



Fannie Mae Technology Manager for Administrators Job Aids

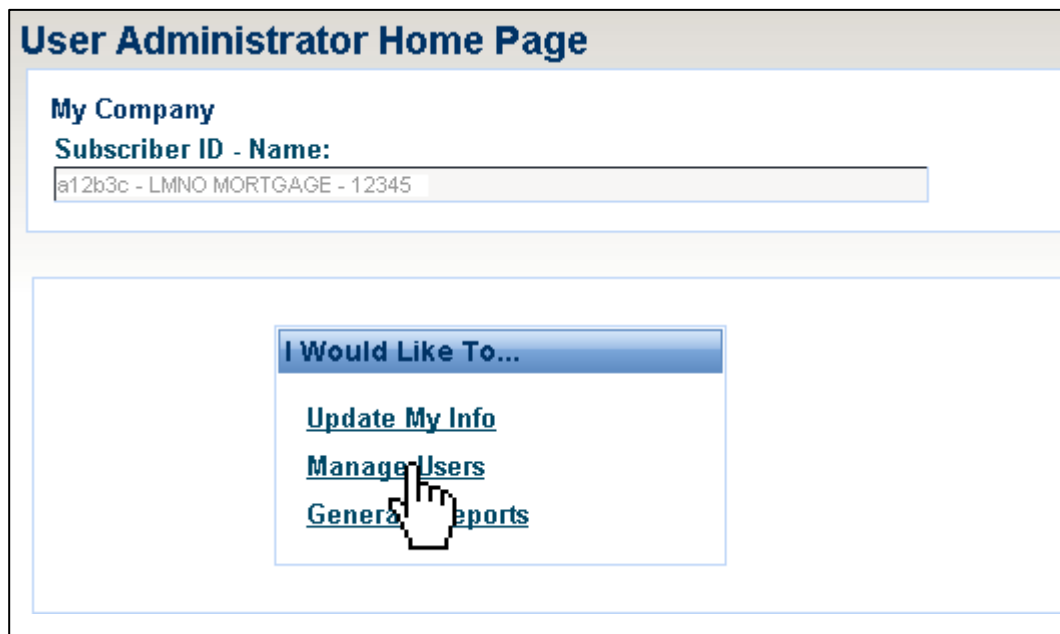
Grant a User Access to an Application (Specific for Mortgage Insurance Termination (MI Termination))



Performed by Corporate Administrators and User Administrators

This job aid explains how to enable a user's access to the **Fannie Mae MI Termination** application.

1. On the Home Page, click **Manage Users** link.



2. The **Manage Users** screen appears. In **Search by:** field, enter the desired search criteria and search value, then click Search.





3. Click **Active Users** panel where the user's record was found, then select the user record.

The screenshot shows a software interface with a search bar at the top labeled "Search (by 'Last Name')". Below it is a panel titled "Active Users (1 records found)". This panel contains a table with the following columns: First Name, Last Name, User ID, Phone, and User Group ID. The table has one row with the following data: Orlando, Originator, a12b3hgf, (888) 555-3333, and a12b3c. A mouse cursor is pointing at the User Group ID cell. Below the table are navigation arrows and the text "1 of 1". At the bottom of the panel is a "Deactivated Users" link and a "Create New User ..." link.

First Name	Last Name	User ID	Phone	User Group ID
Orlando	Originator	a12b3hgf	(888) 555-3333	a12b3c

4. Click **Available Applications I Manage** panel, then click SMDU to assign to the user.

The screenshot shows a software interface with a panel titled "Available Applications". The panel contains a list of application names: Investor Reporting Test, LR_5ZCP_App713, Loan Delivery: Additional Data Elements, Loan Servicing Data Utility, MBS Trading Portal, New Document Certification, Old Loan Delivery Test Environment, Quality Assurance System, Retained Attorney Network, and SMDU. The SMDU application is highlighted with a red rectangular box. At the bottom of the panel are navigation arrows and the text "3 of 4".



5. Click SMDU.

Available Applications I Manage (23 records found)

Application Name ⇅

Quality Assurance System

SMDU

UCD

3 of 3

Available Applications I Don't Manage (0 records found)

6. The **Set-Up User Access** screen appears. In the **Roles** section, select the role outlined in red in the screen shot below, then click **Add**.

Roles

Available Roles

SDMU_External

SMDU_UI_EXTERNAL

SMDU_API_MI_TERMINATION

SMDU_UI_EXTERNAL_MI_TERMINATION

These roles are not needed for MI Termination

Minimum number of This requirement m

Assigned Roles

Add >

Add All >>

< Remove

Undo All Changes



7. In the **Data Folders** section, select which data folder(s) the user will be able to access, then click **Add**.

Data Folders

Minimum number of data folders: 1
This requirement must be met.

Available Data Folders		Assigned Data Folders	
Seller Service Number	Name	Seller Service Number	Name
785221112	LMNO - Tier 1		No data folders assigned
715555112	LMNO - Tier 2		

Add >
Add All >
< **Remove**
Undo All Changes

8. Click **Submit**.

An Alert box appears. Click **Confirm** to save your changes.

Related Resources

For more information, view the Technology Manager for Administrators Job Aids: [Grant a User Access to an Application](#) section.