UPDATING A USER'S PROFILE ATTRIBUTES

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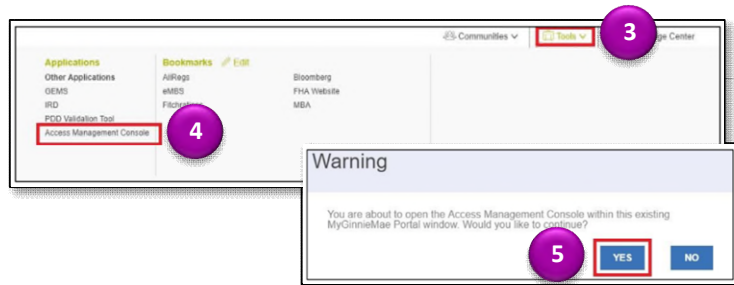
The system will display a list of all users in alphabetical order by last name.

7. Select the appropriate user's name.

8. Make the necessary edits to the information listed under the Edit User Profile accordion.
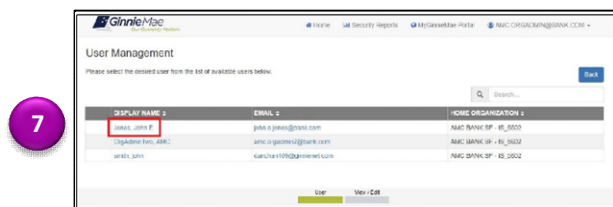
You can edit the following fields:

- Title (Mr., Mrs., etc.) [required attribute]
- Suffix
- Mobile Number
- Work Number [required attribute]
- Extension
- Job Title [required attribute]
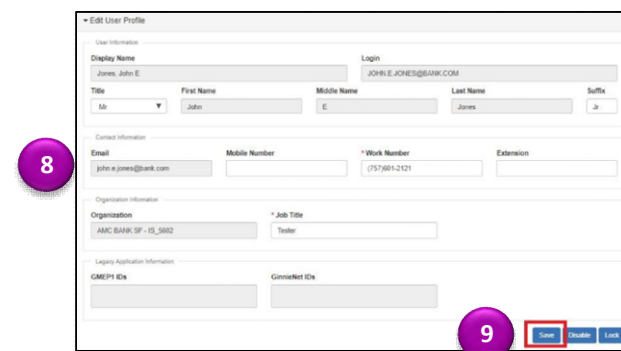
9. Select **Save**.
10. Select **Confirm** when the Confirm User Update dialog box displays.

A ribbon will display stating "User [User Name] successfully updated."