Quick Reference Guide – Sign Up for Notifications



Last Revised: 7/18/2024

Once you login to the MyMNGuardian application you will be redirected to **My Dashboard**.

1. Select your name in the upper-right corner of the screen to open a drop-down menu.

MyMNGuardian			🛛 Fictional Guardian 🗸		Fictional Guardian V
Status Key: No Action Needed Due MY DASHBOARD	Past Due			C	
Reports Due Reports History Cases Notifications Case Number: 89-PR-24-12345 Person Subject to Guardia	inship: Fictional PSG	Reporting Period: 6/21/20xx – 6/21/20yy			
PERSONAL WELL-BEING REPORT Due Date: 6/21/200x Status: Not Yet Due	AFFIDAVIT OF SERVICE Due Date: Due 7 days after perso Status: Not Yet Due	nal well-being report is submitted			
Complete Well Being Report Report will be available to fill out within 30 days of the Due Date.	Complete Affidavit of Service The Affidavit of Service form w	If be available to fill out once the Personal Well-Being Report is subm	uitted.		

2. Select Guardian Details.

	Guardian Details
0	Go to MyMNConservator
¢	Login Settings
•	Sign out

- 3. On the Guardian Details page, you can view and edit your contact information and opt in or out of notifications.
 - a. Select the **Edit** button to add or request a change to your contact information.

You will need to add an email/phone number before you'll be able to receive notifications even if you opt in.

- b. A Pending tag will appear if your request to update contact information is still being reviewed by the court.
- c. Select to Enable Email Notifications about my personal well-being reports.
- d. Select to Enable Text Notifications about your personal well-being reports and/or your background check reminders.

