

## **MyGinnieMae Full Release – Multifamily Organization Administrator Training for Onboarding End Users**

Ginnie Mae requests your participation in its web conference training. The event will take place on the following date and time:

January 29 <sup>th</sup> , 2020 at 2:00 P.M. Eastern Standard Time
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**Objective:** This is a **mandatory** training to prepare Organization Administrators for **Multifamily Issuers** that will be onboarded into the MyGinnieMae portal as part of Wave I of the full release. (See: [MyGinnieMae Release and Training Schedule](#)). All other Organization Administrators are welcome to join. Attendees will be given detailed information about how to register users from their organization in the portal and how to assign the functional roles each user needs to access Ginnie Mae business applications.

**Audience:** Organization Administrators (formerly, Security Officers and Enrollment Administrators)

**Agenda:**

- Organization Administrator Role
- Getting Started in the portal
  - Registering for an account
  - Logging On and Off
- Preparing for Onboarding End Users
- Registration and Access Provisioning for End User Accounts
  - Functional Roles
  - Rejecting Access
  - Review Status of Access Request

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**Register in advance by clicking the link below:**

[\*\*Register Here\*\*](#)

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**Access the class on the day and time listed above:**

- Select the “**Click Here to Join**” link in your confirmation email
- OR
- Select the URL in your calendar invitation

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 Zoom 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 for the program to install correctly.

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**To participate in this class, you will need:**

- A computer with access to the internet
- Zoom client installed on a computer (see Zoom Installation Instructions below)
- A telephone or computer speakers and microphone

**Zoom Installation Instructions:**

Follow the instructions below to test your ability to connect prior to the meeting.

You will need the Zoom 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 Zoom's website. You can download and test the program by selecting the following link <https://zoom.us/support/download>. Once installed, you can test the client here <https://zoom.us/test>. Select "Join" and follow the instructions on the screen to install and test the program. You can also select the "Join from Browser" option on the Test page if you are unable to install the software. Additional support information can be found here:

- [How to Join a Meeting](#)
- [Frequently Asked Questions](#)
- [Network Firewall Instructions](#)

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**Troubleshooting**

If you have any questions, please send an email to the Ginnie Mae Desk Mailbox ([GinnieMaeDesk@deloitte.com](mailto:GinnieMaeDesk@deloitte.com)).