

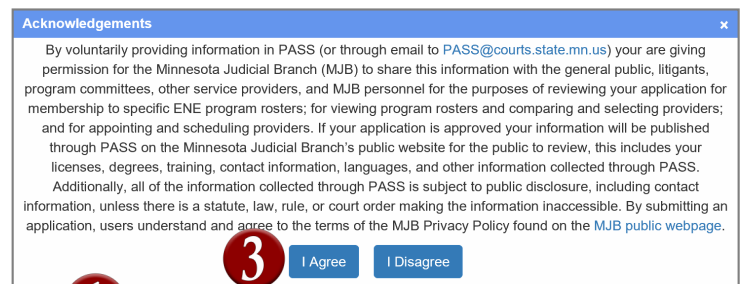
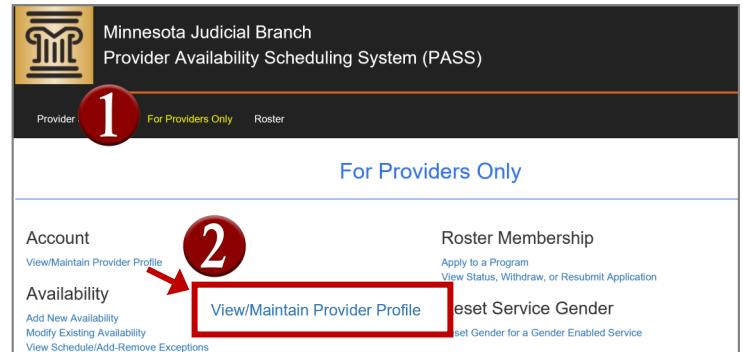
# Completing and Editing a Provider Profile



## View the provider profile and acknowledgements

1. Click **For Providers Only**.
2. Click **View/Maintain Provider Profile**.
3. Read the Acknowledgements agreement then click **I Agree**.

**i** After you create a MyCourtMN account, some of the information moves to the provider profile in the Provider Availability Scheduling System (PASS) application.

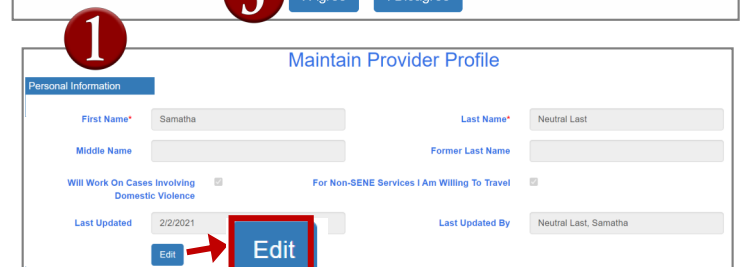


## Complete or edit the provider contact information

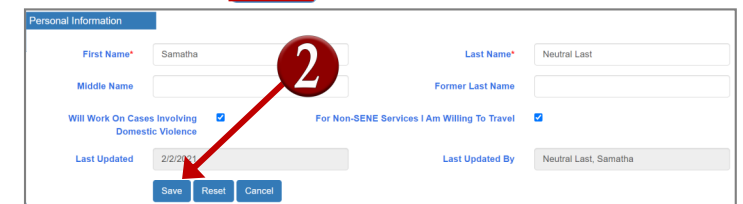
1. Click **Personal Information** to expand and open the section. Click **Edit**.

**i** Click the title on each section to expand. Click again to minimize.

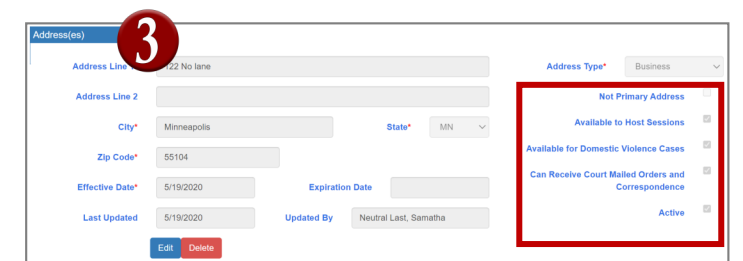
2. All fields with red asterisks are required fields. Make all changes and updates. The **Reset** button can be used to remove the information and start with blank fields. Click **Save**. The **Last Updated** field will show the date the information was updated.



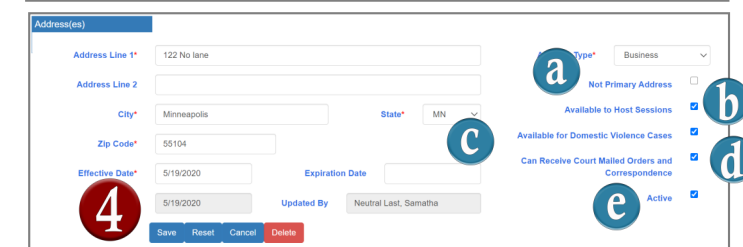
3. Click **Address(es)**.
4. Click **Edit** to make any changes or updates. Be sure to update these address options:



- a. **Not a primary address** – Do not check.
- b. **Available to Host Sessions** – Check box if this address can host a session with the parties and providers.
- c. **Available for Domestic Violence Cases** – Check box if you are available for Domestic Violence cases.



- d. **Can Receive Court Mailed Orders and Correspondence** – Check box to receive mail orders or correspondence at this address.
- e. **Active** – Check to make this an active address.



Click **Save**. Repeat on each address.



## Completing and Editing a Provider Profile

5. Click **Email Address(es)** then **Edit**. In order to receive notification and announcements, providers need to have at least one primary email address on their profile.
6. Make all changes or updates. Check the boxes next to Active and the types of notifications you wish to receive at this email address. Click **Save**. The **Last Updated** field will have the date the information was updated.
7. Click **Phone Numbers(s)** then **Edit**.
8. Make changes or updates then click **Save**.

### Edit or Add the provider professional information

1. Click **Educational Degree(s)** then **Edit** or **Add An Educational Degree**. Update every year when your new license is issued or when your standing license is renewed.
2. Make updates or add degrees by entering the information or selecting from the dropdowns. Click **Save**. The **Last Updated** field will have the date the information was updated.

**i** Providers can add more than one degree, license, language, or qualification by clicking the add button below the section.

3. Click **Professional License(s)** then **Edit** or **Add Professional License**.

## Completing and Editing a Provider Profile



4. Make updates or add licenses by entering the information or selecting from the dropdowns. Click **Save**. The **Last Updated** field will have the date the information was updated.
5. Click **Training(s)** then **Edit** or **Add Training**.
6. Make updates or add trainings by entering the information or selecting from the dropdowns. Click **Save**. The **Last Updated** field will have the date the information was updated.
7. Click **Language(s) Other Than English** then **Edit** or **Add Language**. Make edits or add another language. Click **Save**.
8. Click **ADR Qualification(s)** then **Edit** or **Add ADR Qualification(s)**. Update this information every year when you receive confirmation that your renewal has been processed from the ADR board.
9. Make updates or add qualifications. Click **Save**.

Professional License(s)

License Type\* Licensed Social Worker

Month/Year Issued (MM/YYYY) 12/2018

Granted By\* Mankato

Expiration Date (MM/DD/YYYY) 12/1/2021

License Number\* 12121

Verify Status Pending Verification

Last Updated 5/19/2020

Updated By Neutral Last, Samatha

Save Reset Cancel Delete

Training

Training Type\* SENE

Course Month/Year (MM/YYYY) 1/2018

Course Location\* Mankato

Verify Status Pending Verification

Course Title

Course Hours

Last Updated 2/8/2021

Updated By Neutral Last, Samatha

Edit Delete

+ Add Training

Training Type\* SENE

Course Month/Year (MM/YYYY) 1/2018

Course Location\* Mankato

Verify Status Pending Verification

Course Title

Course Hours

Last Updated 5/19/2020

Updated By Neutral Last, Samatha

Save Reset Cancel Delete

Language(s) Other Than English

Language\* German

Years Fluent\* 3.00

Description

Last Updated 11/19/2020

Updated By Neutral Last, Samatha

Edit Delete

Language(s) Other Than English

Language\* German

Years Fluent\* 3.00

Description

Last Updated 11/19/2020

Updated By Neutral Last, Samatha

Save Reset Cancel Delete

ADR Qualification(s)

ADR Qualification Type\* Mediator and Evaluator

Verify Status Pending Verification

ADR Neutral ID\* 1212

Anniversary Date (MM/DD/YYYY) 1/15/2023

Last Updated 11/19/2020

Updated By Neutral Last, Samatha

Edit Delete

+ Add ADR Qualification

ADR Qualification Type\* Mediator and Evaluator

Verify Status Pending Verification

ADR Neutral ID\* 1212

Anniversary Date (MM/DD/YYYY) 1/15/2023

Last Updated 11/19/2020

Updated By Neutral Last, Samatha

Save Reset Cancel Delete