1. Navigate to https://my.ginniemae.gov to access

Warning

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YES

Back

Verify an Assigned Functional Role in MyGinnieMae

GinnieMae

User Management

When an Operations Administrator has finalized a functional role request, it is possible that all underlying roles were not successfully assigned to the user. If there is a system error, the Organization Administrator group will receive a notification. If an Administrator feels there was a provisioning issue or has received an error notification.

ORGANIZATION ADMINISTRATOR QUICK REFERENCE CARD

2. Enter your username and password to login.

**VERIFY AN ASSIGNED FUNCTIONAL ROLE** 

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3. Select the Tools dropdown.

MyGinnieMae.

they can manually verify the status.

**Ginnie**Mae

- 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.

- 9. Check the box next to the appropriate role(s).
- 10. Select Verify.

The system will check the user's access to underlying roles against the Functional Role profile and display the updated status of the Functional Role. If all underlying roles are provisioned successfully the status will be updated to Confirmed. Any status other than Confirmed indicates an error has occurred and the role should be re-requested.



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ase edit the user profile or manage the user pen	missions of Jones, John E below.		Reset	Password B
Edit User Profile			_	
Manage User Permissions				
Functional Role				
Functional Role ROLE NAME -	ROLE DESCRIPTION a	ORG KEY a	STATUS :	SELECT
Functional Role ROLE NAME - SF-Agency Relationship User	ROLE DESCRIPTION a Access reports containing portfolio performance and liquidity metrics, neosite subgetto Clame Mac communications for individuals responsible for immaging agency stationarity.	ORG KEY : 15_5602	STATUS ¢ FINALIZED	SELECT
Functional Role ROLE NAME - SF-Agency Relationship User SF-Financial Statements User	NOLE DESCRIPTION & Access reports containing portfolio performance and liquidity metrics: receive targeted clanks that economications for individual responsible for managing agency relationships. Gubret annual audited fearcial statements for review by Clanks tars 19A.	ORG KEY 8 15_5002 15_5602	STATUS : FINALIZED FINALIZED	SELECT