

MyGinnieMae Early Adopter Organization Administrator

Weekly Listening Session

10/30/2018

User Access Onboarding Report

USER ACCESS ONBOARDING REPORT

Organization Administrators will be provided a **User Access Onboarding Report** on a weekly basis for the duration of the pilot. It is recommended that Org Admins use this report to track registration and access requests for End Users in their organization. Once users have been completely onboarded, reports in the portal can be used to provide ongoing information on active users, including account status and functional role assignments.

USER ACCESS ONBOARDING REPORT

USER REGISTRATION DETAILS									
USERLOGIN	INVITATIONCREATEDATE	EXPIRED	REQUESTID	REQUESTSTATUS	REGISTRATIONSUBMITDATE	REGISTRATIONAPPROVEDDATE	CREATOR	APPROVERS	OUTCOME
<i>This is the MyGinniemae account and typically is the corporate email address</i>	<i>The date MyGinnie Mae sent the Registration Invite to the user</i>	<i>This Field is check if the registration invite has expired</i>	<i>Registration Request Identifier</i>	<i>Status of clicking on the Registration invite to fill out the form</i>	<i>The date the registration form is completed</i>	<i>The date an Organization Administrator approved the registration request</i>	<i>The Org Admin that sent the registration invite</i>	<i>The Org Admin that approved the registration</i>	<i>Approval or Rejection of the registration</i>
John.doe@computers.com	18-Oct-18		109471	Request Completed	10/18/2018 13:39	18-OCT-018 01:49 PM	The Organization Administrator who created the Registration Invite	erica.newton@bnymellon.com	APPROVE
AMC FUNCTIONAL ROLE STATUS									
FUNCTIONALROLENAME	ORGKEY	REQUESTDATE	REQUESTEDBY	APPROVALDATE	APPROVED BY	FINALIZATION DATE	FINALIZED BY	FUNCTIONALROLES TATUS	
<i>The functional role name shown on the AMC console</i>	<i>Identifier that refers to the Organization that the access is associated with</i>	<i>The date that the access request was created by the Org Admin</i>	<i>Refers to the Org Admin that created the request</i>	<i>The date that the access was approved by the Org Admin</i>	<i>Refers to the Org Admin that approved the request</i>	<i>The date that the PPA Ops admin finalizes the request on behalf of GinnieMae</i>	<i>Refers to the PPA Ops Admin that finalized the request</i>	<i>The current status of the access request</i>	
Depositor	DP_10013	18-Oct-18	Jeremy.brown@bnymellon.com	18-Oct-18	Robert.strickland@bnymellon.com	18-Oct-18	Jeremy.brown@bnymellon.com	CONFIRMED	
PRIVILEGED ROLE STATUS									LAST LOGIN STATUS
REQUESTCREATEDATE	REQUEST ENDDATE	REQUESTOR		ROLEDISPLAYNAME			REQUESTSTATUS	LASTLOGINDATE	
<i>The date that the Org Admin request was created</i>	<i>The date that the Org Admin request was provisioned</i>	<i>The person that requested the Org Admin role</i>		<i>The name of the Org Admin role that was requested</i>			<i>Designates whether the request has been created or completed</i>	<i>The date when the user account last logged in to the My GinnieMae Portal</i>	
10/19/2018 14:58	10/19/2018 15:00	Jeremy.brown@bnymellon.com		MyGinnieMae User Reg Admin			Request Completed	10/19/2018	

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Depositor	DP_10013	18-Oct-18	Jeremy.brown@bnymellon.com	18-Oct-18	Robert.sticklen1@bnymellon.com	18-Oct-18	Jeremy.brown@bnymellon.com	CONFIRMED	
PRIVILEGED ROLE STATUS									
REQUESTCREATEDATE	REQUEST ENDDATE	REQUESTOR	ROLEDISPLAYNAME	REQUESTSTATUS	LAST LOGIN STATUS				
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If this field reflects a status other than "CONFIRMED" attempt to re-request the functional role(s); if the issue persists contact the Ginnie Mae Help Desk ginniemae1@bnymellon.com or 1 (800) 234-4662, option 6.

