

Change Passwords via AMC in MyGinnieMae

ORGANIZATION ADMINISTRATOR QUICK REFERENCE CARD

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 <u>https://my.ginniemae.gov</u> 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**.





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Ginnie Mae

MyGinnieMae

- 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.



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

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.



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.

