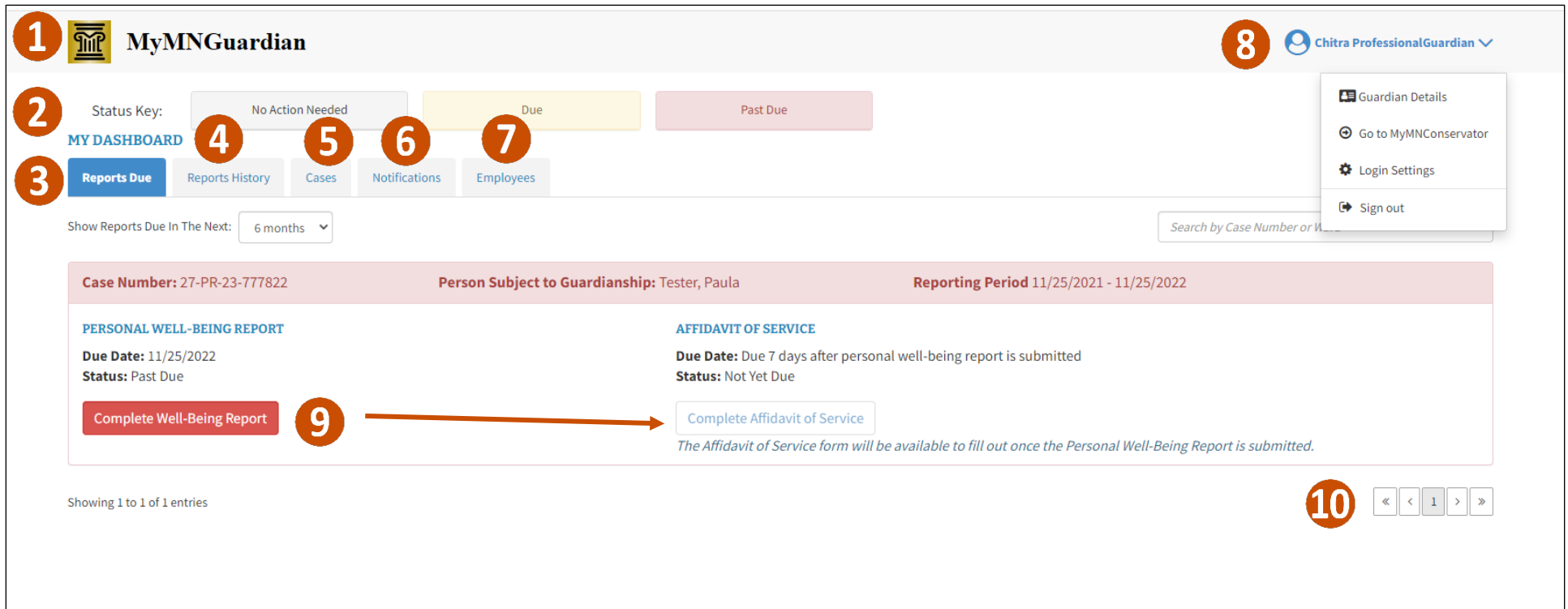


Application Overview: MyMNGuardian for Agency Administrators

1. Click the MyMNGuardian logo anytime to be brought back to MY DASHBOARD.
2. View the status key indicating tasks (report or affidavit of service) due or past due by color.
3. View reports due in the next 30 days.
4. View previously submitted reports.
5. View the guardian's cases.
6. View received notifications from the courts.
7. Add employees and assign cases.
8. Review or edit your contact information. Also sign up to receive email and text notifications, change login settings (passwords), and sign out. Guardians who are also conservators can Click Go to MMC to go to their MMC account.
9. Complete the Personal Well-Being Report or Affidavit of Service.
10. Click the arrows to advance the pages.



The screenshot displays the MyMNGuardian dashboard for a user named Chitra ProfessionalGuardian. The interface includes a navigation menu with options like Reports Due, Reports History, Cases, Notifications, and Employees. A status key at the top indicates 'No Action Needed', 'Due', and 'Past Due'. A dropdown menu for the user profile offers options such as Guardian Details, Go to MyMNConservator, Login Settings, and Sign out. The main content area shows a case for 'Person Subject to Guardianship: Tester, Paula' with a reporting period of 11/25/2021 - 11/25/2022. It details two tasks: a 'PERSONAL WELL-BEING REPORT' due 11/25/2022 (Status: Past Due) and an 'AFFIDAVIT OF SERVICE' due 7 days after the report is submitted (Status: Not Yet Due). A red button labeled 'Complete Well-Being Report' (callout 9) has an arrow pointing to a blue button labeled 'Complete Affidavit of Service'. A search bar and pagination controls are also visible.