## **Ginnie Mae SCRA Training Class**

You are invited to attend the live Servicemembers Civil Relief Act (SCRA) Training for Ginnie Mae Reporting and Feedback System (RFS).

The class will take place on the following date and time:

October 7, 2009 at 2:00 PM Eastern Daylight Time

The purpose of this training is to instruct participants on:

- The changes from the legacy e-Access SCRA application to the new SCRA application
- Accessing RFS and SCRA
- Using the major functions of SCRA

The format for this class will be the following:

- Live instructor-led web conference
- Nine lessons
- Participants will have opportunities to ask questions during periodic intervals

In order to participate in this class, you will need:

- A computer with access to the internet
- Microsoft Live Meeting installed on a computer (see details below)
- A telephone

# **Microsoft Live Meeting Installation Instructions:**

Web conference information is listed below. Please note that you will need Microsoft Live Meeting 2007 installed on your computer in order to be able to access the web conference. If you do not have this program installed, the free client version can be downloaded from Microsoft's website. You can download the program by clicking the following link <a href="http://office.microsoft.com/en-us/help/HA101733831033.aspx">http://office.microsoft.com/en-us/help/HA101733831033.aspx</a> and clicking "Accept Terms and Install Client" at the bottom of the page.

To access the class, follow these instructions on the day and time listed above:

1. Navigate to the following URL using the Internet Explorer web browser and follow the instructions below to access the web meeting:

https://www.livemeeting.com/cc/dt/join?id=Ginnie+Mae+SCRA+Training

#### **Web Conference Instructions:**

Please follow these steps.

Copy and paste the required information.

Meeting ID: Ginnie Mae SCRA Training

Entry Code: GinnieMae

### 2. Audio Instructions:

Dial the following conference telephone number and enter the access code:

Conference Number: +1 (888) 989-4404

Participant Access Code: Say "Ginnie Mae" to the operator

## **Troubleshooting**

If you have any questions, please contact the RFS Help Desk at: <a href="http://www.ginniemae.gov/issuers/rfs\_ques.asp?Section=Issuers">http://www.ginniemae.gov/issuers/rfs\_ques.asp?Section=Issuers</a>