SES Staff Directors - Your Turn Exercises

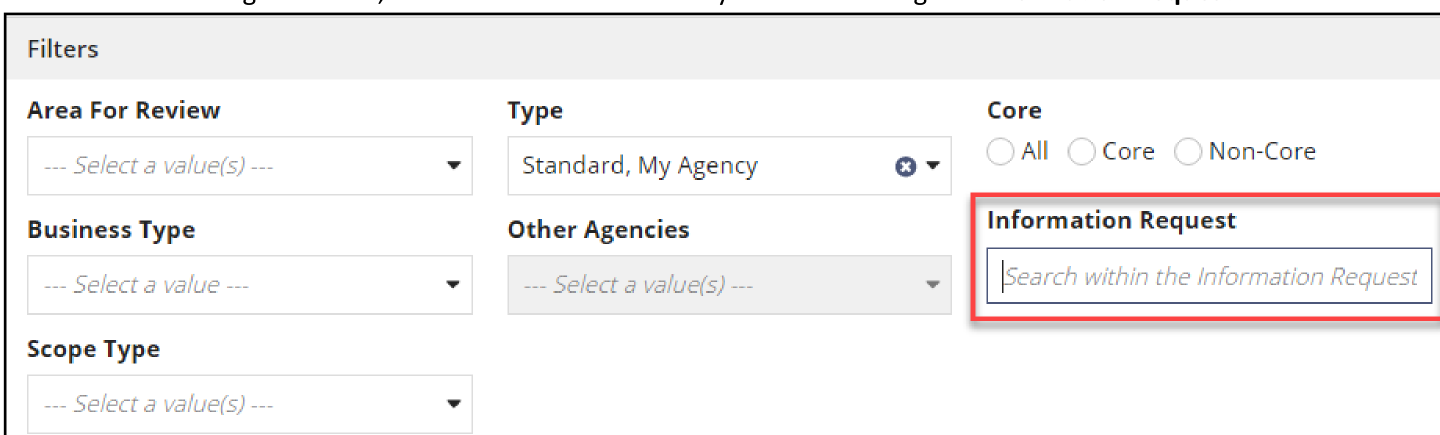
Using the login credentials attached to the SES Staff Director Training welcome email, log into the SES Training Environment and complete the exercises below. Keep in mind that practicing in the SES Training Environment gives you an excellent opportunity to experience how the SES Production Environment works. After completing the exercises, feel free to return to the Training Environment as often as needed to refresh your memory. **Do not share any sensitive data such as personal contact information or sensitive documents!** The SES Training Environment does not have the same level of security as the SES Production Environment. If you need help or have questions, email SESTraining@csbs.org.

Exercise 1: Managing the Library

We recommend watching the two videos related to the library before starting this exercise.

Related Resource(s):
Understanding the Library
Managing the Library

1. Log into the SES Training Environment as Christine Staff Director 1 using the credentials provided in your welcome email.
2. Navigate to the Library.
   HINT: Click **View and Manage Library**.
3. Add a Core Procedure.
   a. Select multiple Business Types and/or Activities.
4. Add a Non-Core Procedure.
   a. Using the filters, search for your agency-specific procedures and delete at least one.
5. Add a Core Information Request (IR).
   a. Select multiple business types and/or activities.
6. Add a Non-Core information request. Take note of the text you enter in the IR field.
   a. Using the filters, search for the Non-Core IR you created using the **Information Request** field.



   b. Open the IR you just searched for and delete it.
      HINT: Click the **Library ID.**
   c. Add a Reference.

Summary: In exercise one, you added and removed procedures, Information Requests (IRs), and references. **NOTE**: Core IRs are automatically added after the scope is marked complete. Core procedures are added once the exam is "in-flight."

Exercise 2: Initiating a Supervisory Activity & Sending it for Review

Related Resource(s):

Initiating a Supervisory Activity
Sending a Supervisory Activity for Review

1. Log into the SES Training Environment as Christine Staff Director 1.
2. Locate your assigned company on the login credentials sheet.
3. Click **Initiate Supervisory Activity**.
   a. Search for your company using the **NMLS ID** provided. Select it and click **Next**.
   b. Make sure to include mortgage (origination or servicing) or money service business as a business type (only they have IRs associated with them)
   c. As business activities:
      - Mortgage origination → First Mortgage Lending or First Mortgage Brokering
      - Mortgage Servicing → First Mortgage Servicing
      - Money Service Business → Electronic Money Transmitting
4. Skip the **Related Entities** page. Click **Next**.
5. Assign Sam Examiner # as the EIC.
6. Send the Supervisory Activity for Review (SAs can only be sent to Staff Directors)
   i. Assign Christine Staff Director 2 as the **Primary Reviewer**
   ii. Assign Christine Staff Director 3 as an **Additional Reviewer**
   iii. Send for Review

Summary: In exercise two, you scheduled or initiated a Supervisory Activity (SA) and sent it for review to two additional SDs. As the Staff Director (SD), you assigned the Examiner in Charge (EIC) and selected the business types and business activities that will be reviewed in this exam. Because the SA was sent to a Primary Reviewer, the SD selected as the Primary Reviewer made the final approval decision.

Exercise 3: Reviewing a Supervisory Activity

Related Resource(s):

Reviewing a Supervisory Activity

1. Log into the SES Training Environment as the **Primary Reviewer**, Christine Staff Director 2.
2. Navigate to the **Review Schedule – SA #** task to the left of the screen.
3. Click **Click here to review.** This will open a new tab. Review the details of the Supervisory Activity (SA). Update the SA by clicking the button in the top right corner of the screen.
   a. Consider changing the **Exact Date** field or making updates to the **Basis for Scheduling** field.
   b. When complete, return to the tab where the scheduling decision is made. You may close the tab that was opened in this step.
4. Leave a comment. From the available next actions, select **Make Decision**. Choose **Schedule Supervisory Activity**, then click **Submit Decision**.

Summary: In exercise three, you reviewed the Supervisory Activity (SA) and approved its scheduling. Since the Staff Director (SD) who initiated the SA sent it to another SD for review, the reviewing SD made the final decision of approving the details of the SA.

The remaining articles are not associated with *Your Turn* exercises, but they do contain information pertinent to the quizzes you must pass to receive your certificate of completion for the SES Staff Directors training program and receive access to the SES Production Environment

Additional Helpful Resource(s):

Initiating Company User Enrollment

Exam Scheduling

Requesting to Access a Supervisory Activity

Responding to a Request to Access a Supervisory Activity

Requesting to Join a Supervisory Activity

Responding to a Request to Join a Supervisory Activity

Initiate SA Acceptance

SA Staffing Report (Examiner Workload)