MyGinnieMae Portal
Organization Administrator Training
Managing End Users

V 2.4
TRAINING AGENDA

• Objectives
• Overview
  – Onboarding Workflow
  – Organization Administrator Controls
• Video Demonstration - User Management
  – Review Status of Access Request
  – Add/Remove Functional Role
  – Update a User’s Profile Attributes
  – Unlock/Lock a User Account
  – Enable/Disable a User Account
  – Reset a User’s Password
• Video Demonstration - Reports
  – AMC Functional Role Request History Report
  – Create a list of active user accounts
• Resources
• Q&A
The objective of this training is to provide Organization Administrators with the following:

- Guidance on how to review the status of an account access request
- Information about End User account management functions
- Information on troubleshooting and getting help
- Overview of reports available via the Access Management Console (AMC)
The information covered in this training presentation is from the **Access Management Console User Manual**, which located with several other resources, including Quick Reference Cards, on the **Modernization Page** of GinnieMae.gov. **Section 4: Using the Application** provides step-by-step instructions on functions like, managing and maintaining End User accounts.

### MYGINNIAE ACCESS MANAGEMENT CONSOLE (AMC) USER MANUAL

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OVERVIEW  ONBOARDING WORKFLOW

Onboarding an End User is a multi-step process that may take several days to complete and requires participation from the End User, Organization Administrators, and an Operations Administrator.

- **Registration Workflow** – creates a portal account and give users access to the portal.
- **Access Workflow** – assigns functional role(s) and give users access to business applications.
**OVERVIEW ORG ADMIN CONTROLS**

MyGinnieMae introduces self-service functions for End Users and provides account management controls for Organization Administrators at each organization. This chart highlights some of those functions and responsibilities.

<table>
<thead>
<tr>
<th>Function</th>
<th>Self Service</th>
<th>Organization Administrator</th>
<th>Operation Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate registration invitations to End Users</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approve or reject registration requests from End Users</td>
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<td></td>
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</tr>
<tr>
<td>Initiate access request/functional role for an End User account</td>
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<tr>
<td>Approve or reject functional role for an End User account</td>
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<tr>
<td>Remove a functional role from an End User account</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enable/Disable and Lock/Unlock End User accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forgot Password</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Reset Password</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Deregister Oracle Mobile Authenticator access</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Update Account Attributes</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Final acknowledgement of access requests</td>
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</tbody>
</table>
The User Management Tile in the Access Management Console (AMC) is where Organization Administrators go to manage existing End User accounts for their organization.
The AMC provides Organization Administrators an audit trail and additional insight into the user accounts for their organization in Ginnie Mae business systems. These reports capture logs and event data for various identity and access management events.

The following reports are available to Org Admins via the AMC:

<table>
<thead>
<tr>
<th>Service</th>
<th>Reports</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Registration</td>
<td>Home Organization User List Org Admin View</td>
<td>Custom</td>
</tr>
<tr>
<td></td>
<td>User Profile History</td>
<td>Standard</td>
</tr>
<tr>
<td></td>
<td>User Registration Request History</td>
<td>Custom</td>
</tr>
<tr>
<td>Access Requests</td>
<td>AMC Functional Role Request History</td>
<td>Custom</td>
</tr>
<tr>
<td>Multifactor Authentication (MFA)</td>
<td>Accounts Locked Out Report</td>
<td>Standard</td>
</tr>
<tr>
<td></td>
<td>Authentication Statistics Report</td>
<td>Standard</td>
</tr>
<tr>
<td>Self-Service Change Password</td>
<td>Password Expiration Summary</td>
<td>Standard</td>
</tr>
</tbody>
</table>
VIDEO DEMONSTRATION
GETTING HELP RESOURCES

• Modernization Page on GinnieMae.gov
  https://www.ginniemae.gov/issuers/issuer_training/Pages/modernization.aspx
  ✓ User Manuals (including: Access Management Console (AMC) User Manual)
  ✓ Quick Reference Cards
  ✓ Training Overviews
  ✓ Release and Training Schedule
  ✓ Training materials and recordings

• Join **Thursday Weekly Listening Sessions** to ask questions and learn best practices

• For **technical questions** about accessing the portal and using its applications contact
  **Ginnie Mae Customer Support** at 1-833-GNMA HELP / 1-833-466-2435 or
ginniemae1@bnymellon.com

• For questions about, training, user materials and general MyGinnieMae inquires
  contact the Ginnie Mae **Customer Experience Group** at cxg@hud.gov
APPENDIX
After selecting the desired user, find the arrow next to “Manage User Permissions” to open the accordion.

The system displays the assigned Functional Role(s) with the status of the request:

- **PENDING** – The Functional Role request is submitted and awaiting Organization Administrator approval.
- **APPROVED** – The Functional Role is approved and awaiting Operations Administrator action.
- **FINALIZED** – The Functional Role request has been Finalized by the Operations Administrator.
- **CONFIRMED** – the underlying roles have been fully assigned to the user.

Clicking on the Role Name reveals the Role Status overlay. The overlay contains information about the user’s Functional Roles, including Request Date, Requester, Approval Date, Approver, Finalized Date, Finalizer and Status.
If an End User requires a new functional role, this may be done from the User Management Tile in AMC within the Edit User Profile Section. This request would subsequently have to be approved by another Org Admin and finalized by the Operations Admin.
If an End User no longer requires access to a specific Functional Role, possibly because their business responsibilities have changed, Organization Administrators are responsible for removing that role from the user’s account. This may be done within the Manage User Permissions section.
USER MANAGEMENT

UPDATE PROFILE ATTRIBUTES

The following fields may be updated/changed for a user’s account: Title, Suffix, Mobile Number, Work Number, Extension, Job Title and RSA Token. If not completed during New User Registration, Org Admins are responsible for adding the RSA Token to the token holder’s profile attributes and following up with an email to the Operations Administrator.
A user can become automatically locked out of their account due to 3 failed password attempts or if an Organization Administrator has manually locked the account via the AMC. Locking a user’s account is a temporary action and can be reverted.
A user’s account may become automatically disabled due to 90 days of inactivity. Enable the account and advise the user to login to MyGinnieMae within 24 hours once their account has been enabled, or the account will automatically be disabled again.

Org Admins should manually disable a user’s account if the user has left the organization or for other organization specific reasons (such as a change in role).

The Org Admin should wait for the successful action ribbon to display to ensure that actions have been completed.
This service is used in an event that a user has forgotten their password and is unable to reset it using self-service capabilities, or they suspect their account has been compromised.

The **Reset Password** button is inactive if the user’s account is disabled. The account would need to be enabled prior to resetting the password.
From the AMC Security Reports tab the system will open ORACLE BI Publisher Enterprise in a new window.

1. Select **Catalog Folders**
2. Select **Shared Folders**
3. Select **Administrative Reports**
4. Select **Open** under the desired report
The AMC Functional Role Request History report contains the request history for functional roles for each user. The report displays the Request ID, User Login, Function Role Name, Functional Role Type, Organization Key, Functional Role Status, Requester, Request Date, Approver, Approval Date, Finalizer, Finalized Date, Revoker and Revoked Date fields.

The report can be filtered and sorted by selecting the drop-down arrow in the column heading.
**How to download, and save reports**

Once the report is opened from ORACLE BI Publisher Enterprise it will appear in the same window.

1. Select the **View** icon.
2. Select the **Excel** option (or other file type if needed).
3. Your browser will download the file and allow you to open and save it.

**How to create a list of active user accounts**

From the ORACLE BI Publisher Enterprise Administrative Reports folder:

4. Select **Open** to view the **Home Organization User List** report.
5. Once the report is opened, select the **Status** column dropdown and check **Active** box.
6. The result will display only the active user accounts.