When a user no longer requires access to a specific Functional Role, it is an Organization Administrator's responsibility to remove the role from the user's account.

REMOVING FUNCTIONAL ROLES

1. Navigate to https://my.ginniemae.gov to access MyGinnieMae.
2. Enter your username and password to login.
3. Select the **Tools** dropdown.
4. Select **Access Management Console**.
5. Select **Yes** to continue when prompted.
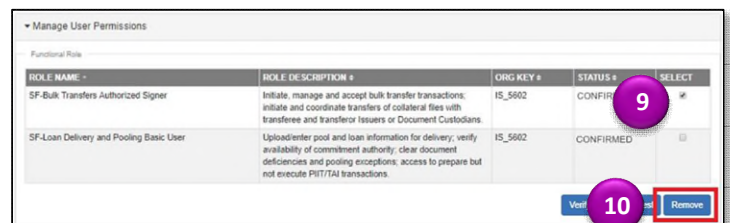6. Select **User Management**.
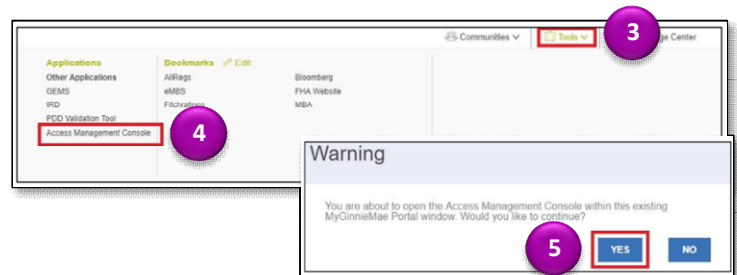
The system will display a list of all users in alphabetical order by last name.

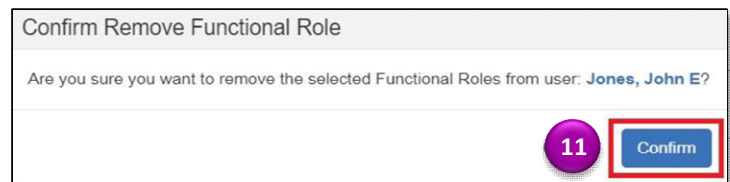7. Select the appropriate user's name.
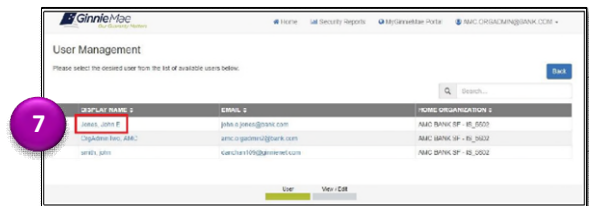
The User Management page will open.

8. Select the arrow next to **Manage User Permissions** to display the roles currently assigned to the user.
9. Select the box next to the role(s) that you want to remove.
10. Select **Remove**.

11. Select **Confirm** when the Confirm Remove Functional Role dialog box appears.

A ribbon will display stating "Successfully removed selected functional role from the user."

No additional approvals are required. If the role was removed by mistake it can be requested again. See the Request Functional Roles QRC.