

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, they can manually verify the status.

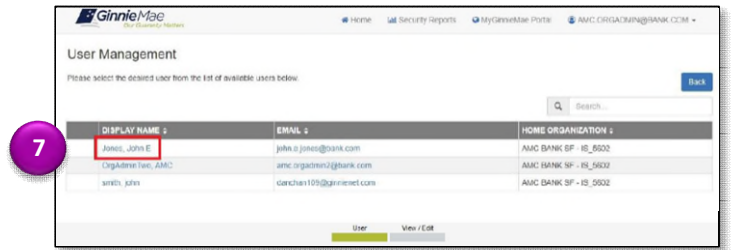
### VERIFY AN ASSIGNED FUNCTIONAL ROLE

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**.



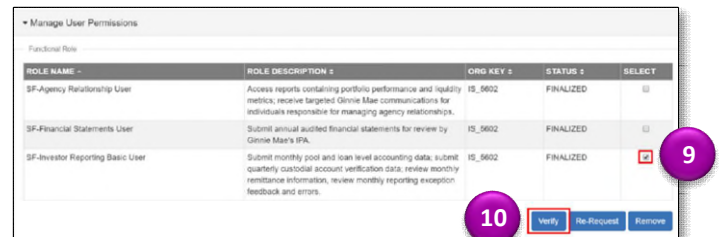
The system will display a list of all users in alphabetical order by last name.

7. Select the appropriate user's name.
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.

