

ORGANIZATION ADMINISTRATOR QUICK REFERENCE CARD

CHANGE A PASSWORD VIA THE ACCESS MANAGEMENT CONSOLE

- 1. Navigate to <u>https://my.ginniemae.gov</u> to access MyGinnieMae.
- 2. Enter username and password to login.
- 3. Select the **Tools** dropdown.
- 4. Select Access Management Console.
- 5. Select **Yes** to continue when prompted.



C+ Change Password

6

Q Links -

onsole



7. Select Change Password.

The system will redirect to the Change Password screen.

- 8. Enter the Current Password.
- 9. Enter the New Password.
- 10. Confirm the New Password.
- 11. Select Submit.



A message will display confirming the password was changed successfully.

12. Click **OK**.

If the current password was entered incorrectly the error message, "At least one of the provided passwords failed validation", will be

of the provided passwords failed validation", will be displayed.

