

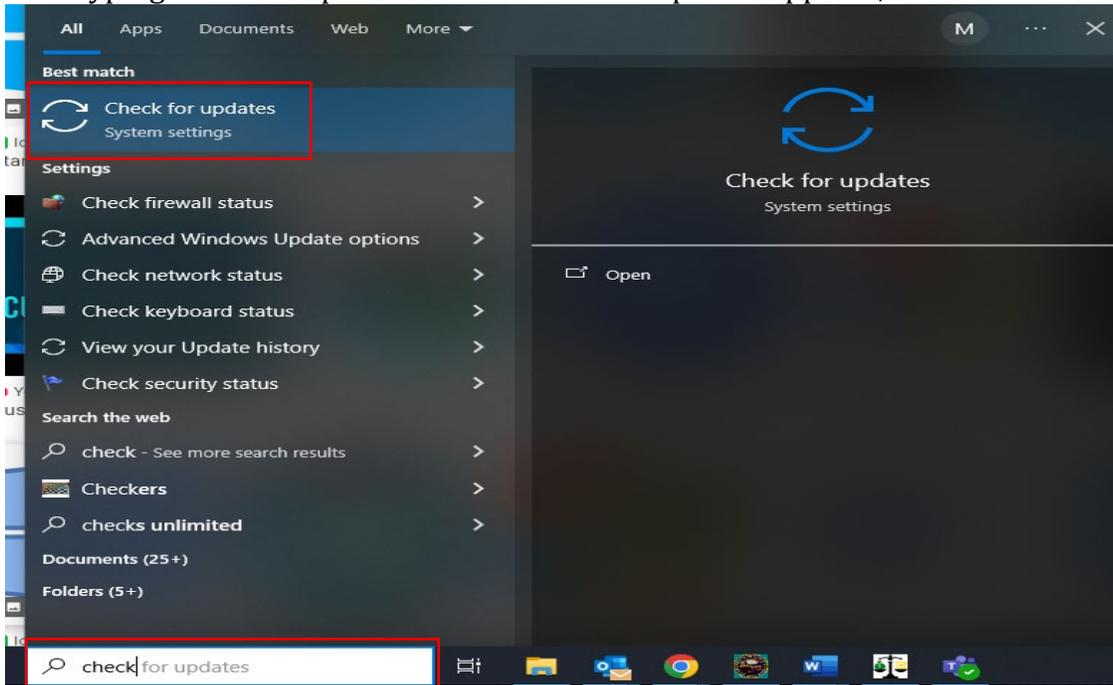
Instructions Before Updating CTAS

To ensure a correct install, you need to complete the following instructions before attempting to update. If you do not follow these instructions, the install may fail.

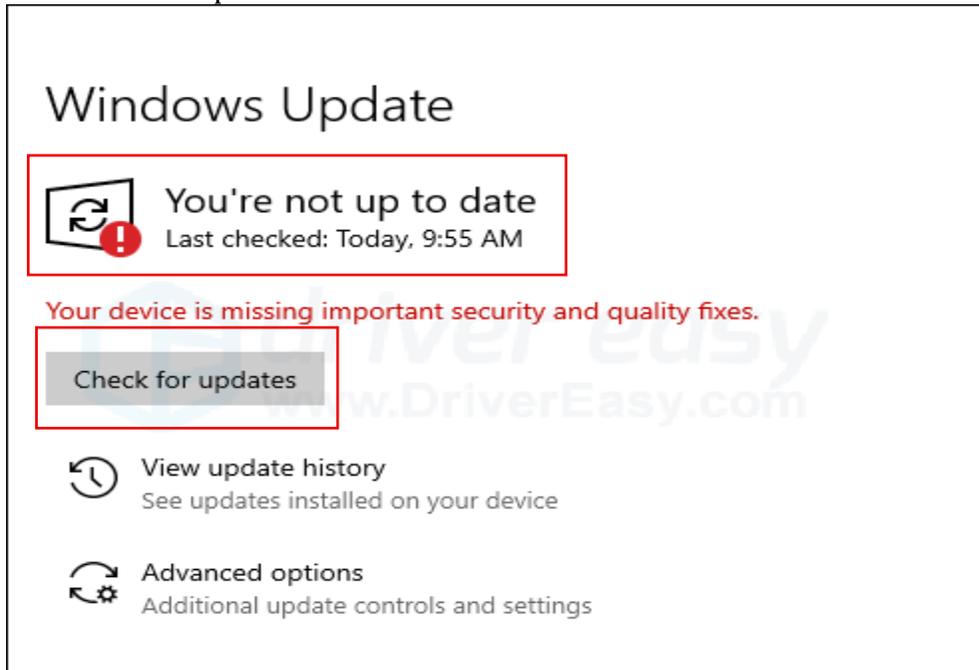
Select the Window Start symbol:



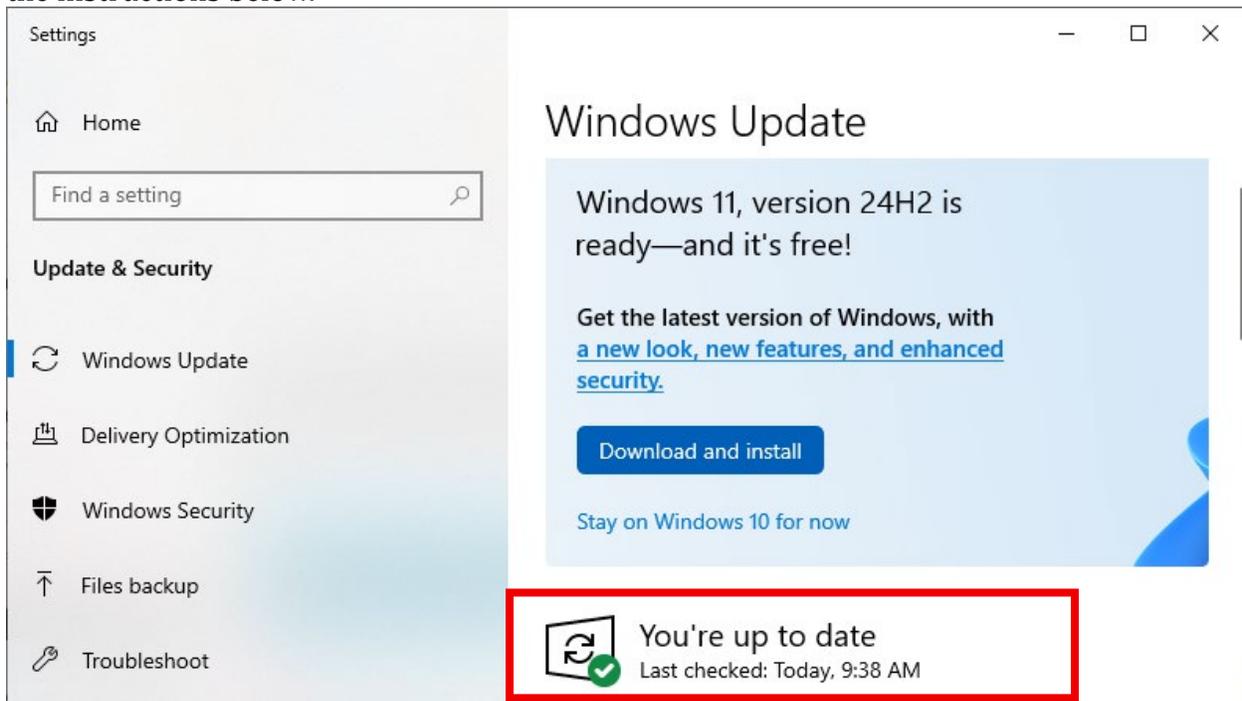
Start typing check for updates. When Check for updates appears, left click on it.



If the computer is not up to date with all Windows updates, left click on Check for updates box and download and install the updates. After the computer has finished updating, restart the computer.



Check for updates again. You should receive the following (see picture below), showing the computer is now up to date with all Windows updates. Close this window and proceed to the instructions below.



Open CTAS and create a backup. (Click on the Admin tab, Admin icon, Utilities tab.) If you are currently using CTAS 2025 or newer, check the Include Encryption Keys checkbox and enter the Restore Key when creating backup. If you are using a version before CTAS 2025, simply create a backup.

After the backup has been created, close CTAS.

Begin the update process by logging into SAFES (<https://safes.osa.state.mn.us/Default/Login>). If at anytime during the process, there is a prompt(s) to restart the computer, restart the computer - DO NOT SKIP RESTARTING. The CTAS installation should continue after the restart.