



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 explains how to enable a user's access to the **SMDU UI** applications.

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

The screenshot shows a dashboard with three main sections: Users, Applications, and Company. The 'Manage Users' link under the Users section is highlighted with a red rectangular box. Other links include 'Edit My Profile', 'Create New User', 'Password Reset Requests', and 'Manage User Groups' under Users; 'Manage Applications' and 'Manage Data Folders' under Applications; and 'Edit Company Configuration', 'Manage Lender/Broker Relationships', and 'Generate Reports' under Company.

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

The screenshot shows the 'Manage Users' screen. It features a search section with radio buttons for 'Active', 'Deactivated', and 'Both'. A search input field is highlighted with a blue border. Below it is a dropdown menu set to 'All Records'. A 'CREATE NEW USER' link is visible in the top right. At the bottom right, a 'SEARCH' button is highlighted with a red border, and a 'CLEAR SEARCH' link is next to it. At the bottom left, there are two expandable sections: 'Active Users (0 rows)' and 'Inactive Users (0 rows)'.



- Depending on the search used, multiple users may be found. The number of records found 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	a8krkcnx	(703) 833-1111	a8krkx
Ramakishore	Ancha	c010ur2a	(703) 833-1111	c010ub

PREV 1 2 3 4 5 ... 131 NEXT 10

Inactive Users (0 rows)

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

Profile Information Granted Applications (13) **Available Applications (14)** Deactivated Applications (2)

APPLICATION NAME

Show Applications I Don't Manage

- eBoutique
- Enterprise Customer Relationship Management
- File Transfer Portal
- Investor Reporting Test Environment
- Multifamily DUS Gateway
- New Document Certification
- SMDU**

MANAGE ACCESS



5. Click **Manage Access**.

Profile Information Granted Applications (13) **Available Applications (14)** Deactivated Applications (2)

APPLICATION NAME ⇅ Show Applications I Don't Manage

Search for application

eBoutique

Enterprise Customer Relationship Management

File Transfer Portal

Investor Reporting Test Environment

Multifamily DUS Gateway

New Document Certification

SMDU

MANAGE ACCESS

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

Roles

Available Roles

Search by Name

Search

SDMU_External

SMDU_UI_EXTERNAL

SMDU_API_MI_TERMINATION

SMDU_UI_EXTERNAL_MI_TERMINATION

>

>>

<

<<

Note: > = Add, >> = Add All, < = Remove, << = Remove All



- 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	

>
>>
<
<<

- 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.