Accessing Administrative Reports in MyGinnieMae
## ORGANIZATION ADMINISTRATOR QUICK REFERENCE CARD

Organization Administrators can view and run a variety of reports related to user registration, access requests, multifactor authentication and self-service change password.
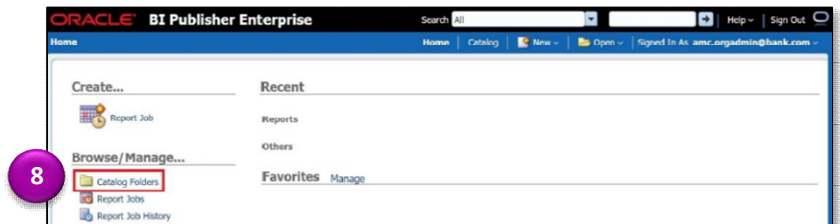
ACCESSING ADMINISTRATIVE REPORTS

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 to open AMC within this existing MyGinnieMae Portal window.

6. Select the down arrow next to Links in the header.
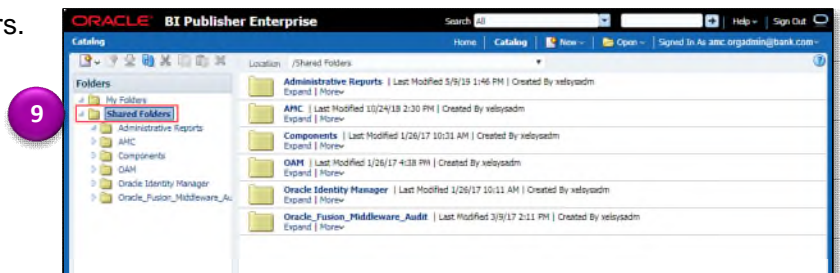7. Select **Security Reports**.
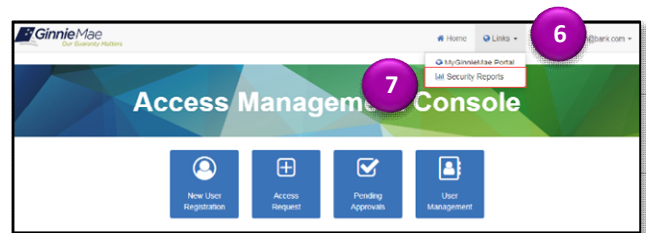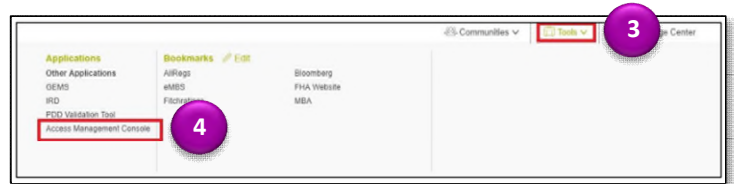
The system will display the BI Publisher Enterprise page in a new window.
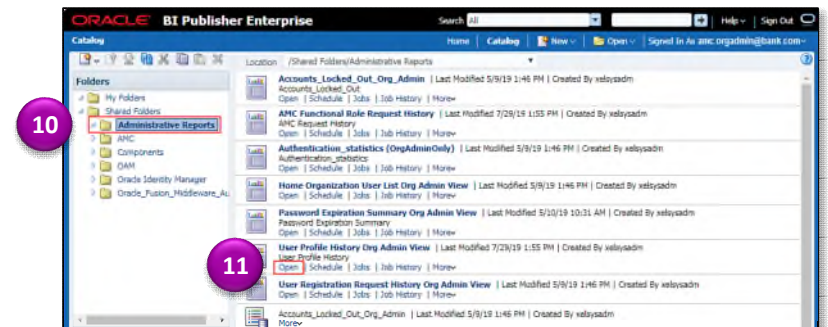
8. Select **Catalog Folders**.

9. Select **Shared Folders** to expand the folders.

10. Select **Administrative Reports** folder.

The reports will display.

11. Select **Open** under the desired report.

For Custom Reports -The report can be filtered and sorted by selecting the down arrow in the column header.

For Standard Reports – The report will open and allow you to search for specific users. You can use the filters to generate reports for specific users, roles, date range, etc.

Data will not be displayed if the date range filter is not used in conjunction with other filters.