

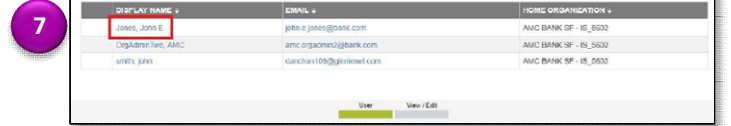
REVIEWING THE STATUS OF AN ACCESS REQUEST

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 with the status of the request in the access workflow.

- **Pending** – The request is submitted and awaiting approval by the Organization Administrator.
- **Approved** – The request has been approved and is awaiting action by the Operations Administrator.
- **Finalized** – The request has been finalized and the underlying roles are in the process of being assigned to the user.

