MyGinnieMae Training for Organization Administrators: Portal Overview and Onboarding End Users

Ginnie Mae invites you to participate in its MyGinnieMae Training for Organization Administrators: Portal Overview and Onboarding End Users. The call will take place on the following date and time:

- **October 17th, 2018 at 1:00 P.M. Eastern Time**

In order to participate in this class, you will need:

- A computer with access to the internet
- WebEx client installed on a computer (see details below)
- A telephone

WebEx Installation Instructions:

Please note we are now using WebEx to host outreach web conferences. Please follow the instructions below to test your ability to connect prior to the meeting.

Web conference information is listed below. Please note that you will need the WebEx client installed on your computer in order to access the web conference. If you do not have this program installed, the free client version can be downloaded from WebEx's website. You can download and test the program by clicking the following link http://www.webex.com/test-meeting.html. Enter your name and email address and click "Join". Follow the instructions on the screen to install and test the program.

To access the class, follow these instructions on the day and time listed above:

1. **Navigate to the following URL using the Internet Explorer web browser and follow the instructions below to access the web meeting:**

   WebEx Link

   Web Conference Instructions: Please follow these steps.

   1. Enter Your Name and Email
   2. Click "Join"
   3. If you are prompted for a password enter "GinnieMae"

   Participants will be allowed to join the web conference 15 minutes prior to the start of the call.

   Please note the program will ask you to install the free WebEx client if you have not done so prior to the meeting. Follow the instructions on your screen to install the client. You may need to turn off your popup blocker in order for the program to install correctly.

2. Audio Instructions:

Dial the following conference telephone number and enter the access code:

Conference Number: +1 888-950-8038

Participant Access Code: Enter "2878803"

Troubleshooting

If you have any questions, please send an email to the Ginnie Mae Training Mailbox (gnmatraining@hud.gov).