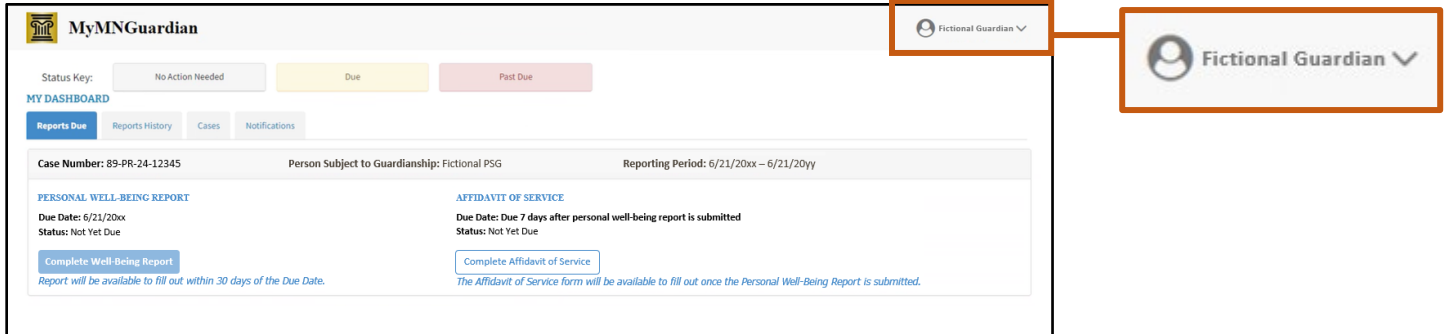


Quick Reference Guide – Sign Up for Notifications

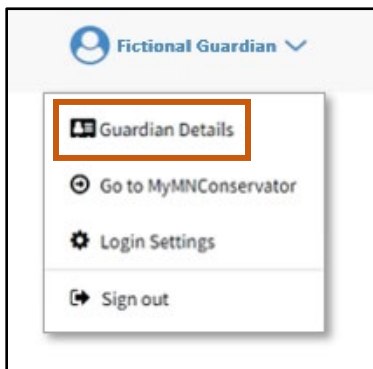
Last Revised: 7/18/2024

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.




2. Select **Guardian Details**.



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.

