REQUESTING FUNCTIONAL ROLES FROM THE USER MANAGEMENT TILE

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 open AMC within this existing MyGinnieMae Portal window.
6. Select **User Management**.

The system will display a list of all users within the organization(s).

7. Select the **Name** of the appropriate user.
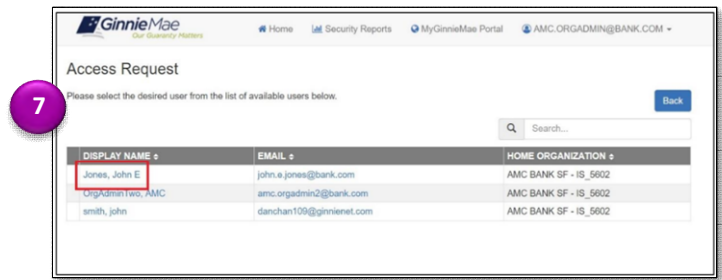
The User Profile screen will open.

8. Select the down arrow next to Edit User Profile.
9. Select **Request Access**.

NOTE: The Request Access button will not be visible if the user's status is Locked or Disabled. You will need to unlock or enable the user.

NOTE: The Request Access button will be disabled if the user's profile attributes are incomplete of in the wrong format.
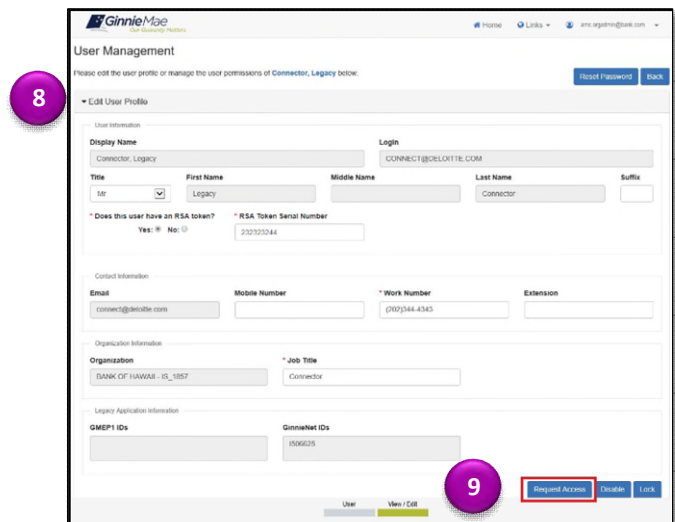
The Organization screen from the Access Request workflow will open.

10. If you have multiple Org Keys, a list of organizations will be displayed. You will need to select the box next to each organization that the necessary Functional Roles will apply and click **Assign Roles**. You will be sent directly to the Functional Role list if you only have one Org Key.
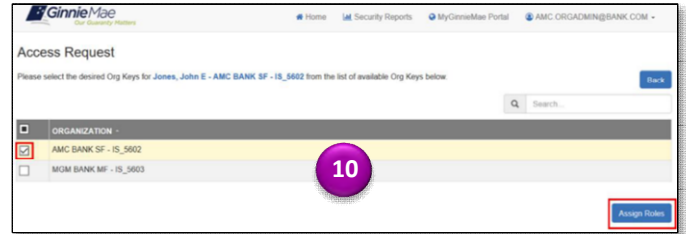
11. Select the Functional Roles being requested for the user.

If the Functional Role has already been requested for the user, it will not be displayed in the list.

12. Click **Assign Roles**.

A review page will appear with the requested Functional Roles along with the underlying roles that makeup the Functional Roles.

13. Click **Submit**.
14. Click **Confirm** to submit the roles request when the access request confirmation dialog box appears.
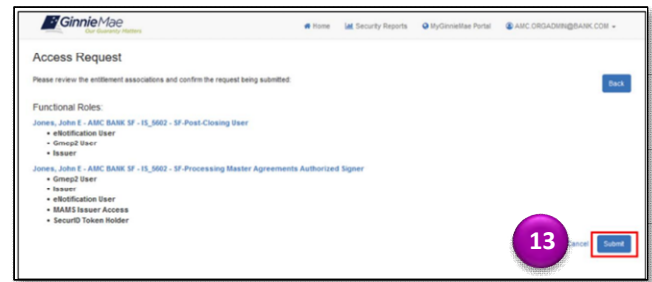
The system will display a loading bar to indicate the request is processing. **DO NOT RESUBMIT**. A confirmation ribbon will display at the top of the page stating, "All requests were submitted successfully."