

ESTABLISHING NEW USERS AND ROLES IN GINNIENET

Log in to GinnieNET at www.ginnienet.net/ and click **Continue to Login** at the bottom of the screen.

1. Enter your GinnieNET User ID and Password and click **Login**. This will display the Main Menu of GinnieNET on the Web.



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**. This will display the Add New Local User Account screen.

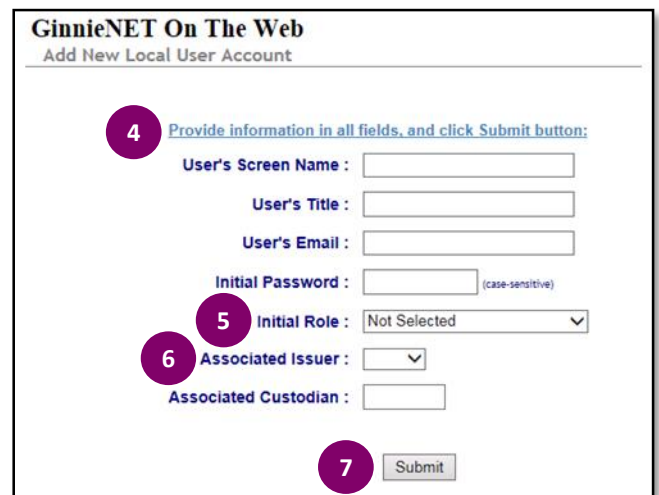


4. Enter:
 - User's Screen Name
 - User's Title
 - User's Email*
 - Initial Password
5. Select an **Initial Role** for the user from the drop-down list. Additional roles may be added after the user has been established.
6. Select an Issuer Number for the user from the **Associated Issuer** drop-down list.

[Skip the Associated Custodian field.]

7. Click **Submit** to generate the new User ID and to display the New User Profile confirmation message: "The new user profile has been added as [1501242]."

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



Note: To return to the Main Menu, click on **Return to Main Menu**, in the upper right-corner of the page; and to exit GinnieNET completely, click on **Logout**.

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

ASSIGN ADDITIONAL ROLES

On the Main Menu screen:

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

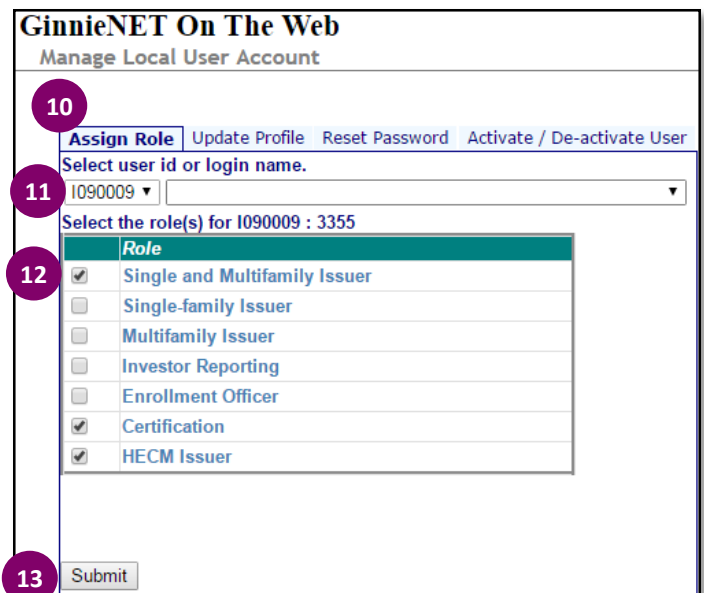
9. Click **Manage Local User Account**. This will display the Manage Local User Account screen.



10. Click the **Assign Role** tab.

11. 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.

12. 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.



13. Click **Submit**.