

## ASSIGNING USER ROLES IN GINNIENET

Log in to GinnieNET at [www.ginnienet.net](http://www.ginnienet.net).

Click Continue to Login at the bottom of the screen.

1. Enter your GinnieNET User ID and Password and click Login.

The GinnieNET on the Web Main Menu displays.

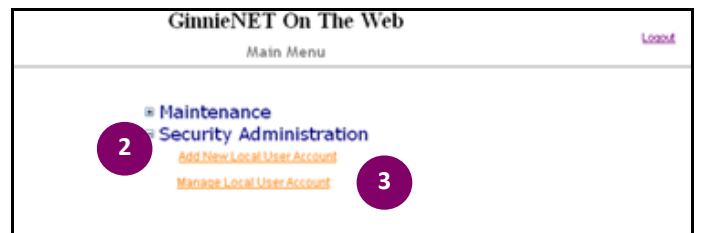


### ADD NEW USER ACCOUNT

2. Click Security Administration to display options:
  - Add New Local User Account
  - Manage Local User Account

3. Click Add New Local User Account.

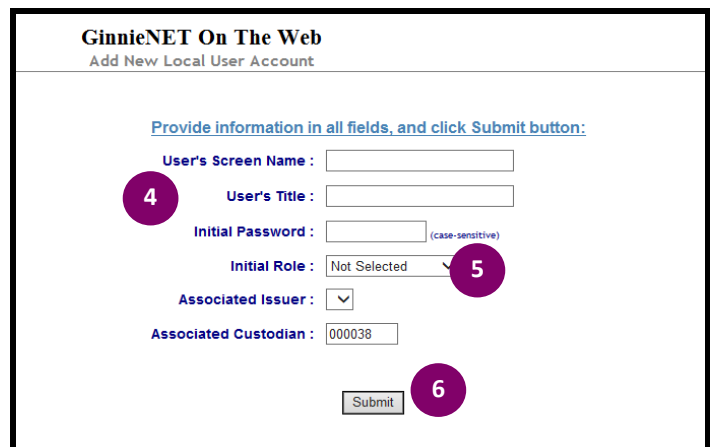
The Add New Local User Account screen displays.



4. Enter:
  - User's Screen Name
  - User's Title
  - Initial Password

5. Select an Initial Role for the user from the drop-down list.

**Note:** the Associated Issuer and Associated Custodian fields are disabled for Document Custodian accounts. The Associated Custodian field is automatically populated by the system.



6. Click Submit to generate the new User ID.

The New User Profile confirmation message displays:  
*"The new user profile has been added as [C123456]."*

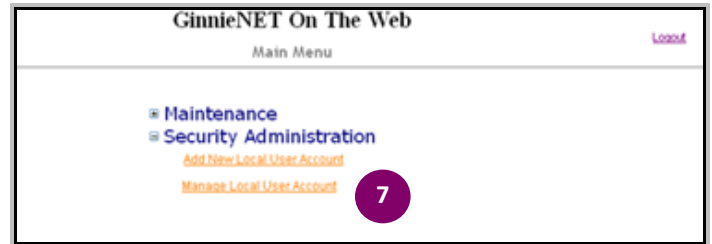
**Note:** The system generates a different ID to access GinnieNET for each new user added to the system.

**Note:** Clicking Return to Main Menu, in the upper right-corner of the page, will return you to the previous Main Menu screen; and clicking Logout will exit you out of GinnieNET completely.

### MANAGE USER ACCOUNTS

On the Main Menu screen, under Security Administration:

- Click Manage Local User Account.



The GinnieNET Security Administration Screen displays with the Manage Local User Account link.

- Click Manage Local User Account.

The Manage Local User Account screen displays.



### ASSIGN A ROLE

On the Manage Local User Accounts screen:

- Click the Assign Role tab.

The Select User ID or Login Name fields display.

The Select Role(s) list displays below the User ID field.

- Click the down arrow to select a User ID or Login Name.

The name or ID displays and the available roles display in the Roles list, with checkboxes for making selections.

- Click to select the role(s) to assign the user.

- Click Submit.

