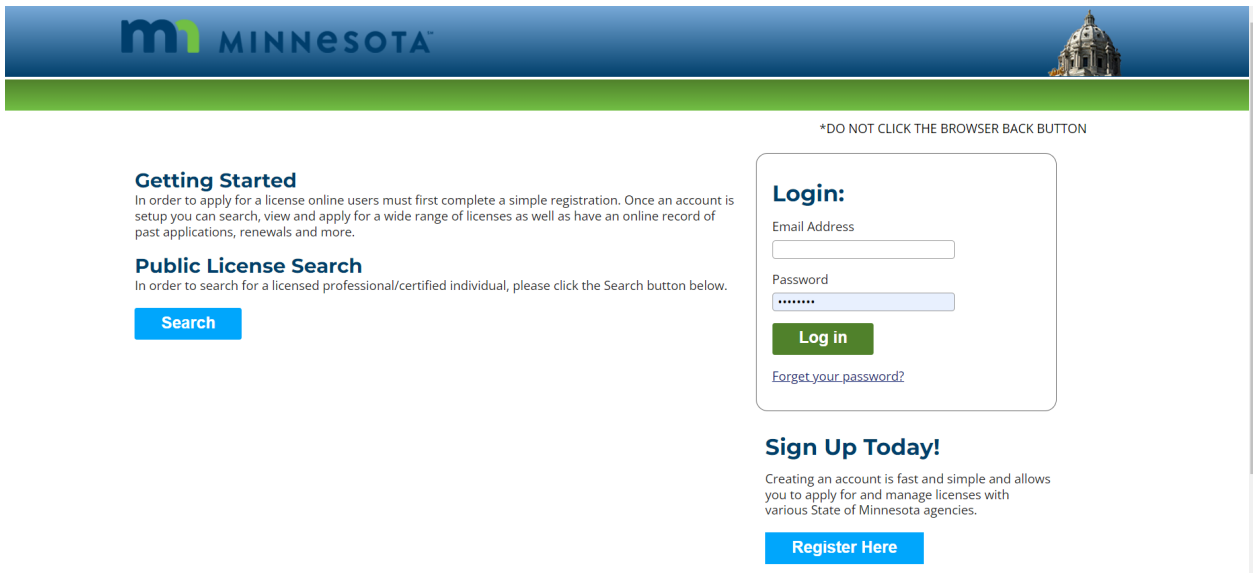


# Updating Undercover Officer Records to Private

This function is only available to Chief Law Enforcement Officers and their authorized agency account delegates.

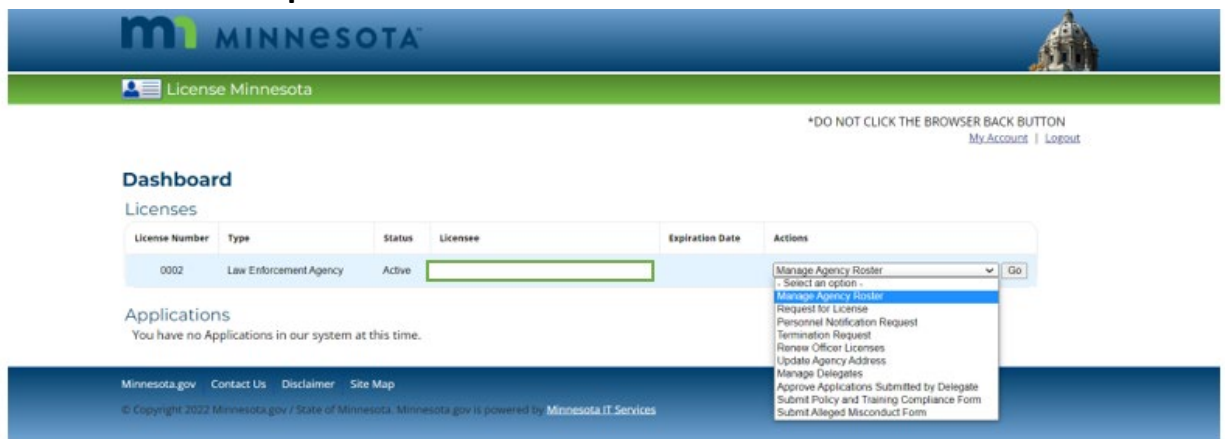
## 1. Log in to your POST Customer Portal as you normally do:

<https://mnitservices.my.site.com/license/>



The screenshot shows the login page for the Minnesota License Services portal. At the top, there is a blue header with the 'mi MINNESOTA' logo and a small image of the Minnesota State Capitol. Below the header, a green bar contains the text '\*DO NOT CLICK THE BROWSER BACK BUTTON'. The main content area is divided into two columns. The left column has a 'Getting Started' section with a brief explanation of the portal's purpose, followed by a 'Public License Search' section with a blue 'Search' button. The right column features a 'Login:' section with input fields for 'Email Address' and 'Password', a green 'Log in' button, and a link for 'Forgot your password?'. Below the login section is a 'Sign Up Today!' section with a brief description and a blue 'Register Here' button.

## 2. On your Law Enforcement Agency license, select “Manage Agency Roster” from the options.



The screenshot shows the dashboard of the Minnesota License Services portal. At the top, there is a blue header with the 'mi MINNESOTA' logo and a small image of the Minnesota State Capitol. Below the header, a green bar contains the text '\*DO NOT CLICK THE BROWSER BACK BUTTON' and links for 'My Account' and 'Logout'. The main content area is divided into two columns. The left column has a 'Dashboard' section with a 'Licenses' table and an 'Applications' section. The right column has a dropdown menu open, showing the 'Manage Agency Roster' option selected. The 'Licenses' table has the following data:

License Number	Type	Status	Licensee	Expiration Date	Actions
0002	Law Enforcement Agency	Active			Manage Agency Roster - Select an option - Manage Agency Roster Request for License Personnel Notification Request Termination Request Renew Officer Licenses Update Agency Address Manage Delegates Approve Applications Submitted by Delegate Submit Policy and Training Compliance Form Submit Alleged Misconduct Form

## 3. On the far right of the employee grid you will see a new column titled “Private/Undercover”. This field is defaulted to “No” for all officers.

\*DO NOT CLICK THE BROWSER BACK BUTTON

[Print All Licenses](#)

Last Name	First Name	Middle Name	License Number	Expiration Date	Start Date	Relationship Status	CE Earned	EVOC Exempt	Exemption	Private/Undercover
				6/30/2023	11/29/2021	Primary	0		<a href="#">Add/Edit Exemption</a>	No
				6/30/2023	11/29/2021	Primary	0		<a href="#">Add/Edit Exemption</a>	No
				6/30/2023	2/24/2016	Primary	0		<a href="#">Add/Edit Exemption</a>	No
				6/30/2023	9/4/2019	Primary	0		<a href="#">Add/Edit Exemption</a>	No

- If you have officers working undercover whose personnel data should be kept private per MSS 13.43 Subd. 5, click on the underlined “No” and you will be taken to a new page where you can update the selection to “Yes”. Select the “Next” tab to complete the change.

\*DO NOT CLICK THE BROWSER BACK BUTTON  
\*Content with a red bar is required

[Return To Dashboard](#)

As Chief Law Enforcement Officer, I certify that this officer's  personnel data is designated as private data in accordance with Minnesota State Statute 13.43 subd. 5.

Hide Officer from Public Search?

[Next](#)

- You will receive a confirmation message that the officer has been updated. Select “Finish” to return to your dashboard. Repeat the process for all officers whose data should be marked as private.

**m1 MINNESOTA**

License Minnesota

[Return To Dashboard](#)

[Redacted] is now listed as an undercover officer

When you return to the roster, please refresh the screen to see your changes.

**Finish**

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6. Your roster will be updated to reflect the changes. Officers with the “Yes” indicator on their record will have their data excluded from the POST public license search results.

**m1 MINNESOTA**

License Minnesota

\*DO NOT CLICK THE BROWSER BACK BUTTON

**Print All Licenses**

Last Name	First Name	Middle Name	License Number	Expiration Date	Start Date	Relationship Status	CE Earned	EVOC Exempt	Exemption	Private/Undercover
[Redacted]	[Redacted]	[Redacted]	[Redacted]	6/30/2023	11/29/2021	Primary	0		Add/Edit Exemption	Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	6/30/2023	11/29/2021	Primary	0		Add/Edit Exemption	Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	6/30/2023	2/24/2016	Primary	0		Add/Edit Exemption	Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	6/30/2023	9/4/2019	Primary	0		Add/Edit Exemption	Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	6/30/2023	3/7/2018	Primary	0		Add/Edit Exemption	Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	6/30/2023	4/8/1997	Primary	0		Add/Edit Exemption	No