

Establishing a New User and Assigning User Roles

Log in to GinnieNET at 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 A NEW USER

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.

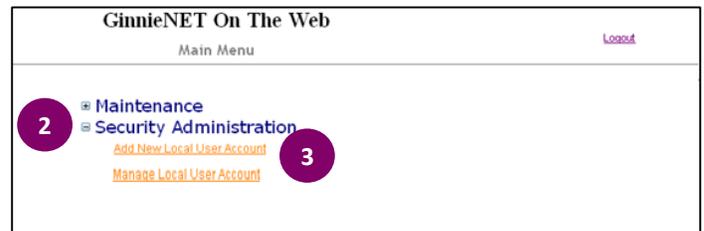
4. Enter:
 - User's Screen Name
 - User's Title
 - User's Email
 - Initial Password
5. Select an Initial Role for the user from the drop-down list.
6. Select an Issuer Number for the user from the Associated Issuer drop-down menu.

[Skip the Associated Custodian field.]

7. Click Submit to generate the new User ID.

The New User Profile confirmation message displays:
"The new user profile has been added as [I501242]."

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

GinnieNET On The Web

Add New Local User Account

Provide information in all fields, and click Submit button:

User's Screen Name :
User's Title :
User's Email :
Initial Password : (case-sensitive)
Initial Role :
Associated Issuer :
Associated Custodian :

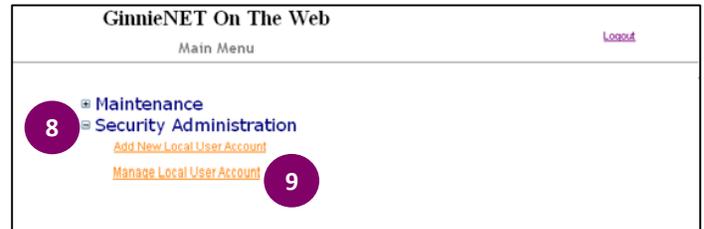
Note: Clicking Return to Main Menu, in the upper right-corner of the page, will return you to the previous Main Menu screen; and clicking Logout will exit you out of GinnieNET completely.

ASSIGN A ROLE

On the Main Menu screen:

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

The Manage Local User Account screen displays.



10. Click the Assign Role tab.

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

The User ID or Login Name displays and the available roles display in the Roles list.

12. Click to check the box next to the respective role(s) to select the role(s) to assign to the user.

13. Click Submit.

