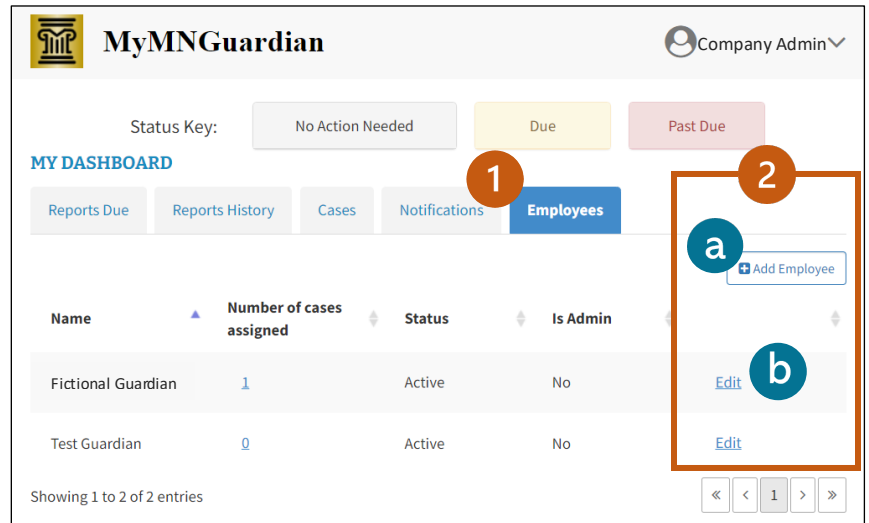


# Quick Reference Guide – Adding and Editing Employee Information in MyMNGuardian

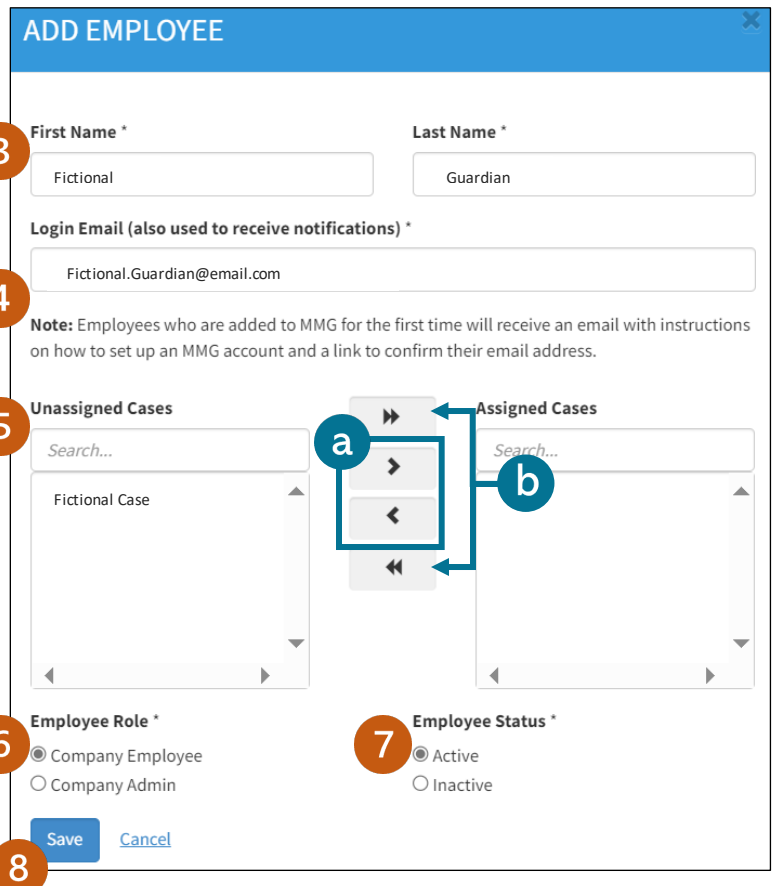
Last Revised: 5/28/2024


Administrators must [set up a MyCourtMN](#) account before adding employees.

1. On the [MyMNGuardian \(MMG\) Dashboard](#), select the **Employees** tab.
2. Add or Edit an employee profile:
  - a. Select **Add Employee** to add an employee profile to your company.
  - b. Select **Edit** to update profile or case information for an existing employee.



3. Enter or edit the employee's **First** and **Last Name**.
4. Enter or edit the employee's **Login Email** address they also use to receive notifications.
5. Unassigned Cases & Assigned Cases:
6. Select an individual case and then use the single-arrow buttons to move it to the appropriate list.
7. Use the double-arrow buttons to move all listed cases.
8. Select or edit the **Employee Role**.
9. Select or edit the **Employee Status**.
10. Select **Save**.



 If a message indicating that the email already exists displays, contact court administration for assistance. Go to MyMNGuardian page and select the Contact Us tab to reach the support team.