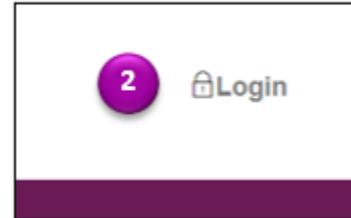


This Quick Reference Card (QRC) guides users through the process of changing their MyGinnieMae passwords via the Access Management Console.

CHANGE A PASSWORD VIA THE ACCESS MANAGEMENT CONSOLE

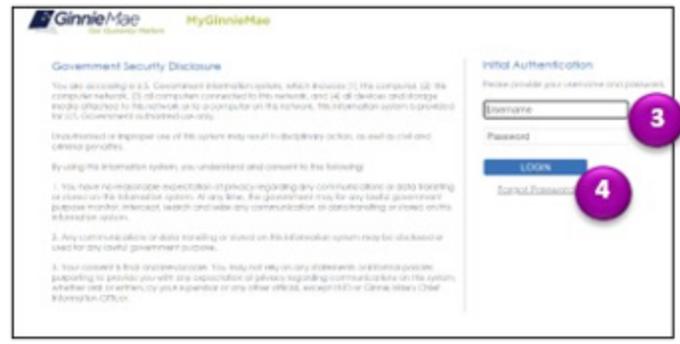
1. Navigate to <https://my.ginniemae.gov> to access MyGinnieMae.

2. Select **Login**.



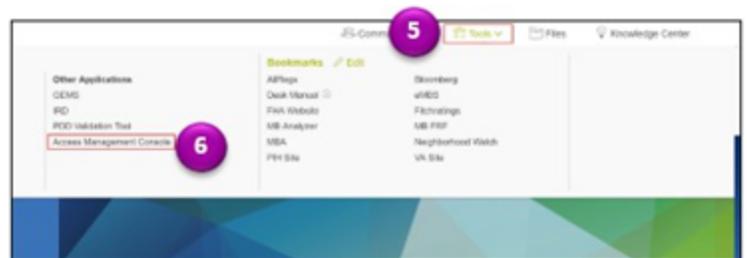
3. Enter your **Username** and **Password**.

4. Select **Login**.

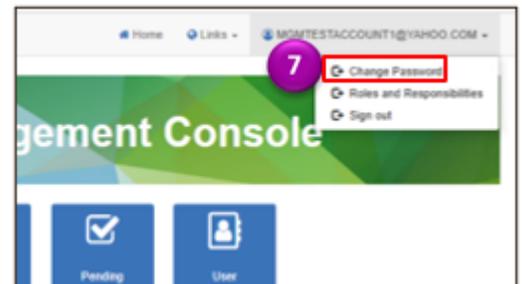


5. Select the **Tools** dropdown.

6. Select **Access Management Console**.



7. Select the arrow next to the username in the corner of the screen and select **Change Password**.



Note: If you are an Organization Administrator, your drop down will include the Roles and Responsibilities form for reference. If you are not an Org Admin, you will not see this drop down.

8. The system will redirect to the Password Change Notice Screen. Enter your **Username** and **Password** to authenticate.
9. Select **Enter**. A One-Time PIN (OTP) will be sent to your email.



The screenshot shows the 'Password Change Authentication' screen. It has a header with the GinnieMae logo and 'MyGinnieMae'. Below the header, there is a 'Password Change Notice' section on the left and a 'Password Change Authentication' section on the right. The authentication section contains a 'Username' field (marked with a purple circle 8), a 'Password' field (marked with a purple circle 9), and an 'ENTER' button (marked with a purple circle 9). There is also a 'Forgot Password?' link.

10. Enter the **OTP** you received via email and select **Enter**.



The screenshot shows the 'Multi-Factor Authentication' screen. It has a header with the GinnieMae logo and 'MyGinnieMae'. Below the header, there is a 'Notice' section on the left and a 'Multi-Factor Authentication' section on the right. The authentication section contains a 'One-Time PIN' field (marked with a purple circle 10) and an 'ENTER' button (marked with a purple circle 10). There is also a 'Return to Portal' link.

Note: Oracle Mobile Authenticator cannot be used to complete the OTP for Password Change authentications. The User can only proceed with the OTP via email delivery.

11. Enter your **Current Password**.
12. Enter your **New Password**.

Note: Password requirements are listed in the Password Policy.

13. Confirm your **New Password**.
14. Select **Submit**.



The screenshot shows the 'Change Password' screen. It has a header with the GinnieMae logo and 'MyGinnieMae'. Below the header, there is a 'Password Policy' section on the left and a 'Change Password' section on the right. The policy section lists requirements: Password must not match or contain first or last name; Password must be 8-20 characters long; Password must contain at least 1 uppercase character, and at least 1 lowercase and numeric character; Password must contain at least 1 special character; Password must contain at least 1 special character; Password must not contain for consecutive or match for last 22 previous passwords. The change password section contains 'Current Password' (marked with a purple circle 11), 'New Password' (marked with a purple circle 12), and 'Confirm New Password' (marked with a purple circle 13) fields, and a 'Submit' button (marked with a purple circle 14). There is also an 'RSA QR Code' section with a 'Display RSA Token QR Code' button (marked with a purple circle 14) and an 'RSA QR Code' button. A 'Return to Portal' link is at the bottom.

15. A message will display confirming the password was successfully changed. Select **OK**.

Note: If the current password was entered incorrectly, an error message stating, "At least one of the provided passwords failed validation" will be displayed.



The screenshot shows the 'Successful Password Change' screen. It has a header with the GinnieMae logo and 'MyGinnieMae'. Below the header, there is a 'Successful Password Change' section. The section contains the text: 'Your password change was successful. Click OK to be redirected to MyGinnieMae Portal.' and an 'OK' button (marked with a purple circle 15).