SENDING A REGISTRATION INVITATION

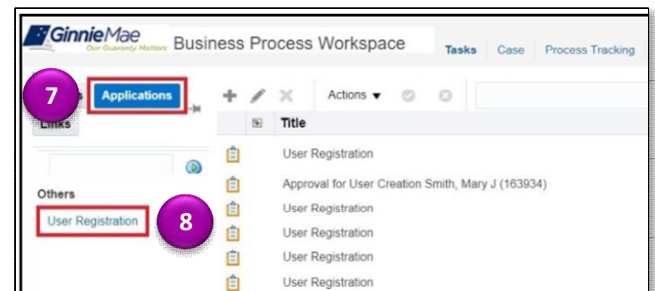1. Navigate to https://my.ginniemae.gov to access MyGinnieMae.
2. Enter username and password to login.
3. Select the **Tools** dropdown.
4. Select **Access Management Console**.
5. Select **Yes** to continue when prompted.
6. Select **New User Registration**.

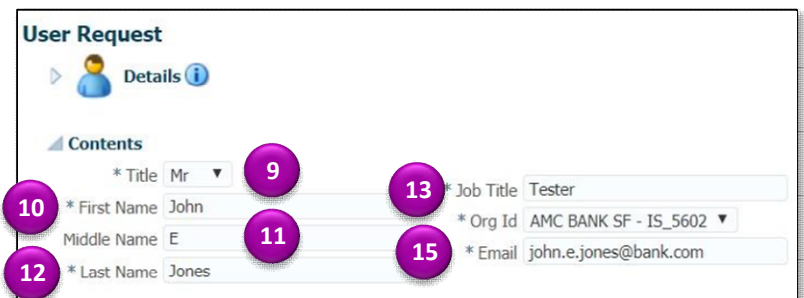The system will open the New User Registration Interface in a new window.

7. Select **Applications**.
8. Select **User Registration**.

If the User Request form does not open, you may need to disable the pop-up blockers.

9. Enter the user's Title.
10. Enter the user's First Name.
11. Enter the user's Middle Name (optional).
12. Enter the user's Last Name.
13. Enter the user's Job Title (cannot be more than 30 characters).
14. Select the Org ID (will only be able to choose organizations to which you have been assigned the role to perform user access and management functions).
15. Enter the user's email address (enter the email address in lower case characters only).
16. Select **Submit**.

The form will close, and the system will send a registration invitation to the email address entered for the user. The email will contain a unique URL that is only valid for 24 hours so the user will need to complete their registration within that time period. Once the user has completed the registration a second Organization Administrator will need to approve the request.

USER REGISTRATION INVITATION ALERTS

An Organization Administrator could receive three different types of alerts or messages when entering the end user's email address.
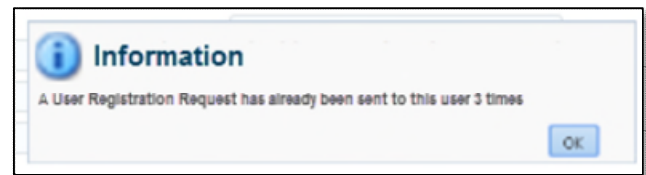
Email is Already Registered – If an email is already registered, you will be unable to send an invitation to that email address.
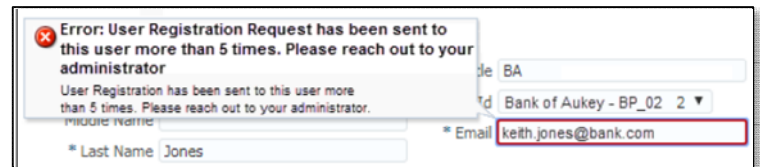

Three Invitations Sent Alert – If an invitation has already been sent to the user's email address a total of three times, an alert will be displayed as a warning. An invitation can only be sent a total of five times.

Five Time Invitation Flag – If an invitation has already been sent to the user's email address five times, the email address will be flagged and requests can no longer be sent.