



Minnesota Registration & Certification

## Death Module for Funeral Directors and Funeral Directors Staff Assistant

### LOGIN and MANAGE PROFILE

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**\*\* NOTE: ALL FIELDS MARKED WITH A RED ASTERISK (\*) MUST BE COMPLETED\*\***

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Enter the same user name and password you previously used in VRV2000 or your newly assigned user name and password. Click **Login**.

1. On the **Home** tab, select *Manage profile* from the **Tasks** menu.
2. Update or enter your contact information as necessary.
3. Click on the down arrow(s) to select a default facility for your preferred work location, funeral home, and/or local issuance office.
4. Click **Save** *or* continue to Step 5 if you wish to reset your Password if expired or forgotten.
5. Click on the green arrow to Un-check the secret question box and create your Password profile. The MR&C system provides you with password prompts.
6. First, type in a personal question and answer of your own.
7. Select four (4) questions from each of the drop down menus that will be easy for you to remember the answers. Answers to secret questions are case sensitive and cannot be **all** numbers.
8. Print the Manage Profile screen so that you will remember the answers to your secret questions.
9. Click **Save**.