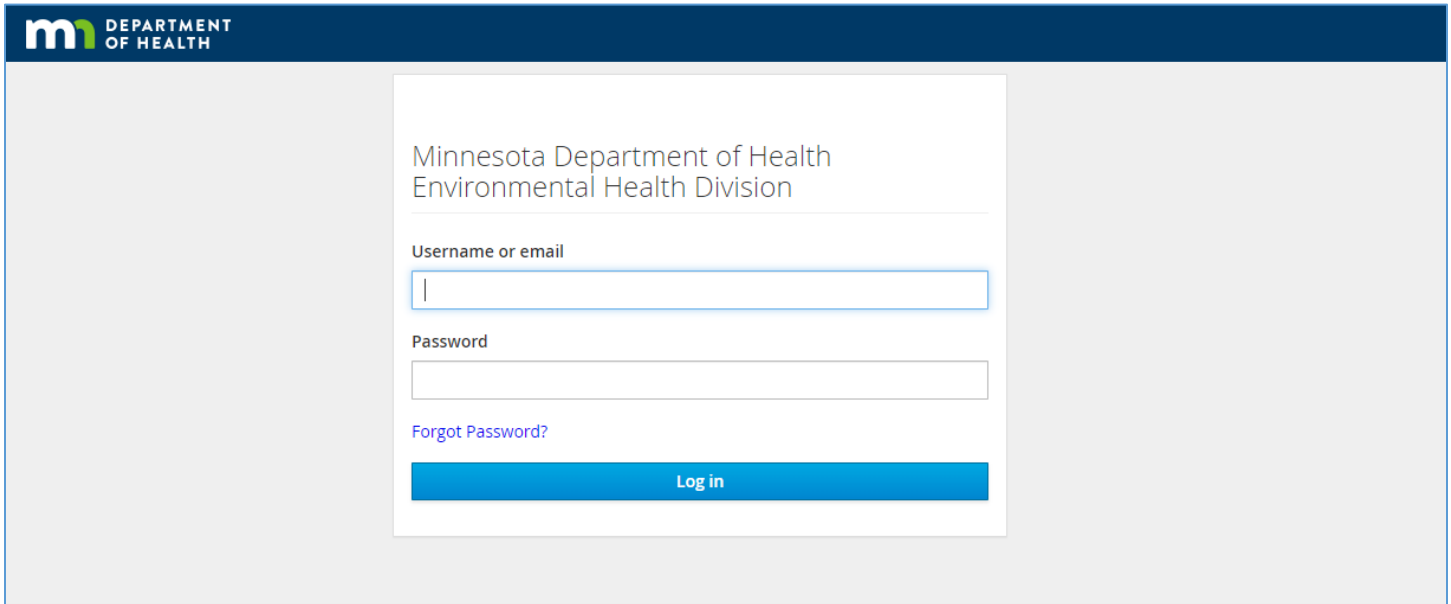
### Where can I get more information or help?

If you have any questions regarding MNDWIS Lab to State contact the Minnesota Department of Health, Drinking Water Protection Section, at [health.mndwis@state.mn.us](mailto:health.mndwis@state.mn.us) or by telephone at 651-201-4700.

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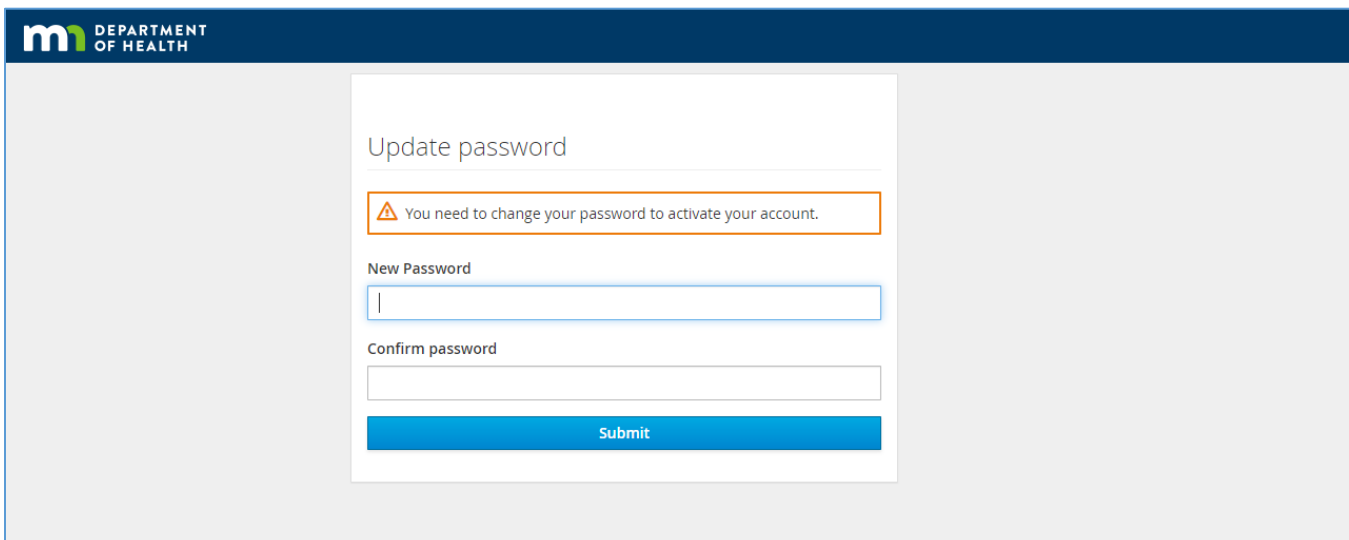
Please enter the username and password provided in the email. You can copy and paste the username and password from the email to this log in screen.



The screenshot shows the login interface for the Minnesota Department of Health Environmental Health Division. At the top left is the logo with the text "m DEPARTMENT OF HEALTH". The main heading is "Minnesota Department of Health Environmental Health Division". Below this are two input fields: "Username or email" and "Password". A blue link "Forgot Password?" is positioned below the password field. At the bottom of the form is a blue "Log in" button.

Update the password. Passwords are case sensitive. When changing your password, we ask that your password meet these requirements:

- At Least Eight (8) Characters In Length
- At Least One (1) Lower Case Letter
- At Least One (1) Upper Case Letter
- At Least One (1) Number
- At Least One (1) Special Character (E.G. \$, !, ?, #, %, etc.)



The screenshot shows the password update interface. At the top left is the logo with the text "m DEPARTMENT OF HEALTH". The main heading is "Update password". Below this is a warning message in an orange box: "You need to change your password to activate your account." There are two input fields: "New Password" and "Confirm password". At the bottom of the form is a blue "Submit" button.

After logging in you should see the menu options.

The screenshot shows the user interface of the MNDWIS Lab to State application. At the top, there is a dark blue header with the Minnesota Department of Health logo on the left and the text 'MNDWIS Lab to State' on the right. Below the header is a light gray navigation bar with a 'Home' link. The main content area has a white background and contains the following elements: a large heading 'MNDWIS Lab to State', a sub-heading 'Menu Options' followed by a bulleted list of two items: 'Upload and Submit Data File' and 'Copy of Record List - All Files List'. Below this is a section titled 'Where can I get more information or help?' with a paragraph of text providing contact information for the Minnesota Department of Health, Drinking Water Protection Section, including an email address and a phone number. At the bottom of the page, there is a footer with copyright information on the left and version information on the right.

Home

# MNDWIS Lab to State

## Menu Options

- [Upload and Submit Data File](#)
- [Copy of Record List - All Files List](#)

### Where can I get more information or help?

If you have any questions regarding MNDWIS Lab to State contact the Minnesota Department of Health, Drinking Water Protection Section, at [health.mndwis@state.mn.us](mailto:health.mndwis@state.mn.us) or by telephone at 651-201-4700.

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