MANAGING EXISTING USERS AND ROLES IN GINNIE\NET

Log in to Ginnie\NET at www.ginnienet.net/ and click Continue to Login at the bottom of the screen.

1. Enter your Ginnie\NET User ID and Password and click Login. This will display the Main Menu of Ginnie\NET on the Web.

MANAGE USER PROFILE

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

3. Click Manage Local User Account. This will display the Manage Local User Account screen.

4. Click the Update Profile tab.

5. Click the down arrow to select the User ID or Login Name from the drop-down menus.

6. To add/change the screen name:
   - Type the updated screen name
   - Click Update screen name button

7. To add/change the screen title:
   - Type the updated screen title
   - Click Update screen title button

8. To add/change email address:
   - Type the updated email address*
   - Click Update Email button

*The email address listed in Ginnie\NET should match the email in GMEP for users with both accounts.

Note: To return to the Main Menu, click on Return to Main Menu, in the upper right-corner of the page; and to exit Ginnie\NET completely, click on Logout.
MANAGE USER ROLE(S)

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

10. Click Manage Local User Account. This will display the Manage Local User Account screen.

11. Click the Assign Role tab.

12. Click the down arrow to select the User ID or Login Name from the drop-down menus. Once the User ID or Login Name are selected the available user roles will be displayed in the Roles list.

13. Click the box next to the respective role(s) to display a check mark which indicates that the role(s) is assigned to the user. To remove a role, click the box next to the respective role(s) to remove the check mark.

14. Click Submit.