

QRG – Requesting Contact Information Changes

Request contact information change for the guardian

1. Click **Guardian Details**.



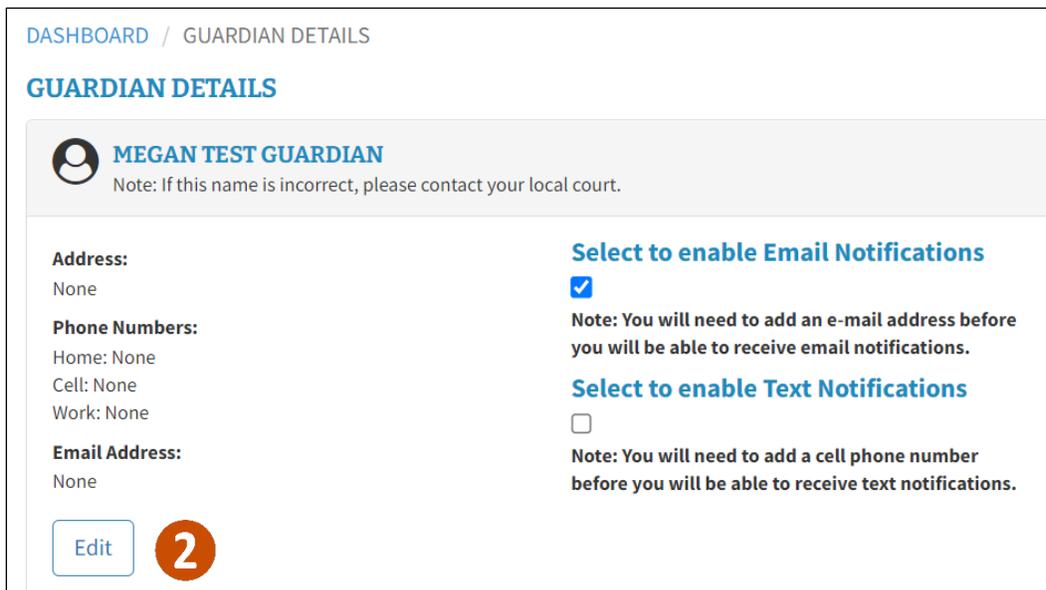
If a guardian has multiple profiles in the Minnesota Case Management System and they are listed here, make sure to request a contact information change on each profile.

An employee of a professional guardian agency must not request changes to their own contact information through MMG. The system reflects the address, phone number, and email of the agency, not the individual employee.



The screenshot shows the MyMNGuardian dashboard. At the top right, there is a user profile for 'Sample'. A dropdown menu is open, showing options: Guardian Details (highlighted with a red circle containing the number 1), Go to MyMNConservator, Login Settings, and Sign out. Below the menu, the dashboard displays case information: Case Number: 19-PR, Person Subject to Guardianship: Ward43, Test, and Reporting Period: 9/21/2021 - 9/21/2022. There are two main sections: 'AMENDED PERSONAL WELL-BEING REPORT' with a 'Review or Amend Report' button, and 'AFFIDAVIT OF SERVICE' with a 'Complete Affidavit of Service' button and a note: 'The Affidavit of Service must be filed within 7 days of serving the Well-Being Report, Notice of Rights, and Bill of Rights on the person subject to guardianship.'

2. Click **Edit**.



The screenshot shows the 'GUARDIAN DETAILS' page for 'MEGAN TEST GUARDIAN'. A note states: 'Note: If this name is incorrect, please contact your local court.' The page is divided into two columns. The left column contains fields for 'Address: None', 'Phone Numbers: Home: None, Cell: None, Work: None', and 'Email Address: None'. The right column contains notification settings: 'Select to enable Email Notifications' (checked) and 'Select to enable Text Notifications' (unchecked). Both have associated notes: 'Note: You will need to add an e-mail address before you will be able to receive email notifications.' and 'Note: You will need to add a cell phone number before you will be able to receive text notifications.' At the bottom left, there is an 'Edit' button highlighted with a red circle containing the number 2.

QRG – Requesting Contact Information Changes

3. Make all necessary change requests:

- Address 1
- Address Line 2
- Address Line 3
- City
- State
- Zip Code
- Phone (Home, Cell, Work)
- Email

[DASHBOARD](#) / [GUARDIAN DETAILS](#) / [EDIT](#)

EDIT GUARDIAN DETAILS - MEGAN TEST GUARDIAN

Enter any information you wish to add or update, and click the "Request Changes" button.

Any changes to your contact information will be reviewed by court administration. The changes will be reflected in MyMNGuardian once they are approved.

If you are a conservator and have requested changes to your contact information in the MyMNConservator application, you do **not** need to do it here also. Once those changes are approved, they will be reflected in the MyMNGuardian application.

Note: If your name is incorrect, contact the court administration office of the county where the case is filed.

Address 3

Address Line 1*

4. Click **Request Changes**.

4

5. A message that the request was successfully sent will display, and Pending will display on the guardian profile page.

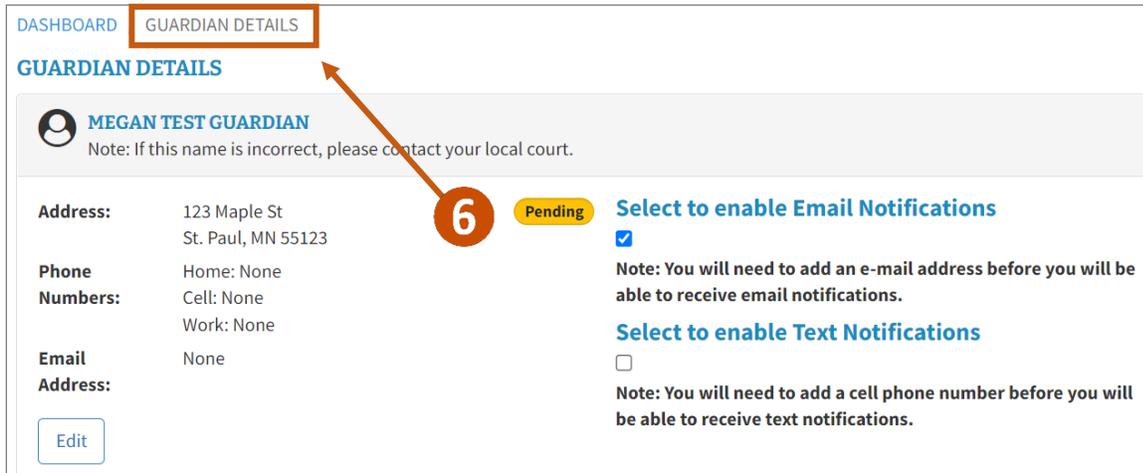
[DASHBOARD](#) / [GUARDIAN DETAILS](#) / [EDIT](#)

Request sent successfully. 5

Your request to update your contact information has been sent to the court. This information You can track the status of this request in the Guardian Details page, under Settings.

QRG – Requesting Contact Information Changes

- When the request is accepted, the Pending message is removed and the details are updated. Click **Guardian Details** to go back to the details.



DASHBOARD **GUARDIAN DETAILS**

GUARDIAN DETAILS

 **MEGAN TEST GUARDIAN**
Note: If this name is incorrect, please contact your local court.

Address: 123 Maple St
St. Paul, MN 55123

Phone Numbers: Home: None
Cell: None
Work: None

Email Address: None

[Edit](#)

Pending [Select to enable Email Notifications](#)

Note: You will need to add an e-mail address before you will be able to receive email notifications.

[Select to enable Text Notifications](#)

Note: You will need to add a cell phone number before you will be able to receive text notifications.

- If the request is rejected, click **Notification** to see the reason why the request was rejected.

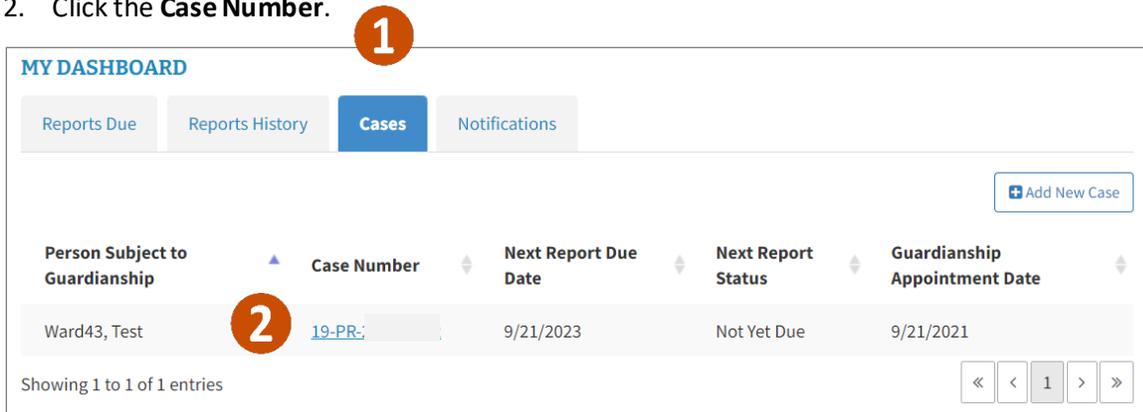


MY DASHBOARD

[Reports Due](#) [Reports History](#) [Cases](#) **[Notifications](#)**

Request a contact information change for the Person Subject to Guardianship

- Click **Cases**.
- Click the **Case Number**.



MY DASHBOARD

[Reports Due](#) [Reports History](#) **[Cases](#)** [Notifications](#)

[+ Add New Case](#)

Person Subject to Guardianship	Case Number	Next Report Due Date	Next Report Status	Guardianship Appointment Date
Ward43, Test	19-PR-	9/21/2023	Not Yet Due	9/21/2021

Showing 1 to 1 of 1 entries

« < 1 > »



QRG – Requesting Contact Information Changes

3. Click **Person Subject to Guardianship Information**.
4. Click **Edit Person Subject to Guardianship Info**.

CASE DASHBOARD

Case Number 19-PR-2	Case Status Active
-------------------------------	------------------------------

3

Person Subject to Guardianship's Information Guardian Information Reports Information

Person Subject to Guardianship's Name
Test Ward43
Note: If this name is incorrect, please contact your local court.

Person Subject to Guardianship's Address
1610 Test St
Hastings, MN 55033

Person Subject to Guardianship's Phone Number
None

4

[Edit Person Subject to Guardianship's Info](#)

5. Make all necessary changes for the request.
 - Address 1
 - Address Line 2
 - Address Line 3
 - City
 - State
 - Zip Code
 - Phone (Home, Cell, Work)

QRG – Requesting Contact Information Changes

6. Click **Request Changes**.

EDIT PERSON SUBJECT TO GUARDIANSHIP'S ADDRESS ✕

Address Line 1* 5

Address Line 2

Address Line 3

City* **State***

Zip Code*

Phone Number

6 [Request Changes](#) [Cancel](#)

7. A message that the request was successfully sent will display. Click the **MyMNGuardian** logo to go back the Dashboard.

7  **MyMNGuardian**

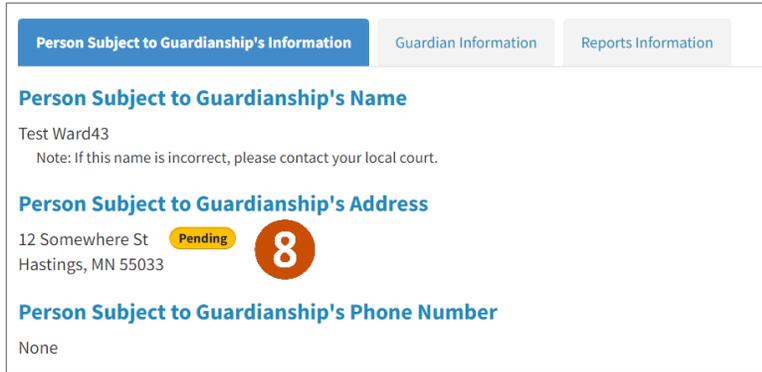
CASE DASHBOARD

Case Number	Case Status
19-PR- <input type="text"/>	Active

The Contact Information change request has been sent to the court and is pending approval.

QRG – Requesting Contact Information Changes

- When the request is accepted, check to see the Pending message is removed and the details are updated.



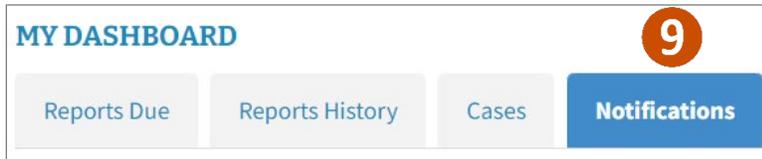
Person Subject to Guardianship's Information Guardian Information Reports Information

Person Subject to Guardianship's Name
Test Ward43
Note: If this name is incorrect, please contact your local court.

Person Subject to Guardianship's Address
12 Somewhere St Pending **8**
Hastings, MN 55033

Person Subject to Guardianship's Phone Number
None

- If the request is rejected, click **Notification** to see the reason why.



MY DASHBOARD **9**

Reports Due Reports History Cases **Notifications**