1. Navigate to https://my.ginniemae.gov to access

2. Enter your username and password to login.

VERIFY AN ASSIGNED FUNCTIONAL ROLE

3. Select the Tools dropdown.

MyGinnieMae.

they can manually verify the status.

GinnieMae

- 4. Select Access Management Console.
- 5. Select Yes to continue when prompted.
- 6. Select User Management.

The system will display a list of all users in alphabetical order by last name.

- 7. Select the appropriate user's name.
- 8. Select the arrow next to Manage User Permissions to open the accordion.

The system will display the Functional Roles assigned.

- 9. Check the box next to the appropriate role(s).
- 10. Select Verify.

The system will check the user's access to underlying roles against the Functional Role profile and display the updated status of the Functional Role. If all underlying roles are provisioned successfully the status will be updated to Confirmed. Any status other than Confirmed indicates an error has occurred and the role should be re-requested.



Jser Management				
ease edit the user profile or manage the user permissions of Jones, John E below.		Reset Password		
Edit User Profile				
▼ Manage User Permissions				
Functional Role				
ROLE NAME -	ROLE DESCRIPTION a	ORG KEY :	STATUS :	SELECT
ROLE NAME -				
ROLE NAME - SF-Agency Relationship User	Access reports containing portfolio performance and liquidity metrics: réceive targetes Gansie Mae communications for individuals responsible for managing agency relationships.	15_5802	FINALIZED	0
	metrics; receive targeted Ginnie Mae communications for	15_5602 15_6602	FINALIZED	0





ORGANIZATION ADMINISTRATOR QUICK REFERENCE CARD our Guaranty Matters

When an Operations Administrator has finalized a functional role request, it is possible that all underlying roles were not successfully assigned to the user. If there is a system error, the Organization Administrator group will receive a notification. If an Administrator feels there was a provisioning issue or has received an error notification.