## **Quick Reference Guide**

## Signing Up To Receive Email and Text Notifications



## Sign up for email notifications

- 1. Click the arrow next to the account name and click Guardian Details.
- 2. When the account is created, the check box to receive email notifications is automatically checked.



If there is not an email associated with this account, add an email using edit. This request is sent to the courts and once the request is approved it will be available to select or unselect.

3. Click MyMNGuardian to go back to all reports.

	⊖ Kimberly Black ∨
	🚺 🛤 Guardian Details
	Go to MMC  ■  Go to MMC  ■   C  ■  □ □
	Login Settings
	🕩 Sign out
3	
MyMNGuardia	n
ASHBOARD / GUARDIAN DETAILS	
<b>MMGUAT GUARDIAN8</b>	
Address: 123 Main St.	Select to enable Email Notifications

Select to enable Text Notifications

You will need to add a cell phone number before you will be able to rece

## Sign up for text notifications

- 1. Click the arrow next to the account name and click Guardian Details.
- 2. Check the box underneath Select to enable Text Notifications.



If there is not an phone number associated with this account, add an phone number using edit. This request is sent to the courts and once approved it will be available to select or unselect.



MyMN	Guardian	
DASHBOARD / GUARDIA	N DETAILS	
SMS Notifications succ	essfully turned off.	
	ARDIAN8	
Address:	123 Main St. St. Paul, MN 55555	Select to enable Email Notifications
Phone Numbers:	Home: 888-888-8888 Cell: None Work: None	Select to enable Text Notifications
Email Address:	Kimberly@col	te: You will need to add a cell phone number before you will be able to receive text notifications

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GUARDI

Email Addr

Edit

St. Paul, MN 55555

Home: 888-888-888 Cell: None Work: None

Kimberly.:@co