

This Quick Reference Card (QRC) guides Organization Administrators through the process of acknowledging the Ginnie Mae Roles and Responsibilities (R&R) for Organization Administrators via the Access Management Console (AMC).

Note: All Organization Administrators are required to review and select “Accept” on the R&R form pop-up before being granted access to the AMC. After initial acceptance, re-acceptance is required upon annual expiration on January 1 and when updates are made to the form, before being granted continued access to Organization Administrator functionality.

NAVIGATING TO THE ACCESS MANAGEMENT CONSOLE

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

2. Select **Login**.

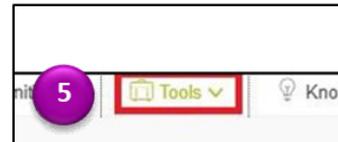


3. Enter your username and password.

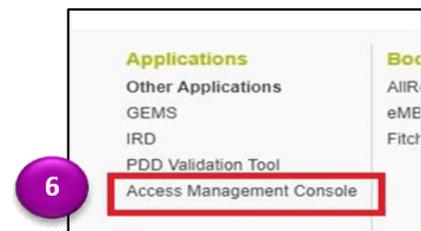
4. Select **Login**.



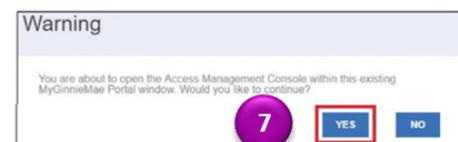
5. Select the **Tools** dropdown.



6. Select **Access Management Console**.



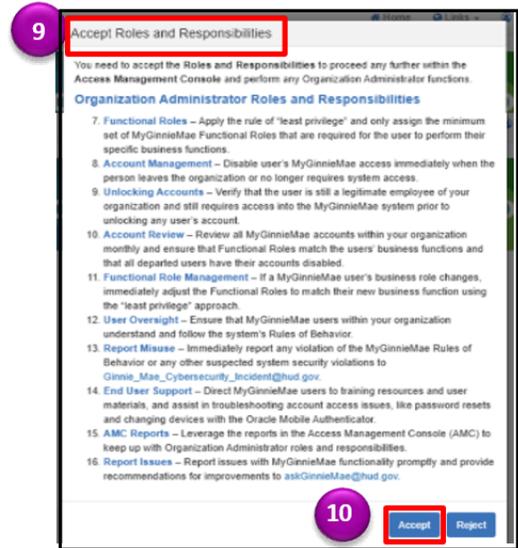
7. Select **Yes** to continue when prompted.



- The Access Management Console will open in a new window.

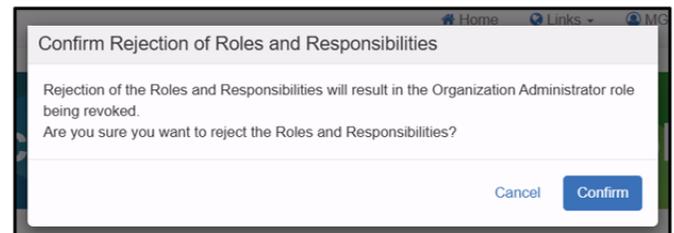


- The Roles and Responsibilities (R&R) form pop-up will appear if it has not yet been accepted, acceptance expired on January 1, or updates were made to the form by Ginnie Mae.



- After reviewing the R&R, select **Accept**.

Note: Selecting “Reject” results in revocation of the Org Admin Privileged Roles and access to Org Admin functionality in the AMC. If “Reject” has been selected, an Organization Administrator for your organization should complete the necessary actions in the AMC to re-request your Org Admin Privileged Roles.



- After acceptance, view and reference the R&R under the user login dropdown.

