MINNESOTA
BOARD OF EXECUTIVES FOR
**LONG TERM SERVICES AND SUPPORTS**

How to Update your Director of Record

You will need:

- Your online account
- Web Access

NOTE: Application works best using Google Chrome. Please install Google Chrome and make sure you have updated browser to the most current version of Google Chrome

1. Open your browser and log into your online account.

Board of Executives for Long Term Services and Supports

⌄ Validation Messages [2]
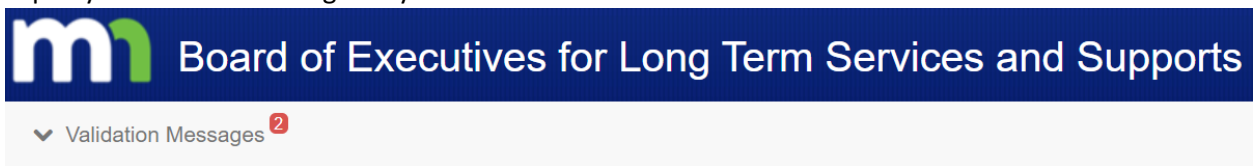
Notifications:

- **Notice:** All users must **'Register to Access Site'**.

Login

Username	
Password	

Login

2. Once you are logged into your account click the "Profile View" tab.

License (ALD)	License Information	
Permit (RP)	Type	Assisted Living Director
Profile View	Number	1016
	Status	Active

3. On the "Profile Information" page there is a "Director of Record" section. This section lists the previous and current facilities you where you have served as a director. **To add** a new facility, click the ➕ button.

Director of Record				➕
Facility	**City**	**Start Date**	**End Date**	
No entries. Click (+) to add.				

4. A window box called "Director of Record – { new}" will appear. Please fill out the information for your new facility into the window box. When you are finished click the "Ok" button.

5. **To end your tenure** at a facility you need to edit the Director of Record listing in your account. To do this simply click the ✏ button next to the facility being departed. A window box for that will appear

6. In the "End Date" field enter the last day you will be serving/served at the facility utilizing the MM/DD/YYYY format. Alternatively, you can click the ▦ button and enter a date. When you are finished click the "Ok" button. Your record is now updated.