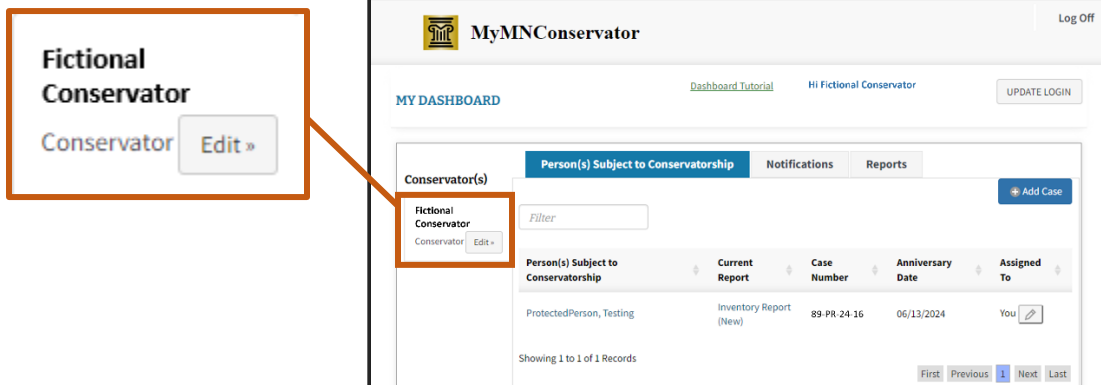


Quick Reference Guide – Sign Up for Notifications

Last Revised: 8/21/2024

Once you login to the MyMNConservator application you will be redirected to **My Dashboard**.

1. Select the **Edit** button to the left of the screen (under you name) to open the **Conservator Profile** window.



2. You can view and edit your contact information and opt in or out of notifications.

- a. View your current contact information and/or enter any updates. Select **Save Changes** to submit your request to the court for review (see step e).

! You need to add an email/phone number to receive notifications even if you opt in.

- b. A yellow **Pending** tag displays if you clicked selected **Save Changes** and the request to update contact information still needs the courts review.
- c. **Conservator Report Notifications** – select the corresponding check boxes to have report notifications sent to the email and/or cell phone number connected to your profile. To receive notifications to additional email addresses type them into the text box and select **Add**.
- d. **Background Check Notifications** – select the check box to send background check notifications to the cell phone number connected to your profile. Enter additional email addresses to receive notifications by typing them into the text box.
- e. Select **Save Changes** to submit any requests to edit contact information or notification settings edit requests.
- f. Select **Cancel** to close out the **Conservator Profile** without saving any changes.

