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.

2. Click **Edit**.

3. Make all necessary change requests:
   - Address 1
   - Address Line 2
   - Address Line 3
   - City
   - State
   - Zip Code
   - Phone (Home, Cell, Work)
   - Email

4. Click **Request Changes**.

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

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

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

Request a contact information change for the Person Subject to Guardianship

1. Click **My Cases**.
2. Click the **Case Number**.
3. Click **Person Subject to Guardianship Information**.
4. Click **Edit Person Subject to Guardianship 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)

   Then click **Request Changes**.

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

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

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