

# Fannie Mae Technology Manager for Administrators Job Aid

## Grant a User Access to an Application (SMDU™ UI)

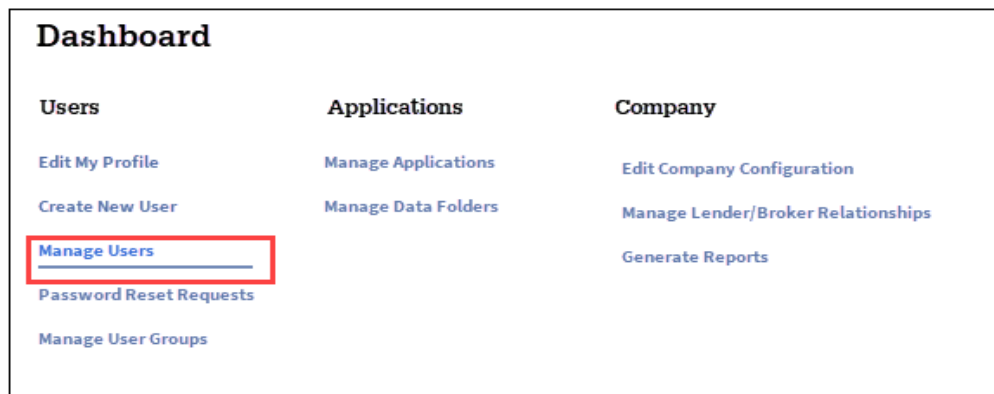
*Performed by Corporate Administrators and User Administrators*

This job aid provides instructions on how to grant a user access to the SMDU User Interface (SMDU UI) application and these User Roles:

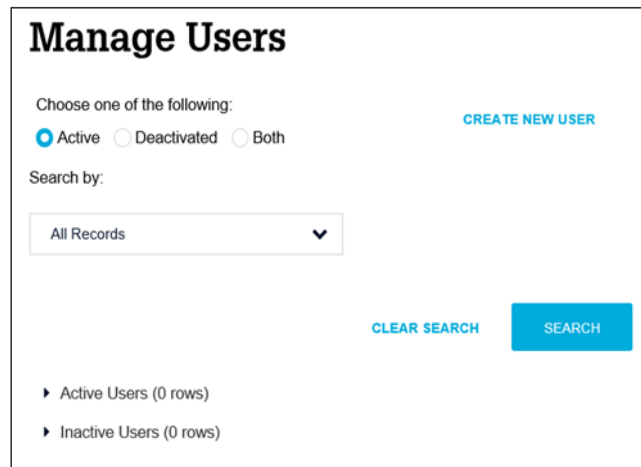
- [SMDU UI Loss Mitigation](#)
- [SMDU UI Loss Mitigation Valuations](#)
- [SMDU UI Borrower-Initiated MI Termination](#)

**NOTE:** Although there are multiple SMDU UI User Roles a user should only be assigned a role(s) for which they require access.

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



2. The Manage Users screen appears. Enter the desired search criteria and search value, then click **Search**.





- Depending on the search used, multiple users may be found. The total number of users appears above the list. Select the desired user record.

▼ Active Users (1309 rows)

FIRST NAME	LAST NAME	USER ID	PHONE	USER GROUP ID
Corporate	Adminsitrator	c010ucxa	(703) 833-1111	c010ub
Dell	Administrator	c010udna	(777) 777-7444	c010ub
TestMe	Aloha	c010ukxa	(703) 833-1111	c010ub
Captain	America	a8knkcna	(703) 833-1111	a8knka
Ramakishore	Ancha	c010ur2a	(703) 833-1111	c010ub

PREV 1 2 3 4 5 131 NEXT 10

▶ Inactive Users (0 rows)

▼ Active Users (1309 rows)

FIRST NAME	LAST NAME	USER ID	PHONE	USER GROUP ID
Corporate	Adminsitrator	c010ucxa	(703) 833-1111	c010ub
Dell	Administrator	c010udna	(777) 777-7444	c010ub
TestMe	Aloha	c010ukxa	(703) 833-1111	c010ub

Profile Information | Granted Applications (1) | Available Applications (25) | Deactivated Applications (1)

**First Name:** TestMe

**Middle Initial:**

**Last Name:** Aloha

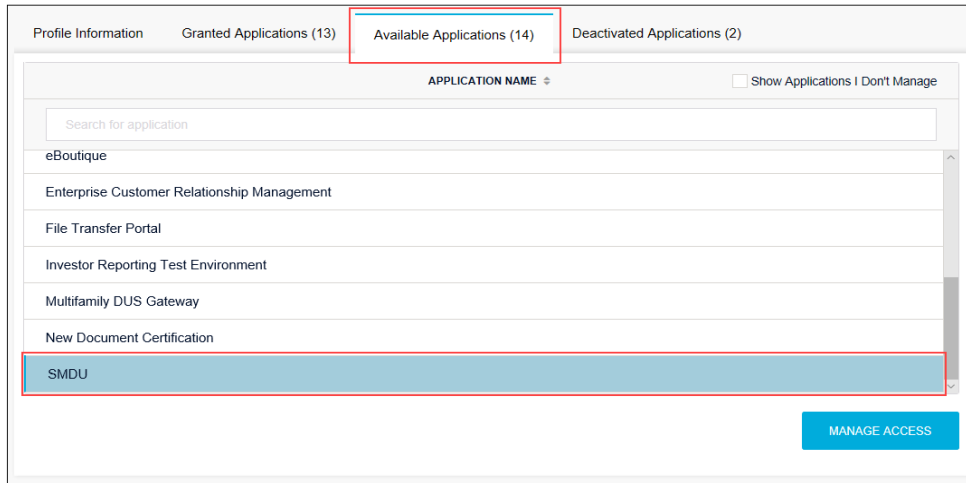
**Phone Number:** (703) 833-1111

**Email:** s5urma@fanniemae.com

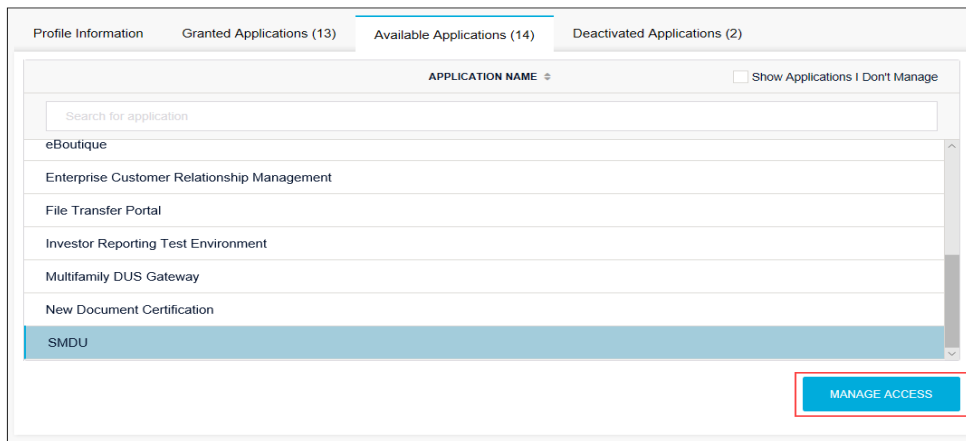
**User Group ID:** c010ub



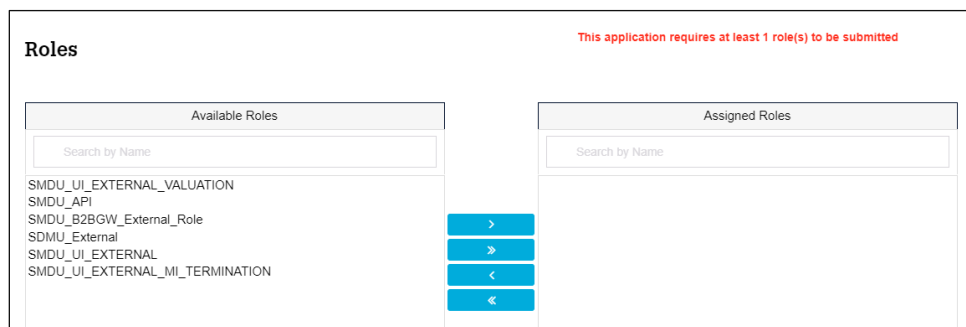
4. Click Available Applications tab, then click **SMDU**.



5. Click Manage Access.



6. The Set-Up User Access screen appears. In the Roles section, select the roles outlined in yellow in the screen shot below, then click > to add.

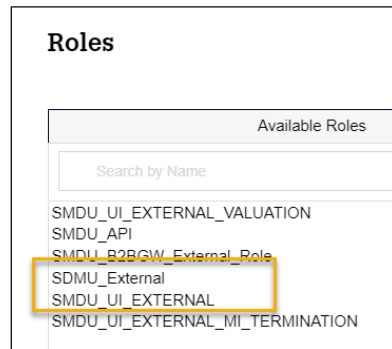


**NOTE:** > = Add, >> = Add All, <= Remove, <<= Remove All

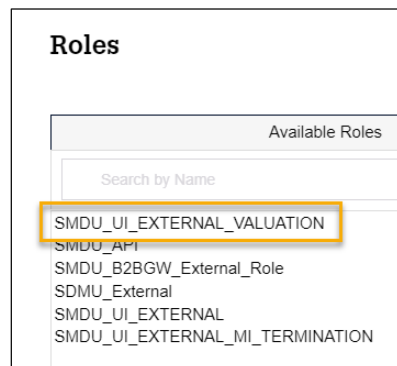
**NOTE:** Only select the SMDU UI user role(s) for which the user requires access.



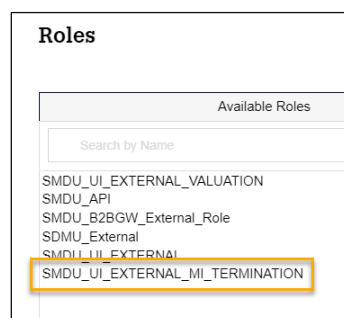
- Select these roles to grant a user access to the **SMDU UI Loss Mitigation** portal (must select both roles)
  - **SDMU\_External**
  - **SMDU\_UI\_EXTERNAL**



- Select this role to grant user access to the **SMDU UI Loss Mitigation Valuations** portal, which enables a user to:
  - Retrieve the results of a liquidation valuation request for a Short Sale, Mortgage Release and/or Reserve Price Bid Instructions.
  - Obtain a property's Automated Valuation Model (AVM) estimated value and confidence score for loan modifications and Mortgage Release™
- **SMDU\_UI\_EXTERNAL\_VALUATION**



- Select this role to grant user access to the **SMDU MI Termination** portal to evaluate borrower-initiated requests to terminate mortgage insurance (MI)
  - **SMDU\_UI\_EXTERNAL\_MI\_TERMINATION**





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

**Data Folders** This application requires at least 1 data folder

Available Data Folders		Assigned Data Folders
<input type="text" value="Search by Servicer Number or Name"/>		<input type="text" value="Search by Servicer Number or Name"/>
272330000 - FANNIE MAE	<div style="text-align: center;"><span style="background-color: #0070C0; color: white; padding: 2px 10px;">&gt;</span> <span style="background-color: #0070C0; color: white; padding: 2px 10px;">»</span> <span style="background-color: #0070C0; color: white; padding: 2px 10px;">&lt;</span> <span style="background-color: #0070C0; color: white; padding: 2px 10px;">«</span></div>	

- Click **Submit**.
- Click **Confirm** to save changes in the Alert box that appears.

## Related Resources

For more information, view the Technology Manager for Administrators Job Aids: [Set Up an Available Application](#) section.