RE-REQUESTING 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 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.
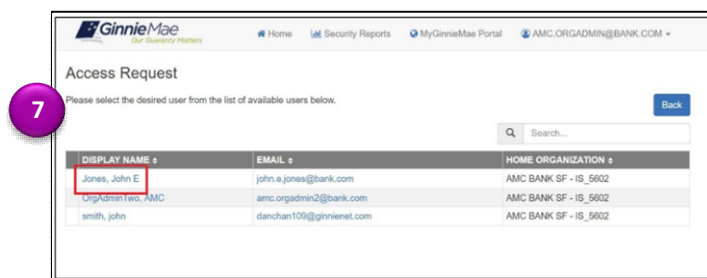
8. Select the down arrow next to Manage User Permissions.
9. Select **Re-Request**.

NOTE: The Re-Request button will not be visible for a role whose status is listed as Revoked. To re-request a revoked role, follow the steps for requesting a functional role in the Request Functional Roles From Access Management Tile, or the Request Functional Roles From Access Management Tile QRCs.
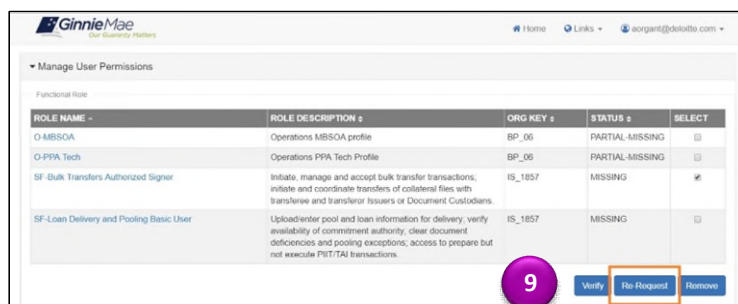
The system submits a request for any missing Functional Role entities, displays a confirmation ribbon stating, "Request re-submitted successfully", and updates the status of the functional role.

NOTE: If an attempt is made to re-request a "PENDING" or "APPROVED" role, the system will display a message that the role cannot be re-requested.