



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.

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 box.

Users	Applications	Company
Edit My Profile	Manage Applications	Edit Company Configuration
Create New User	Manage Data Folders	Manage Lender/Broker Relationships
Manage Users		Generate Reports
Password Reset Requests		
Manage User Groups		

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

The screenshot shows the 'Manage Users' screen with search options and a search button.

Choose one of the following:

Active Deactivated Both

[CREATE NEW USER](#)

Search by:

All Records

[CLEAR SEARCH](#) [SEARCH](#)

▶ Active Users (0 rows)

▶ 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	Administrator	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)

- 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

Search for application

- 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 role outlined in red in the screen shot below, then click > to add.

Roles

Available Roles

Search by Name

SDMU_External } These roles are not needed for MI Termination.

SMDU_UI_EXTERNAL }

SMDU_API_MI_TERMINATION }

SMDU_UI_EXTERNAL_MI_TERMINATION

>

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

