

## MANAGING EXISTING USERS AND ROLES IN GINNIE NET

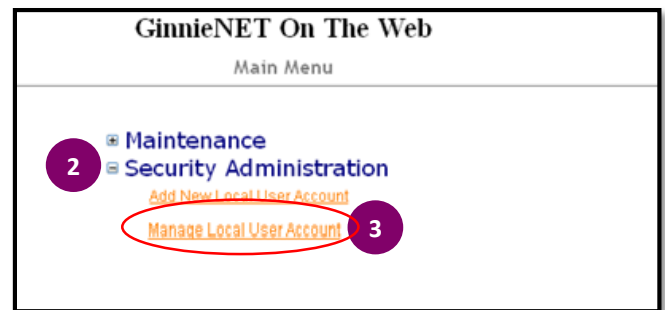
Log in to GinnieNET at [www.ginnienet.net/](http://www.ginnienet.net/) and click **Continue to Login** at the bottom of the screen.

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

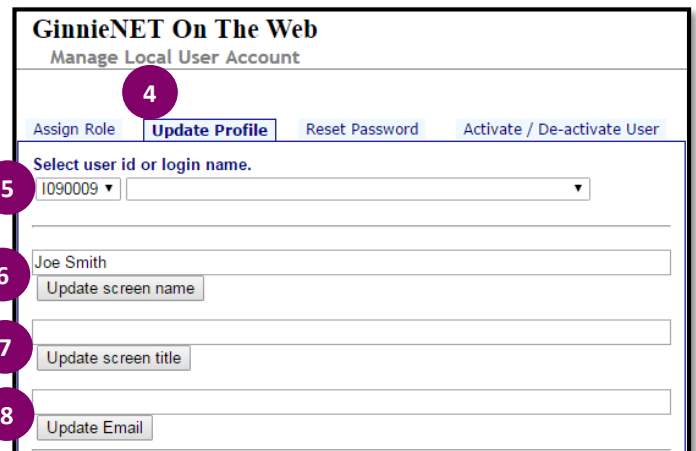


### MANAGE USER PROFILE

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 GinnieNET 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 GinnieNET 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**.

