Minnesota Law Enforcement Explorer Association

Directions to install the year registration

Hello, this year we are using a Microsoft Access Database to help with this year's registration.   To do this process we have an install program on our website for you to download and install. This download will install some files in a place you designate. This can also be a thumb drive if you wish.

You must be able to install these files and have Microsoft Access to complete this process.   If needed, we can talk to complete this task. If needed please involve your IT department if you are doing this on a department computer.   Microsoft Access is part of Office 365.   Please contact me if you have any questions or concerns.

The file you will down load is on our website.   www.mnleexplorer.org please click on the state conference page and if you look on the right-hand side of the page. When you click on the words "Click here to download". Your computer will ask you to run the file or save the file.   You can do either process, but I suggest the run button.   Your computer will likely tell you that your computer is protected, and our program is safe, and you want to click on the more info or the process to install the files.

The program will ask you where you would like to install the files. Please use an area that best works for you and this can include a thumb drive. I suggest you create a directory to put these files into so that all files are kept together and make it easier for you and just on in the download folder where you may not be able to find these files.

Now if you do not have Microsoft Access you can download and install the program Microsoft Access 2013 Runtime.   Do a google search and you will find this program on the Microsoft's website. https://www.microsoft.com/en-us/download/details.aspx?id=39358

After all the files are install and you are ready to get started.   Please open the database.   The file name is 2019StateConference_Registration.

Please look at the 2019 Advisor Changes PDF to get your started and review the video that is also just below the download on our website.

Again, if you have any questions or issues please contact us.

Thank You