

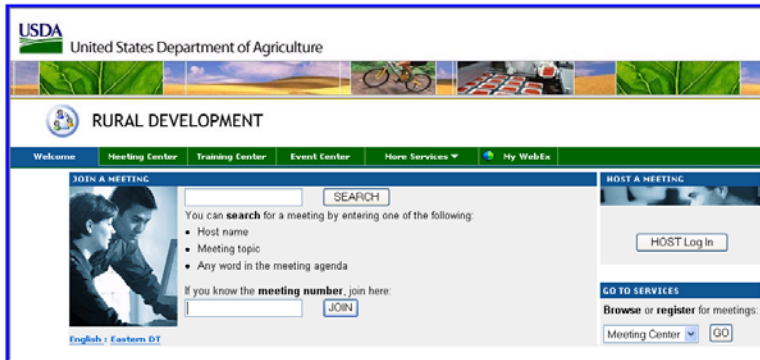
GUS TRAINING

ATTENTION:

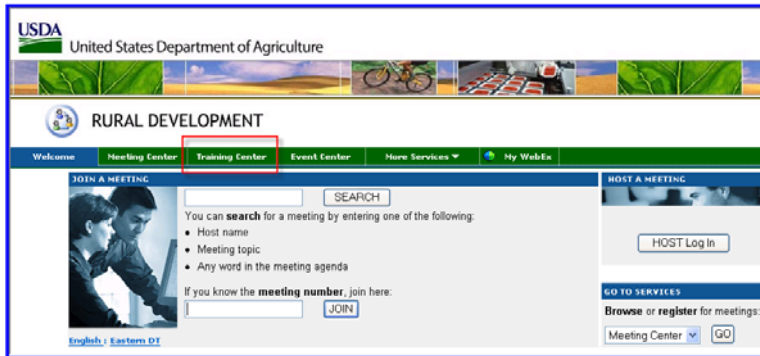
EFFECTIVE APRIL 1, 2009, approved lenders seeking access to the Guaranteed Underwriting System (GUS) must complete mandatory training offered by the Agency. This training is to assure compliance with and understanding of Agency regulations and provide an overview of the expectations of mortgage loans input into GUS. **Security Administrators and users that will be authorized “Final Submit” authority MUST complete training.**

The Single Family Housing Guaranteed Loan Division offers Guaranteed Training Opportunities (GTO) available online via WebEx.

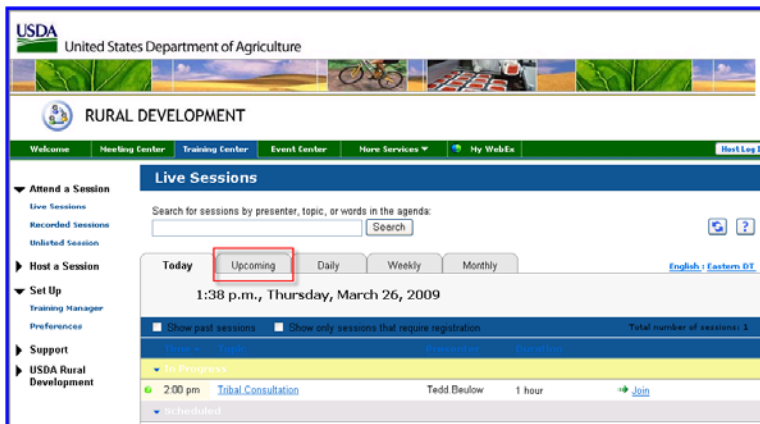
Please follow the steps below to register for “GTO: Get To Know GUS.”



1. Log onto: <https://rurdev.webex.com>



2. Select “Training Center”



3. Select the “Upcoming” tab to view trainings.

Today	Upcoming	Daily	Weekly	Monthly	English Eastern DT																									
From: 1:40 p.m., Thursday, March 26, 2009																														
<input type="checkbox"/> Show only sessions that require registration					Total number of sessions: 4																									
<table border="1"> <thead> <tr> <th>Date & Time</th> <th>Topic</th> <th>Presenter</th> <th>Duration</th> <th>Registration</th> </tr> </thead> <tbody> <tr> <td>Mar 26, 2009 2:00 pm</td> <td>Tribal Consultation</td> <td>Tedd Beulow</td> <td>1 hour</td> <td>Join</td> </tr> <tr> <td>Mar 27, 2009 1:00 pm</td> <td>GTO: Importing a Loan Into GU...</td> <td>Kristina Zehr</td> <td>1 hour</td> <td>Closed</td> </tr> <tr> <td>Mar 30, 2009 1:00 pm</td> <td>GTO: Processing a Loan in GUS</td> <td>Kristina Zehr</td> <td>2 hours</td> <td>Register</td> </tr> <tr> <td>Mar 31, 2009 1:00 pm</td> <td>GTO: Get to Know GUS</td> <td>Kristina Zehr</td> <td>2 hours</td> <td>Register</td> </tr> </tbody> </table>						Date & Time	Topic	Presenter	Duration	Registration	Mar 26, 2009 2:00 pm	Tribal Consultation	Tedd Beulow	1 hour	Join	Mar 27, 2009 1:00 pm	GTO: Importing a Loan Into GU...	Kristina Zehr	1 hour	Closed	Mar 30, 2009 1:00 pm	GTO: Processing a Loan in GUS	Kristina Zehr	2 hours	Register	Mar 31, 2009 1:00 pm	GTO: Get to Know GUS	Kristina Zehr	2 hours	Register
Date & Time	Topic	Presenter	Duration	Registration																										
Mar 26, 2009 2:00 pm	Tribal Consultation	Tedd Beulow	1 hour	Join																										
Mar 27, 2009 1:00 pm	GTO: Importing a Loan Into GU...	Kristina Zehr	1 hour	Closed																										
Mar 30, 2009 1:00 pm	GTO: Processing a Loan in GUS	Kristina Zehr	2 hours	Register																										
Mar 31, 2009 1:00 pm	GTO: Get to Know GUS	Kristina Zehr	2 hours	Register																										

4. Locate “GTO: Get To Know GUS” and select “Register.”

Register for GTO: Get to Know GUS

Please provide the following information to register for this training session. You will receive an email confirmation of your registration.

Session Information

Topic: GTO: Get to Know GUS

Session dates: Tuesday, March 31, 2009

Starting time: 1:00 pm, GMT -04:00, Eastern Daylight Time (New York)

Duration: 2 hours

Presenters: Kristina Zehr

Description:

Host's name: Kristina Zehr

Host's email:

5. Confirm the training topic is “GTO: Get To Know GUS” and review the starting time. Continue to scroll down the page.

Registration Information

First name: (Required)

Last name: (Required)

Email address: (Required)

Title: (Required)

Company: (Required)

City: (Required)

State/province: (Required)

Phone number: (Required)

6. Complete all required fields under “Registration Information”

- First Name
- Last Name
- Email address
- Title: Loan Originator, Underwriter, Processor, Closer, etc.
- Company
- City
- State
- Phone number

7. Select “Register”

Registration Pending	
Thank you for registering. Your registration information has been sent to the host. Once the host accepts your registration, you will receive a confirmation message by email with instructions for how to join the training session.	
Session status:	Not Started (Registration)
Session date:	Tuesday, March 31, 2009
Starting time:	1:00 pm, Eastern Daylight Time (GMT-04:00, New York)
Duration:	2 hours
Presenters:	Kristina Zehr
Description:	
Agenda:	(Not Available)
Session number:	(Not Available)
Password:	(Not Available)
Teleconference:	(Not Available)
Host's name:	Kristina Zehr
Host's email:	<input type="text"/>
Course material:	(Not Available)

8. "Registration Pending" will appear. The host will approve your registration and a confirmation email will be sent to you.
9. Prior to the training course materials will be emailed to you.

One phone line will be available per registration. If you plan on presenting the training in a large conference room with multiple participants, one phone line will be sufficient. If your institution has multiple locations that will participate, a phone line must be secured for each location. Therefore, each location must create a registration.

Certification of Training

Once the mandatory training has been completed, the executor of the User Agreement must certify to USDA Rural Development this requirement has been met on the Transmittal Cover. Attendance sheets will be provided to document each participant's attendance. Once this certification has been received, activation of GUS will be completed. Once complete, the System Administrator will authorize approved users to utilize GUS.